

# **COLDWATER ELEMENTARY**

## *“The Cavalier Way”*

*“Small Hands-Big Plans”*



### **PARENT – STUDENT HANDBOOK *Grades K-4***

**COLDWATER EXEMPTED VILLAGE SCHOOLS**  
**[www.coldwatercavs.org](http://www.coldwatercavs.org)**

**2023 – 2024**

*The mission of the Coldwater Exempted Village Schools, designated as one of Ohio’s “B.E.S.T.” schools, is to guarantee the best education for all students by using quality resources in a caring environment.*

Dear Coldwater Elementary Parents:

On behalf of the teachers and staff of Coldwater Elementary School, we would like to welcome you to Coldwater Elementary School and the start of the 2023-24 school year. Our school's theme is "The Cavalier Way" as we are "Little Cavs with Big Character". Students are expected to model "The Cavalier Way" by Being Safe, Being Kind, Being Respectful, Doing What is Right, and Having Pride. "The Cavalier Way" student expectations are listed on the next two pages. Please read these with your child(ren) so all invested know what is expected of our Cavalier students. We are excited and look forward to working with each one of you to make this school year truly productive and pleasant.

This Parent-Student Handbook has been prepared to provide essential information to the students who attend Coldwater Elementary School and their parents. Please take a few minutes to review the contents. If you ever have any questions or concerns, please call us at 419-678-2613.

The staff developed the following building mission statement below. Please take the time to read it, as you are a vital and valuable part of our mission.

If you have any questions or concerns at any time during the year, please feel free to ask. Good luck during the 2023-24 school year!

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT CORE VALUES**





# COLDWATER ELEMENTARY



## PBIS Student Matrix

### Social/Emotional Expectations

	BE SAFE	BE KIND	BE RESPECTFUL	DO WHAT IS RIGHT	HAVE PRIDE
ARRIVAL / DEPARTURE	<ul style="list-style-type: none"> <li>* I walk inside, outside, and through the school.</li> <li>* I use all crosswalks to cross the street.</li> <li>* I wait until my car has stopped and Mr. Etzler or another teacher tells me to go to my car.</li> <li>* I stay behind the red line.</li> <li>* Ask yourself, "Can I or someone else get hurt from what I am doing?"</li> </ul>	<ul style="list-style-type: none"> <li>* I hold the door open for other students going in or coming out of the school.</li> <li>* I am friendly with my words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>* I keep my hands and feet to myself.</li> <li>* I talk quietly to those around me.</li> <li>* I treat all others the way I want to be treated..</li> </ul>	<ul style="list-style-type: none"> <li>* I will sit appropriately on the Pit bleachers (arrival) in the morning and wait for the bell to ring.</li> <li>* I will sit appropriately in the basement hallway (departure) until it is my time to leave.</li> <li>* I arrive at school on time.</li> <li>* I follow all dismissal procedures.</li> <li>* I consider the results of my actions, so I can make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>* I help other students if they need it.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
Students will...	<ul style="list-style-type: none"> <li>☆ Walk in and out of the building</li> <li>☆ Hands and feet to self</li> </ul>		<ul style="list-style-type: none"> <li>☆ Walk to your assigned area</li> <li>☆ Be kind &amp; greet others</li> </ul>		
HALLWAY / STAIRWAY	<ul style="list-style-type: none"> <li>* I keep my eyes forward.</li> <li>* I hold the handrails when using the steps.</li> <li>* I do not put my mouth on the drinking fountain.</li> </ul>	<ul style="list-style-type: none"> <li>* I keep my hands and feet to myself.</li> <li>* I do not touch any lockers or other items in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>* I will remain quiet in the hallways respecting other teachers and classrooms.</li> <li>* I will get a 1-2-3 drink when others are waiting.</li> </ul>	<ul style="list-style-type: none"> <li>* I will stay in a gap free line.</li> <li>* I will travel on the right side of the hallway and stairway.</li> <li>* I will only use my own locker. I will not get into or take anything from another locker.</li> </ul>	<ul style="list-style-type: none"> <li>* I will greet others with a smile.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
Students will...	<ul style="list-style-type: none"> <li>☆ Use walking feet</li> <li>☆ Stay in your space</li> </ul>		<ul style="list-style-type: none"> <li>☆ Travel quietly</li> <li>☆ Keep right</li> </ul>		
CLASSROOM	<ul style="list-style-type: none"> <li>* I will use walking feet in my classroom.</li> <li>* I will sit in my own seat with all legs on the floor.</li> <li>* I will use supplies appropriately.</li> <li>* I will ask permission to leave the classroom.</li> <li>* I know and understand what to do in case of an emergency.</li> <li>* I will keep my hands and feet to myself.</li> <li>* I will consider how my actions affect others</li> </ul>	<ul style="list-style-type: none"> <li>* I will use kind words when talking with others.</li> <li>* I will encourage others.</li> <li>* I will give others compliments.</li> <li>* I will use good manners.</li> </ul>	<ul style="list-style-type: none"> <li>* I will treat all adults including guest teachers with respect.</li> <li>* I will look someone in the eye when they are speaking to me.</li> <li>* I will respond promptly to an adult when they ask me to do something.</li> <li>* I will treat my classroom and its belongings as if they were my own.</li> <li>* I will put things where they belong.</li> <li>* I will clean up after myself.</li> <li>* I will raise my hand when I have something to say.</li> </ul>	<ul style="list-style-type: none"> <li>* I will make good choices even when the teacher is not looking.</li> <li>* I will not take or use items that do not belong to me without asking.</li> </ul>	<ul style="list-style-type: none"> <li>* I will appreciate my classroom looking nice and those who clean it for me.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
Students will...	<ul style="list-style-type: none"> <li>☆ Be safe</li> <li>☆ Be kind</li> </ul>		<ul style="list-style-type: none"> <li>☆ Be respectful</li> <li>☆ Do what is right</li> </ul>		<ul style="list-style-type: none"> <li>☆ Have pride</li> </ul>
BATHROOM	<ul style="list-style-type: none"> <li>* I will enter my own stall and close the door nicely.</li> <li>* I will keep my hands, feet, and eyes to myself.</li> <li>* I will wash my hands for 20 seconds with soap and water.</li> <li>* I will consider how my actions affect others.</li> </ul>	<ul style="list-style-type: none"> <li>* I will use kind words when whispering with others.</li> </ul>	<ul style="list-style-type: none"> <li>* I will wait nicely in line until it is my turn</li> <li>* I will respect the privacy of my peers.</li> <li>* I will whisper in the bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>* I will do my business and return to class quickly and quietly.</li> <li>* I will help to keep the bathroom space clean by picking up after myself.</li> </ul>	<ul style="list-style-type: none"> <li>* I will appreciate the bathroom looking nice and thank those who clean it for me.</li> <li>* I will help other students if they need it.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
Students will...	<ul style="list-style-type: none"> <li>☆ Be quiet</li> <li>☆ Do your job</li> </ul>		<ul style="list-style-type: none"> <li>☆ Wash your hands</li> <li>☆ Leave</li> </ul>		

*"We do things. . . The Cavalier Way!"*



# COLDWATER ELEMENTARY

## PBIS Student Matrix



	BE SAFE	BE KIND	BE RESPECTFUL	DO WHAT IS RIGHT	HAVE PRIDE
<b>LUNCH / CAFETERIA</b>	<ul style="list-style-type: none"> <li>* I will walk at all times through the cafeteria.</li> <li>* I will stand in line quietly.</li> <li>* I will keep my hands to myself and my feet on the floor.</li> <li>* I will not share any food with others.</li> <li>* I will consider how my actions affect others</li> </ul>	<ul style="list-style-type: none"> <li>* I will use good table manners when I eat lunch.</li> <li>* I am friendly with my words and actions.</li> <li>* I will not touch others' food.</li> </ul>	<ul style="list-style-type: none"> <li>* I will talk quietly to those around me.</li> <li>* I stack my tray in the window neatly after I dump it.</li> <li>* I wait quietly for my classmates to finish their lunch.</li> <li>* I stay away from and do not touch the condiment tables.</li> </ul>	<ul style="list-style-type: none"> <li>* I pick up my trash on or under the table when being dismissed.</li> <li>* I will not play with my food or utensils.</li> <li>* I will tell an adult when I spill something so that it can be cleaned up appropriately.</li> <li>* I will eat my food and use my utensils appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>* I pick up any trash that may not be mine to help keep our school clean.</li> <li>* I help other students if they need it.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
<b>Students will...</b>	<ul style="list-style-type: none"> <li>☆ Walking feet, bottoms in seat</li> <li>☆ Keep hands, feet, and food to yourself</li> </ul>		<ul style="list-style-type: none"> <li>☆ Talk quietly with those around you</li> <li>☆ Eat up and clean up</li> </ul>		
<b>OUTDOOR RECESS</b>	<ul style="list-style-type: none"> <li>* I will play in a way that no one gets hurt.</li> <li>* I will not stand on or climb up the slide.</li> <li>* I will walk through the mulch at all times.</li> <li>* I will keep my hands and feet to myself.</li> <li>* I will not play tag on the playground equipment.</li> <li>* I will stay within the playground boundaries.</li> <li>* I will consider how my actions affect others</li> </ul>	<ul style="list-style-type: none"> <li>* If I see another student sitting on the "Buddy Bench" I will ask them if they would like to play.</li> <li>* I am friendly with my words and actions.</li> <li>* I will include all others in any games or activities.</li> <li>* I will take turns and share equipment.</li> </ul>	<ul style="list-style-type: none"> <li>* I will treat others how I want to be treated.</li> <li>* I will treat the school's equipment as if it is my own and put it away correctly.</li> <li>* I will follow all game rules.</li> </ul>	<ul style="list-style-type: none"> <li>* I will consider the results of my actions before I make a choice.</li> <li>* I will play with equipment in the manner that it is meant to be used.</li> <li>* I will play with equipment in the appropriate places.</li> <li>* I will model good sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>* I will pick up any trash on the playground to help keep it clean.</li> <li>* I will line up appropriately when the recess monitor signals to do so.</li> <li>* I will represent how a true Cavalier should act!</li> </ul>
<b>INDOOR RECESS</b>	<ul style="list-style-type: none"> <li>* I will keep my hands and feet to myself.</li> <li>* I will sit, stand, and walk only.</li> <li>* I will use materials correctly as explained by my teacher.</li> <li>* I will ask permission to leave the classroom.</li> <li>* I will consider how my actions affect others</li> </ul>	<ul style="list-style-type: none"> <li>* I will share with my classmates, with no more than four kids to an area or toy.</li> <li>* I am friendly with my words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>* I will use my inside voice and talk quietly to those around me.</li> <li>* I will treat all others the way I want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>* I will follow indoor recess expectations even when an adult is out of the room.</li> <li>* I will clean up the first time I am told.</li> </ul>	<ul style="list-style-type: none"> <li>* I will put materials back exactly like or better than I found them.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
<b>Students will...</b>	<ul style="list-style-type: none"> <li>☆ Play safe</li> <li>☆ Act and speak kindly</li> </ul>		<ul style="list-style-type: none"> <li>☆ Include others</li> <li>☆ Respect the playground &amp; equipment</li> </ul>		<ul style="list-style-type: none"> <li>☆ Line up at the whistle</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>* I will sit on my bottom.</li> <li>* I will face the front of the bus.</li> <li>* I will keep my hands and feet out of the aisle.</li> <li>* I will be silent at all railroad crossings.</li> <li>* I will consider how my actions affect others</li> </ul>	<ul style="list-style-type: none"> <li>* I am friendly with my words and actions.</li> <li>* I will help other students when needed.</li> </ul>	<ul style="list-style-type: none"> <li>* I will keep my hands and feet to myself.</li> <li>* I will talk quietly to those around me.</li> <li>* I will treat all others the way I want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>* I will follow all bus safety procedures.</li> <li>* I will think about the results of actions so I can make good choices.</li> <li>* I will obey the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>* I will help take care of the bus and my seat.</li> <li>* I am my best self and a proud Cavalier!</li> </ul>
<b>Students will...</b>	<ul style="list-style-type: none"> <li>☆ Stay in your seat, feet on floor</li> <li>☆ Keep hands and feet to yourself</li> </ul>		<ul style="list-style-type: none"> <li>☆ Indoor voices (silent at railroads)</li> <li>☆ Keep the bus clean</li> </ul>		

*"We do things. . .The Cavalier Way!"*

# COLDWATER ELEMENTARY STUDENT HANDBOOK

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## **I. GENERAL ITEMS**

### **SCHOOL DIRECTORY**

Athletic Director	419-678-4821
Coldwater Elementary School	419-678-2613
Coldwater Middle School	419-678-3331
Coldwater High School	419-678-4821
Fax	419-678-2613
Food Service	419-678-2611
Mercer County Health Department	419-586-3251
Speech & Hearing Therapist	419-678-2613
Superintendent & Treasurer	419-678-2611
Transportation Director	419-678-2611

### **BOARD OF EDUCATION MEMBERS**

Greg Bruns	419-305-3712
Mike Hoying	937-417-0213
Jim Miller	419-305-0528
Terry Schroyer	419-678-4785
Jack Waite	419-852-9366

No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities receiving federal financial assistance. Title IX of the Education Amendments of 1972-Public Law 92-318.

## ***Regular, Two, & Three Hour Delay Schedules***

<b>Regular Schedule</b>	
<b>Students enter building</b>	<b>8:00 a.m.</b>
<b>Start of School</b>	<b>8:13 a.m.</b>
Kindergarten lunch & recess	(L) 11:30- 12:00 (R) 12:05-12:20
1st grade lunch & recess	(L) 11:45- 12:15 (R) 12:20-12:35
2nd grade lunch & recess	(L) 12:00-12:30 (R) 12:35-12:50
3rd grade lunch & recess	(L) 12:20-12:50 (R) 12:50-1:20
4th grade lunch & recess	(L) 12:30-1:00 (R) 1:00-1:30
<b>Dismissal</b>	<b>3:00 p.m.</b>

	<b>2 HOUR DELAY</b>	<b>3 HOUR DELAY</b>
<b>Students enter building</b>	<b>10:00 a.m.</b>	<b>10:45 a.m.</b>
<b>Start of School</b>	<b>10:13 a.m.</b>	<b>11:00 a.m.</b>
<b>K</b> - lunch & recess	(L) 11:10-11:40 (Commons) (R) 11:45-12:00	(L) 11:10-11:40 (Commons) (R) 11:45-12:00
<b>1st</b> - lunch & recess	(L) 11:20-11:50 (Commons) (R) 11:55-12:10	(L) 11:20-11:50 (Commons) (R) 11:55-12:10
<b>2nd</b> - lunch & recess	(L) 11:25-11:55 (Commons) (R) 12:00-12:15	(L) 11:25-11:55 (Commons) (R) 12:00-12:15
<b>3rd</b> - lunch & recess	(L) 11:35-12:05 (Auditeria) (R) 12:05-12:35	(L) 11:35-12:05 (Auditeria) (R) 12:05-12:35
<b>4th</b> - lunch & recess	(L) 11:45-12:15 (Commons) (R) 12:15-12:45	(L) 11:45-12:15 (Commons) (R) 12:15-12:45
<b>Dismissal</b>	<b>3:00 p.m.</b>	<b>3:00 p.m.</b>

**\*\*Coldwater Elementary will follow and enforce all Board Policies established by the Coldwater Exempted Village Schools Board of Education. Board Policy can be found on the CEVSD web page under “District Information”, then “Board of Education”, then “Board Policy”.**

**\*\*ADMISSION / IMMUNIZATIONS:**

New entrants at all grade levels are required to have received or be in the process of receiving all needed immunizations. Ohio Revised Code, Section 3313.67 states that “No pupil...shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized by a method of immunization approved by the department of health...” Violations of this policy will result in disciplinary action.

**\*\*ANNOUNCEMENTS:**

The daily announcements are aired every morning at 8:13. The announcements are recorded in the Computer Science Room. Mr. Etzler, Mrs. Hemmelgarn, Mrs. Froning and fourth grade students are responsible for gathering news and broadcasting via YouTube or Google Classroom.

**\*\*ASSIGNMENT BOOKS:**

Elementary students in grades 3rd & 4th will be provided an assignment book/homework organizer. If lost, a new one may be purchased for \$4.00 in the Elementary Office. This book is to be with the student at all times and important dates, assignments, etc., should be included daily.

**\*\*BICYCLE RULES:**

Every child has a right to ride his/her bike to school. We ask, for the safety of the child, that the following be kept:

1. All bikes must be rode on the right side of the street.
2. When on the sidewalk in front of the school, please walk your bike.
3. If you need to cross the street, cross only at the crosswalk or at the proper street intersections.
4. Park your bike in the bike racks provided by the school.

Not following these rules could result in an in-school reprimand. The type of reprimand will be decided by the person designated to be on bike-patrol and/or the principal.

**\*\*CRISIS MANAGEMENT PLAN:**

The Board of Education has a policy and a procedure to follow in the event of an emergency or crisis. An emergency or crisis may be defined as an event that affects a large part of the school population or community. The school has facilities and specialized staff that have certain duties during such times. The school may also seek help from community members and/or other organizations. If someone is interested in this plan, they should contact the principal or any school personnel. The emergency squad/fire department may be called in the event of an accident or emergency at the discretion of the person in charge.



**\*\*FEES:**

Class fees are set by the Board of Education. The 2023-24 fee for each individual student in Grades K-4 is \$97.00. These fees help pay for workbooks and other supplies/resources used in the classroom. Your child may be assessed other fees throughout the year for programs, assemblies, field trips, etc. These assessments will be kept to a minimum. Report cards may be held if school fees are not paid. The district has adopted policies for unpaid fees that can be found on the CEVSD web page under "District Information", then "Board of Education", then "Board Policy".

**\*\*FIRE, TORNADO, EVACUATIONS, AND LOCK DOWN DRILLS:**

Fire, tornado drills, evacuations and lockdowns will be held throughout the school year. Students are expected to move quickly and quietly in a single file form.

Signs are posted in all classrooms directing the students to the nearest fire exits. Teachers will assist in the drills. Students are to remain outside until signaled to re-enter. During a tornado drill, students will be directed to a safe area of the building on the ground floor or basement. Students are to sit quietly with their back to the wall and knees tucked up to the chest.

**\*\*FORGOTTEN WORK:**

There are times a student will forget a book or assignment. They can return to school before 4:00 p.m., sign in at the office and ask a custodian for help to enter a locked room. The entrance doors are locked at 4:00 p.m. so entrance into a classroom after 4:00 p.m. can only be done by the principal. This is done to protect your child and employees. After 4:00 p.m., with fewer teachers, aides, and secretaries present, the custodians are responsible for cleaning, repairing, installing, and moving items. At times, there are plumbers, electricians, carpenters, technicians, and others present in the building after hours.

**\*\*HOMEWORK:**

Homework is an opportunity to reinforce practice and/or extend activities and assignments that have been experienced at school. Homework should be meaningful, valuable and will be assigned at the discretion of the classroom teacher. Students are encouraged to complete their own work. At each grade level the "on average" maximum daily amount of time spent on assigned homework should be as follows:

Kindergarten	10 minutes
1 <sup>st</sup> Grade	10-15 minutes
2 <sup>nd</sup> Grade	20-25 minutes
3 <sup>rd</sup> Grade	30-35 minutes
4 <sup>th</sup> Grade	40-45 minutes

**\*\*LOCKER INFORMATION:**

Lockers are assigned to students to allow them to have a place to store clothing and necessary school materials. The school assumes no responsibility for the contents of any locker. **Lockers are the property of the school and, as such, are assumed to be under the control of the school. Lockers may be searched by school personnel to ensure that school rules are not being ignored.** Lockers are to be clear of clutter and doors easily closed. **ALL BOOK BAGS MUST FIT INTO THE STUDENT'S LOCKER.** A student is to use only the locker assigned for his/her use.

**\*\*LOST AND FOUND:**

Any student who loses an article should check whether it has been turned in to the principal's office. Student's names should be in all texts, on labels of clothing, and in workbooks in ink/marker to facilitate return if lost. Parents are encouraged to check the lost and found periodically.

**\*\*LUNCH PROCEDURES:**

Each grade is allotted approximately 45-60 minutes for lunch and recess. The times vary according to each grade level.

Coldwater Elementary students may leave the building and school grounds to go home for lunch with parent permission. The parent must pick up the student from the office. Students may not go anywhere else during this time.

The cafeteria provides a standard Class A type lunch as prescribed through State lunch guidelines. Extra sandwiches and side dishes may be purchased by students in 2nd, 3rd, and 4th grade desiring more to eat. Extras may not be purchased by kindergarten or 1st grade students. If a parent/guardian does not want their child to get extras, a note will need to be sent informing the cafeteria to disallow the student to purchase extras. If a student would like to purchase bottled water, the parent/guardian must send in a note allowing the student to do so.

All lunches must be consumed in the cafeteria. Students are not encouraged to exchange food items purchased in the lunchroom or brought from home. Students with allergies, different food tolerances, cystic fibrosis, asthma, and restricted diets due to diabetes and other illnesses may not realize the dangers in exchanging food items. This reminder should also be used when bringing foods to the classroom for a party, celebration, recognition programs or other reasons.

Homeroom teachers take attendance and lunch count in the morning. Students can deposit money into their lunchroom account anytime. The money should be placed in an envelope with the student's full name and identification number on the envelope. Checks should be made to COLDWATER CAFETERIA and brought to the office.

**\*\*LUNCH APPLICATIONS:**

Each school year, applications for free and reduced lunches are available in the Elementary Office. One application per household must be completed to be considered for the program.

**\*\*SEARCH AND INTERROGATION:**

To insure safety and protection of the entire student body, search and seizure of individuals and property is permissible without consent.

**\*\*TELEPHONE USAGE:**

The school telephone is reserved for official school business. Personal calls to students will only be forwarded in extreme cases of emergency. Students are to make social arrangements before coming to school, not during the day. There are times when it is necessary for students to call home. In such cases, permission must first be obtained from the teacher and secretary. Students are to explain the nature of all calls to be made. Student initiated calls are to be made from the office only.

**\*\*TRANSPORTATION:**

Requests to ride another bus or to be dropped off at a different location must be approved by the Director of Transportation. Notes should be submitted to the child's teacher or the office early in the morning if your child is going home a different way than usual. It is the responsibility of the child and parent to know and communicate how the child is getting home from school.

**\*\*USE OF THE SCHOOL COMPUTER NETWORK:**

Computer, Chromebook, Ipad, and internet usage are an integral part of the everyday learning environment at Coldwater Elementary. Responsible use of the Internet is important and students need to follow acceptable guidelines and rules with relation to use. Each student and parent must review, sign, and return the "Computer Acceptable Use Policy" form for the student to use Internet Access. Violations of this policy may result in loss of privilege to use the school technology and internet.

**CHROMEBOOKS:** Chromebooks are a privilege that we provide for our students. Chromebooks may only be used for schoolwork. Students are not allowed to use another student's login. Student Chromebook or technology privileges can be revoked at any time a student's chromebook behavior is deemed inappropriate by school staff.

\*If school technology devices need to be brought home by a student(s), each parent must review, sign, and return the "Coldwater EVSD Chromebook Loan Agreement and Acceptable Use Policy Signature Page" before the student is able to access and take school-owned technology home.

**\*\*VISITORS:**

To assure that no unauthorized persons enter the buildings or school grounds, **all visitors to the school must report to the office when entering. Visitors are always welcome.** No interruption of the classroom will be permitted, except when it is necessary for a parent to remove their child due to an emergency.

**II. ACADEMICS**

**\*\*CLASSES:**

In grades K-4, students are assigned to a homeroom. The homeroom becomes the center of activity for all classes. Students may have the opportunity to have several instructors. Sometimes reading, math, social studies, science and Cav Pride Time (intervention/enrichment) will be divided among the teachers.

Some instruction is provided by specialists. Specials are taught to students in grades K-4 by specialists.

All course work is carefully regulated by the Ohio State Department of Education through adherence to published Ohio Minimum Standards. Coldwater Elementary Educators follow and teach the Ohio Learning Standards at each grade level. These standards identify what students should know and be able to do. They are extensive and must be followed. All standards are designed to bring the best possible educational opportunities to boys and girls across the state.

**\*\*PARENT PLACEMENT REQUESTS:**

Parent placement requests are discouraged. Class lists are decided upon by the principal and the teaching staff. Careful consideration is made when placing a student into his/her classroom. The principal has the final say in the placement of each student. It is encouraged for the teachers to work cooperatively with the parent and communication is the key.

**\*\*REPORT CARDS:**

Report cards will be issued every nine week period for grades K-4. Unpaid bills or fees may prevent a child from receiving a grade card.

**\*\*GRADING POLICY:**

1st-4th Grade:

99-100: A+	92-93: B+	83-85: C+	73-74: D+	66-0: F
96-98: A	88-91: B	78-82: C	69-72: D	
94-95: A-	86-87: B-	77-75: C-	67-68: D-	

**\*\*PROMOTION AND RETENTION OF STUDENTS: (ref. BOE Policy)**

The promotion of each student in the District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher will take into consideration; reading grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible. Guidelines include:

1. A student receiving passing grades in reading, social studies, mathematics, science, English and spelling will be promoted.
2. A student having failing grades in reading, mathematics and English at the end of each year will have his/her case evaluated by the teachers, guidance counselor and Principal for placement.
3. No conditional promotions will be permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the Principal.
5. A student having passing grades, "D" or above, throughout the year will not be failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary or anecdotal evidence should be available to justify retention.
8. A student with failing grades will be entered into the District's intervention programs to be assisted toward academic success in those areas.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

### **III. ATHLETICS/EXTRA-CURRICULAR ACTIVITIES:**

Elementary students are prohibited from participating in interscholastic sports. Some students may choose to help the team/coaches of high school teams. Such persons are called managers. No elementary manager will be permitted to participate as a manager if he/she is experiencing difficulty with academics or conduct. Attendance and school work must also be average or higher.

### **IV. ATTENDANCE:**

Regular attendance in school leads to academic achievement at or above the level which can reasonably be expected. Just as importantly, Ohio Revised Code Sections 3321.01-3321.99 make school attendance compulsory for every child who is an actual resident of the state. Therefore, the following is a statement of policy regarding pupil absences and make-up work for those absences that fall within the legal categories. For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

It is very important that the school be contacted in some manner the same day the student is absent from school. The Missing Children's Act was passed by the Ohio General Assembly in an effort to protect the children of Ohio. In order to comply with this Act, we need the cooperation of all parents regarding reporting student absences. This cooperation is essential for the protection of your child.

Written notification will be mailed home when the student has reached 10 days of absences without a medical excuse. All absences thereafter will require a doctor's statement to excuse further absences. Any absences after this point without a doctor's statement will be considered unexcused. To ward off this notification, whenever a student is taken out of school for a medical appointment of any kind (i.e. physician, dentist, chiropractor, psychologist etc.), please submit a doctor's excuse.

If a student has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during the year, she/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court as a result of this excessive absence.

1. The Ohio Revised Code 3321.04 defines a "legitimate" excuse from school as the following:
  1. Enrollment in another school.
  2. A bodily or mental condition that does not permit attendance, verified by a licensed physician or psychologist.
  3. Participation in an approved program for home instruction.
  4. A demonstrated need for the child to remain home for a limited period of time to perform essential work for his parents.
  5. Possession of an age and schooling certificate.
2. The Coldwater Board of Education has defined the word "excused" to refer to any absences from a class based on the following:

1. Personal illness (**verification from a licensed physician may be required**).
2. Illness in the family
3. Death of a relative
4. An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good cause for absence.

**Excused Absence** – any absence from school excused by Ohio attendance laws.

**Unexcused Absence** – any absence from school with the parent’s knowledge but for an unacceptable reason.

**Truancy** – any absence from school without a parent’s or the school’s knowledge is prohibited.

## Unexcused Tardies –

- 3 unexcused tardies - Warning letter sent & phone call to parents
- 6 unexcused tardies - Tardy intervention meeting with parents
- 10 unexcused tardies - Truancy contacted

1. Parents or guardians of students absent from school are expected to call the Coldwater Elementary School at 419-678-2613 (grades Kg.-4) by 9:00 a.m. the morning of each absence to inform the school of the reason and probable duration of the absence. The first, second, and third time a parent fails to call the office by 9:00 a.m., the secretary will call the student’s parent(s)/guardian(s) and log it on DASL as “no parent call”. The secretary will give the parent a warning that after the third time not calling in, the absence becomes automatically unexcused. The fourth time the parent fails to call in, the secretary calls and logs the absence on DASL as unexcused even if it is an acceptable excused absence. The truant officer will then be contacted. The office will be open by 8:00 a.m. each school day. A voice-mailbox has been established for those parents unable to contact the office during normal hours. If parents are unable to call, and the office fails to reach a parent, the student, upon returning to school, must submit to the office a note from a parent/guardian or medical excuse listing the **Date** and **Reason** of the absence.
2. If a student arrives at school after 8:13 a.m. but prior to 8:57 a.m. for an excused absence, he/she will be marked “excused other”. If a student arrives after 8:57 a.m., he/she will be marked “excused absent” for one-half day. If a student leaves school after 2:16 p.m. for an excused absence, he/she will be marked “excused other”. If a student leaves prior to 2:16 p.m. for an excused absence, he/she will be marked “excused absent” for one-half day.
3. Arrangements with the office for doctor, dentist, etc. appointments, should be made **PRIOR** to the scheduled time. This may be done by a parent calling the office or by sending in a note.
4. Students who need to leave school during the school day (**for any reason**) must report to the office to sign out. A parent must come into the office to pick up a child.
5. Students will be given the opportunity to do make-up work following an excused absence. One day’s time for each day’s absence will be given for make-up work. This does not apply to assignments known in advance and/or prior to a scheduled or excused absence. The Principal retains the authority to make a determination of appropriate length for make-up for extended illnesses.

Absence from school for family vacations is discouraged. Prior approval of the principal is required. It is then the responsibility of the student to meet with the teacher and discuss how the work will be made up. A vacation form may be obtained in the office. This form must be filled out 10 days prior to the vacation date. The principal will then approve the request.

Incomplete work must be made up within two weeks after the "I" (incomplete) has been recorded on the report card. After two weeks, the "I" will become an "F". If extenuating circumstances prohibit the two-week deadline, administrative approval must be secured.

**\*\*SCHOOL DELAYS, CANCELLATIONS, EARLY DISMISSALS:**

This information will be on the following radio stations:

WCSM – 96.7 FM or 1350 AM – Celina; WKKI – 94.3 – Celina; and T102-Lima. TV Channels WHIO-Dayton (7); WDTN-Dayton (2); and WLIO-Lima (35) . We urge you to listen to WCSM or WKKI for information on closings or delays. If the school is dismissed because of inclement weather, your children should know where to go if you do not want them home prior to the regular time, or if the house is locked at this time.

An Alert System is available by logging onto [www.coldwatercavs.org](http://www.coldwatercavs.org). Registration is required.

**V. CODE OF CONDUCT:**

Student self-discipline is a goal that the Coldwater Elementary School seeks to foster. It is an attempt to ensure that each student has the right to an education and the commensurate responsibility not to interfere with or threaten the education of others by personal actions. Our goal is to develop a responsible student who respects authority and the rights of fellow students. Coldwater Elementary students are expected to follow and model the five "Cavalier Way" expectations: Be Safe, Be Kind, Be Respectful, Do What is Right, & Have Pride.

Violations on the part of a student of any of the following rules of conduct may result in disciplinary action, including, but not limited to loss of privileges, assigned detentions, suspension, emergency removal, in-school suspension, Saturday School Detentions, Expulsion, or referral to an appropriate court. This district has adopted "Zero Tolerance" student conduct policies that can be found on the web page under "District Information", then "Board of Education", then "Board Policy".

The following are areas of misconduct that will result in discipline measures:

1. Disruptions of School – A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction of the education process, including all curricular and extracurricular activities
2. Damage to school or private property
3. Assault and or Fighting to a student or other school personnel
4. Dangerous Weapons and Instruments or other objects which might be considered a dangerous weapon or instrument of violence
5. Tobacco use by students
6. Narcotics, alcoholic beverages, and stimulant drug use
7. Theft of public or private property
8. Frightening, Degrading or Disgraceful Acts to a teacher, student, or other person by written, verbal or gesture means
9. Insubordination – disregard or refuse to obey reasonable directions given by school personnel
10. All students shall cooperate with the bus drivers and comply with basic safety regulations
11. Truancy
12. Excessive Tardiness will result in disciplinary measures
13. Forgery/Cheating
14. The use of cellular phones, smartwatches, pagers, laser lights, or like communication devices are prohibited during school hours, extra-curricular events, or school functions. If students bring them to school, it must be stored in their locker or book bag. Students are not allowed to carry them in

their pockets at any time during the school day. Students may use their personal devices in an appropriate manner (communication purposes) starting at 3:05 p.m., unless attending an extra-curricular event or participating in a school function.

15. Skipping a class
16. Leaving school grounds without permission
17. Profane and obscene language
18. Public display of affection
19. Soft drinks and beverages are not permitted in the building at any time unless prior approval.
20. No electronic equipment (ipads, DS, DSI, ipods, etc.) are to be brought to school.

**Zero Tolerance:**

No form of violent, disruptive, or inappropriate behavior will be tolerated at Coldwater Elementary.

**\*\*HAZING/BULLYING:**

In order to assure the safety and welfare of the students from hazing and bullying, the district has adopted the following policy:

1. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying means doing a physical or verbal act, often repeatedly (more than once) with the intent to harm someone physically or emotionally. Permission, consent or assumption of risk by an individual subjected to hazing/bullying, initiation or rites of passage does not lessen the prohibition contained in this policy.
2. Hazing activities, initiations or other rites of passage are inconsistent with the education process and are prohibited at all times throughout the calendar year. No student, including leaders of student organizations, may plan, encourage, or engage in any of these activities.
3. Any intentional written, verbal, graphic or physical act including electronically transmitted acts (Internet or cell phone) by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate will not be tolerated. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation.

**\*\*SEXUAL HARASSMENT:**

1. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
2. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing with a fellow student, staff member, or other person associated with the District.

**\*\*SURVEILLANCE CAMERAS:**

Surveillance cameras have been installed throughout the building and surrounding areas of the school. The images from these cameras are confidential and can be viewed by school officials only. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal prosecution, the images may become evidence at the trial and therefore will probably end up becoming public. Under such circumstances, the images are under the control of the courts, not the school.



## **\*\*STUDENT BUS RIDERS' RESPONSIBILITIES:**

Pupils have duties and obligations which contribute to their safe and orderly transportation. The following are rules which are to be observed by pupils riding school buses.

- The Coldwater School District furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.
- Once a student boards the bus he/she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.
- Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student, once proper due process procedures have been followed.
- Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

In order to assure the safety and welfare of the pupils it transports, the Board has adopted the following policy:

1. The school bus driver has the authority and responsibility to maintain control of the students riding his or her bus.
2. Pupils riding Coldwater School buses must meet the following standards of behavior:
  - a. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  - b. Pupils must wait in a location clear of traffic and away from the bus stops
  - c. Behavior at school bus stops must not threaten life, limb or property of any individual.
  - d. Pupils must go directly to an available or assigned seat.
  - e. Pupils must remain seated keeping aisles and exits clear.
  - f. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  - g. Pupils must not use profane language.
  - h. Pupils must refrain from eating or drinking on the bus, except as required for good health practices.
  - i. Pupils must not use tobacco on the bus.
  - j. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
  - k. Pupils must not throw or pass objects on, from or into the bus.
  - l. Pupils may carry on the bus only objects that can be held in their laps.
  - m. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  - n. Pupils must not put their head or arms out of the bus windows.
  - o. No electronic devices such as ipads, DS, DSI, ipods, etc should be brought on the bus
3. In cases where it is determined by the Director of Transportation that a pupil's presence on a bus poses a danger to persons or property or a threat to the safe operation of the school bus, that pupil may be removed immediately by the Director of Transportation for a period not to exceed 10 days. The pupil will be given notice as soon as practical and the pupil has the right to a hearing within 72 hours of the action. Suspension

of a pupil for misconduct that is not considered a danger to persons or property, or a threat to the safe operation of the school bus can take place only after the pupil has been notified of the intended action, and has had the opportunity to appeal the action to the superintendent. Expulsion of pupils from riding privileges may be done only by the superintendent. The pupil has the right to a hearing.

### **\*\*DISCIPLINE PROCEDURES:**

The sequence of events that will occur are:

- a. Students sent to the office for a major infraction or chronic minor infractions.
- b. Principal communicates with the teacher to learn how the student got here (why?)
- c. Principal counsels or conferences with the student and involves the parent(s)/guardian(s) if necessary.
- d. Principal analyzes infraction and all pertinent information and decides what type of plan or consequences the student has earned. Determination of plan/consequences will depend on infraction, age of student, past action taken, teacher input, plan deemed most effective, etc.

Examples:

- A. Verbal Warning (student conference/counseling)
- B. Parent Conference
- C. Detention (recess or after school)
- D. Saturday School, Suspension, or Expulsion
- E. Student eats lunch alone and spends remainder of time in isolation
- F. Student is assigned to eat lunch with a different group
- G. Student is restricted to a certain area as designated by the principal, etc.
- H. Student loses a school or classroom privilege.

**\*\*The principal reserves the right to choose what consequence is deemed appropriate.**

### **\*\*DETENTIONS:**

**In School Detention:** The student will report to the designated areas as assigned by the principal. The student will not converse with anyone, nor cause any disruption.

**After School Detention:** The student will remain in this area for at least 30 minutes, but not to exceed 60 minutes. The student will not converse with anyone, nor cause any disruption. The parent/guardian will be informed of all after school detentions, and will be responsible for transporting the student home.

Two in school detentions during a five-day period will penalize the student with an after school detention.

The type of consequence given the student will depend on:

1. The number of times the rules have been broken
2. The age of the student
3. Past experience of the student
4. The severity of the rule

### **\*\*SATURDAY SCHOOL:**

Serious violations of school policy and procedure could result in the assignment of a Saturday morning detention (8:00 a.m. – 11:00 a.m.). The location will be assigned by the Principal. Parents are responsible for transportation.

**\*\*DUE PROCESS IN SUSPENSION/EXPULSION:**

A. The Superintendent or the principal may suspend a pupil from school for not more than 10 **school days**. No pupil shall be suspended unless prior to the suspension, the superintendent, the principal, or the assistant principal:

1. Gives the pupil written notice of the intention to suspend him/her and the reasons for the intended suspension; and
2. Provides the pupil an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, and challenge the reason for the intended suspension or otherwise to explain the actions.

B. The superintendent may expel a pupil from school. No pupil shall be expelled unless prior to his expulsion, the superintendent:

1. Gives the pupil and his/her parents or guardian, or representative, an opportunity to appear in person before the superintendent or his designee, to challenge the reasons for the intended expulsion, or otherwise to explain the pupil's actions. The notice required in this division shall include the reasons for the intended expulsion, notification of the opportunity of the pupil, his parents, guardian, or representative to appear before the superintendent or in designee, to challenge the reason for the intended expulsion, or otherwise to explain the pupil's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) days not later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil, his parents, guardian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his parent, guardian, or representative of the new time and place to appear.

C. If a pupil's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular or extracurricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without the notice and hearing requirements of Division A or B of this section. As soon as practicable after making such a removal, the teacher shall submit, in writing, to the principal the reasons for removal. If a pupil is removed under this division from a curricular or extracurricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held in accordance with Division B of this section, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused or requested the removal to be made shall be present at the hearing. If the superintendent or the principal reinstates a pupil in a curricular or extracurricular activity under the teacher's supervision prior to the hearing following a removal under this division, the teacher shall, upon request, be given in writing the reasons for reinstatement.

D. The superintendent or principal shall within twenty-four (24) hours after the time of a pupil's expulsion or suspension, notify in writing the parent or guardian, and the Clerk of the Board of Education of such expulsion or suspension. The notice shall include the reasons for the expulsion or suspension and shall also include notification of the right of the pupil his/her parent or guardian, to appeal such action to the Board of Education or to its designee, to be represented in all such appeal proceedings, to be granted a hearing before

the Board or its designee in order to be heard against such suspension or expulsions, and to request that such hearing be held in executive session.

E. A pupil or his/her parent or guardian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. Such pupil or his parent or guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting.

The Board may, by a majority vote of its full membership or by action of its designee, affirm the order of suspension or expulsion, or may reinstate such pupil, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The Board or its designee shall make a verbatim record of hearings held under this division. The decision of the Board or its designee may be appealed under Chapter 2506 of the Revised Code.

This section shall not be construed to require notice and hearing in accordance with Division A, B, or C of this section in the case of normal disciplinary procedures when a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four (24) hours and is not subject to a suspension or expulsion.

**\*\*DRESS CODE:**

Proper dress, manners, and attitudes will be expected at all times. We feel that each student should realize that how he or she dresses has an effect on his/her behavior. Proper clothing can add to the learning climate while attention-getting clothes may distract. For this reason a dress code becomes necessary to ensure a proper learning environment.

1. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing, including hats, containing offensive illustrations, inappropriate language of questionable language or designs and/or messages of alcohol, tobacco, drugs, or sexual slogans, illustrations or innuendos, bizarre or unusual clothing, soiled, torn, or cut off/shortened (crop tops of any kind) clothing are not acceptable.
2. Clothing may not be disruptive to the educational process.
3. Hats, hoods/hoodies, caps and/or sunglasses are not to be worn in the building during the school day without consent from the principal.
4. Shorts of modest length may be worn throughout the school year.
5. Pants must be worn at the hip at all times.
6. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
7. When a student is participating in school activities, his/her dress (including accessories) and grooming will not disrupt his performance or that of other students or constitute a health threat to himself or other students.
8. No open heel shoes are permitted. All shoes/sandals worn must have a strap across the heel.

**(The principal and Board of Education reserve the right to make judgments/final decisions concerning the dress and grooming of students.)**

**\*\*RULES FOR “INSIDE RECESS”:**

1. No running
2. No throwing any objects (This does not include tossing bean bags, dice, etc.)
3. No cd players, radios, TV, game systems (DS,DSI), ipads, itouch etc. No electronics. (School ipads/chromebooks may be used at the teacher’s discretion)
4. No leaving the room without the teacher’s permission.

**\*\*USE OF PLAYGROUND:**

The following are general guidelines. The playground monitor may add rules as they become necessary to assure the safety of all children. The monitor may also discipline children who break a rule/guideline.

1. Elementary students are required to go outside during recess and noon period unless it is determined that the weather is too inclement and that all students will remain indoors. The only exceptions to this rule are:
  - a. one day exception based on classroom teacher’s permission;
  - b. one day to entire year exception upon written request from the family physician

**\*\*Inclement Weather Guidelines:**

- 20 degrees or lower; students stay inside
  - 21-32 degrees; students can be inside, outside, or combined depending on wind chill and precipitation
  - 33 degrees or higher; students are outside unless precipitation
2. Appropriate clothing for outdoor play should be worn by all students. Appropriate outdoor clothing includes boots, warm coats, etc., in cold weather.
  3. No throwing snowballs, ice, rocks, frisbees, etc.
  4. No skates, no bare feet, no use of balls on playground equipment or near windows.
  5. Restricted to certain areas in wet weather (at the monitor’s discretion).
  6. No piggy-back riding or excessive roughness.
  7. No sharp objects are to be carried.
  8. “Touch” or flag football only.
  9. Restroom use with permission of monitor.
  10. Avoid classroom areas that are in session.
  11. Do not enter private property without permission.
  12. No playing “tag” on the playground equipment.

**\*\*LIBRARY BOOK CHECKOUT / RETURN POLICY:****Check Out**

1. Kindergarten students can check out one book at a time.
2. First & Second Grade students may check out two books at a time.
3. Third Grade students may check out three books at a time.
4. Fourth Grade students may check out four books at a time.

**Return**

1. If a student has forgotten to return one or more books at their next library visit or by the due date, the student may only check out one additional book.
2. If books still have not been returned, the student may check out one additional book, but that book must stay at school until the other(s) are returned.
3. If after several reminders, the student continues to fail to return books, the student can check out no more books until missing books are returned or paid for.

## **VI. MEDICATION/DRUG & HYGIENE POLICY:**

The Coldwater Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend Coldwater Elementary School. The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, use or offer for sale any alcoholic beverages, illegal drugs, nonprescription drugs, look-alike drugs, or any mind-altering substances while on school grounds or facilities; at school-sponsored events; or in other situations under the authority of the District or in School owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non alcoholic beers, steroids, tobacco, and tobacco products, herbal remedies, and drug paraphernalia.

### **\*\*OVER-THE-COUNTER DRUGS AND PRESCRIBED MEDICATIONS:**

The Board also recognizes that prescription drugs and over-the-counter medications are sometimes needed in order for students to attend school regularly. The following applies for those students with over-the-counter drugs and prescription medications.

Students in the Elementary are required to bring over-the-counter medications or prescribed medications to the office with the proper documentation required upon their arrival at school. These medications must be in the original package/container. Over-the-counter medications and prescription medications must be managed in the Elementary Office and administered by the School Nurse, or the Principal, Elementary Secretary, or other designee. **In the case of inhalers, the medication can be carried by the student at all times, but a doctor's order requiring such will be on file in the school office. The student must also understand and accept the responsibilities associated with carrying such medication on their person. Permission forms to administer prescription medication can be picked up in the office.**

Students in violation of the above Medication and Drug Policy will face disciplinary action.

### **\*\*CONTACT LENSES:**

All students who wear contact lenses should bring their own lens solution to school. This will prevent cross-contamination and possible eye infections from using someone else's solution. Students should also have a contact lens case at school in case they need to remove their lenses.

### **\*\*HYGIENE / BATHROOM ACCIDENTS**

The following are general guidelines that will be followed in the case of a student suspected of or having an occasional bathroom accident:

1. The student will be sent to the nurse.
2. The student will be asked if and/or when they had an accident.
3. If the student denies the accident, but has a strong odor, the nurse or principal will determine if it is too offensive to be kept in class and the parents will be notified to come and assist the student.
4. If the student had an accident, the parents will be called. If there is no answer a message will be left and then an alternate contact from the emergency card will try to be contacted.
5. If possible to be taken care of without parent/guardian assistance and clothes are available, the child will change clothes and bag up the dirty ones to take them home. The student will be given wet disposable towels to clean themselves up. If the student needs assistance, the nurse or principal will be notified and another staff member will assist them in helping the student change their clothes.

6. A note/letter will be sent home regarding the accident and steps taken including attempts at phone calls/parent contacts.

Coldwater Elementary understands that children will have occasional bathroom accidents. However, if a child is having consistent bathroom accidents, the classroom teacher/nurse will take these steps:

1. The parent will be called to come and change their child for every accident after the child has had one in the same week. A parent or caregiver must be able to come within 30-45 minutes.
2. If the student continues to have repeated accidents, then the parent will be called and expected to come to school to either change the child or take the child home when he/she has a bathroom accident.
3. The teacher, nurse, and/or principal will meet with the child's parent to determine a cause and/or if a plan of action can be developed to help the child be successful. Some examples are developing positive charts, strict bathroom schedules, and bathroom reminders at specific times etc.

\*\*If the parent comes to the school to help assist or clean up their child, a shower is available in the nurse's clinic if they wish to use it instead of taking the child home to clean up.

## **\*\*HEAD LICE**

### STUDENT HEALTH SERVICES PEDICULOSIS (HEAD LICE) PROCEDURES

The Board recognizes that pediculosis (head lice) is a nuisance health issue. It is spread by either direct contact (head to head contact) or indirect contact (head to infested clothing, hats, upholstery, etc.). Due to this, the following procedures will be followed:

1. Report all suspected cases of head lice to the school nurse.
  - a. Only students demonstrating symptoms of head lice will be checked.
2. If a student is found with active head lice:
  - a. Parents are notified of the infestation and give the opportunity to pick their child up early from school that day.
  - b. Students will be permitted to stay in school until the end of the school day.
    - Students diagnosed with live head lice should be discouraged from close direct head contact with others; however they should not be removed from the classroom.
    - Information about head lice and its treatment will be given to the parents.
    - Parents will be notified that the student must be checked upon return to school the next day.
      - If no live lice are detected, the student will be permitted to remain at school.
      - If live lice (active infestation) are found, parents will be notified to discuss treatment.
  - c. If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

- d. Re-admittance to the classroom the next day if no treatment or insufficient treatment has been given is an administrator's decision.
- e. Students who exhibit excessive or exaggerated amounts of scratching or digging at his/her scalp/hair may be removed from the classroom until symptoms are under control based on the decision of the administration.

\*\*Privacy and confidentiality must be maintained.

\*\*Head lice outbreak letters should be used in extreme cases where a high percentage of students are diagnosed at the same time.

\*\*Efforts to prevent head to head contact should be practiced regardless if head lice is suspected in the classroom.



**COLDWATER ELEMENTARY STAFF (K-4)**

**2023-24 School Year**

	ROOM #		ROOM #
<b>Mike Etzler, Principal</b>	OF1	<b>ART:</b>	
Shirley Mathewson, Secy.	OF1	Kari Forsthoefel (GLC)	116
Andrea Knapke, Bldg. Clerk	OF1		
<b>EDUCATIONAL AIDE:</b>		<b>COMPUTER SCIENCE:</b>	
Karen Bergman		Lexi Hemmelgarn	121
Janet Eckstein			
Christine Hannewald		<b>MUSIC:</b>	
Pat Kanney		Denise Petersen	112
Janet Niekamp			
Pam Cupp/EL	120	<b>PHYSICAL EDUCATION:</b>	
Sara Sudhoff		Ken Fisher	175C
<b>KINDERGARTEN:</b>		<b>CLINIC:</b>	
Molly Wendel	4	Jodi Weigel	OF7
Kaci Rutschilling	5		
Kay Bruggeman (GLC)	6	<b>GUIDANCE:</b>	
Ashley Klingshirm	7	Stacey Froning	OF2
Christy Osterfeld	9		
Krista Hoge	10	<b>LIBRARY:</b>	
Kristin Grieshop	11	Jessica Scott	150
<b>1ST GRADE:</b>			
Marilyn Tobe (GLC)	109	<b>SPEECH/HEARING:</b>	
Samantha Klenke	110	Haley Thomas	103
Jen Giesige	111		
Becky Kunk	113	<b>SPECIAL EDUCATION:</b>	
Breana Sieftring	114	Tracy Klosterman	108
Nikki Moor	115	Tessy Huwer (GLC)	105
		Erica Albers	104
<b>2ND GRADE:</b>		Angie Rolfes	108
Kyle Ahrens	211	Tina Heitkamp	219
Nikki Hemmelgarn	213		
Kylee Seitz	214	<b>TITLE/INTERVENTION</b>	
Becky Lefeld	215	Sara Smith	220
Julie Fortkamp (GLC)	216		
Kathy May	217	<b>CUSTODIAL/MAINTENANCE</b>	
Olivia Wenning	206	Roger Knapke	
<b>3RD GRADE:</b>			
Anne Geier	207		
Greg Pohlman	208	<b>MERCER CO. PRESCHOOL</b>	
Amy Welling (GLC)	209	Stephanie Will	102
Lauren Garman	210	Kristina Vogel	
Stacey Pohlman	212	Tracy Keeling	
Ashlie Rowen	221		
<b>4TH GRADE:</b>		<b>MERCER CO. MD Unit</b>	
Tammy Sieftring (GLC)	201	Carly Roth	101
Francesca Niekamp	202	Regina Evers	
Riley Muhlenkamp	203	Maria Vallance	
Tracy Schmitz	204	Holly Wuebker	
Shelly Sieftring	205		

