Seaborn Elementary School

Parent / Student Handbook
2026-2027



Seaborn Elementary School
3800 Niles-Carver Road
Mineral Ridge, OH 44440

Weathersfield Local School District Phone Numbers	
Seaborn Elementary:	330-652-9695
Mineral Ridge High School:	330-652-1451
Superintendent's Office:	330-652-0287
Bus Garage:	330-505-4434

Welcome to Seaborn Elementary School and the new school year!

This parent/student handbook will answer many of your questions about Seaborn Elementary. Should you have additional questions, please call us at 330-652-9695.

We believe it is the duty and responsibility of each student, parent, and staff member to develop and project a feeling of cooperation, interest, and respect for the Seaborn Elementary School community.

We look forward to a great school year. Let us work together to provide the students with the learning experiences that will help them grow educationally during their kindergarten through sixth-grade years, preparing them for Mineral Ridge High School.

MISSION STATEMENT

Pursuing “Academic Excellence” for All Students in the Weathersfield Local Schools

VISION STATEMENT

Weathersfield Local Schools is dedicated to enhancing effective student learning and supports a community of life-long learners.

Table of Contents

Weathersfield Local Schools Board of Education	**6**
District Administrators	**6**
Seaborn Elementary School Faculty and Staff	**7**
District-Wide Belief Statements	**8**
School Spirit and Pride	**8**
Student Responsibility	**8**
School Hours	**9**
Attendance	**9**
If Your Child Will Be Absent From School	**10**
Student Attendance	**10**
Tardy to School	**11**
Requested Vacation Time	**11**
Perfect Attendance	**12**
Missing Children	12
Your Child at School in an Emergency	13
Student Abuse and Neglect	14
Student Planners	**14**
Immunizations	**14**
Medication Policy	**15**
Communicable Disease Policy	**16**
Injury and Illness	**17**
Report Cards/Interim Reports/Parent-Teacher Conferences	**17**
Recess	**17**
Writing Checks to School	**17**
Art Education	**18**

Physical Education	**18**
Music Education	**18**
School Library Services	**18**
Field Trips	**19**
Permission Slips	**19**
Cafeteria	**19**
Cafeteria Payment System	**20**
Cafeteria Procedures/Policies	**20**
Textbooks	**21**
Homework	**21**
Student Valuables	**22**
Seaborn Elementary 2022-2023 Workbook/School Fees	**22**
Lost and Found	**24**
The Seaborn Home and School Association (SHSA)	**24**
Birthday/Special Occasion Treats	**24**
Parents Visiting School	**24**
Parking	**25**
Student Drop-off and Pickup Procedures	**25**
Withdrawal of Students	**26**
Student Records - Separated/Divorced Parents	**26**
Bus Regulations	**27**
Seaborn Elementary Code of Conduct	**29**
Student Harassment	**36**
Anti-Hazing/Bullying Policy	**37**
Firearms	**37**
Dangerous Weapons	**37**

Search and Seizure	**38**
Electronic Devices	**38**
Board Policy on Computer Usage	**39**
Additional Policies Concerning Students	**39**
Two-Hour Delay Procedures	**39**
Emergency Closing of School	**40**
Crisis Action Plan	**40**
Student School Insurance	**41**
Fire and Tornado Drill	**41**
Lockdown/ALICE	**42**
Dress Code Policy	**42**
Grading Procedures	**44**
Grading Scale	**45**
Immunization Summary	**46**
Band Syllabus	**47**
Band Acknowledgement	**49**

Weathersfield Local Schools Board of Education

Mr. Sam Caputo, President

Mr. Mark Bodo, Vice President

Mrs. Cheryl Basista

Mr. Josh Garris

Mr. Matt Glidewell

District Administrators

Mr. Damon Dohar, Superintendent

Mr. Steve Haynie, Treasurer

Mr. Thomas J. Koniowsky, Jr., Elementary Principal

Mr. Joe Stevens, MRHS Principal

Mrs. Tracie Mastrangelo, Coordinator of Pupil Services

Mrs. Debbie Donkers, Food Services Supervisor

Seaborn Elementary School Faculty and Staff

Mrs. Riccitelli	KA
Mrs. Guerra	KB
Mrs. Stevens	KC
Mrs. Reigle	1A
Mrs. Kopta	1B
Mrs. Reider	1C
Mrs. Kennedy	2A
Miss Meyers	2B
Mrs. Gilson	2C
Mrs. Kamovitch	3A
Mrs. Guerrieri	3B
Mrs. Sedmak	3C
Mrs. Keevey	4A
Mr. Wrataric	4B
Mrs. Bodo	4C
Ms. McConaughy	5A
Mrs. Ault	5B
Mrs. Reilly	5C
Mrs. Durig	6A
Mrs. Dota	6B
Mrs. Kusiowski	6C

Mrs. Buckner	Intervention Specialist
Mrs. Kucera	Intervention Specialist
Ms. Hoffman	Intervention Specialist
Mrs. Miller	Intervention Specialist
Mr. Morgan	Intervention Specialist
Mrs. Rummell	Intervention Specialist
Mrs. Ghizzoni	ELA Specialist
Ms. Shannon	Art
Ms. Sandy	Music
Mr. Durig	Physical Education
Mr. Barker	Technology
Mrs. Cappuzello	Preschool
Mrs. Stewart	Preschool
Mrs. Wrataric	Guidance Counselor
Mr. Bottorf	School Psychologist
Mrs. Wallace	Speech Therapist
Mrs. Williams	Nurse
Mrs. Keeling	Secretary
Mrs. Dunlap	Secretary
Mrs. Baird	Cook
Mrs. Buckner	Cook
Mr. Rose	Custodian
Mr. Wagner	Custodian

District-Wide Belief Statements

We Believe… the Weathersfield Local Schools is a valuable community asset which is a shared responsibility of the community, the Board of Education, the school employees, and the students of the district.

We Believe… education requires an investment of financial resources. The State of Ohio and the local community must share in providing these resources.

We Believe… a partnership should be fostered between the home and the school environments to enhance student learning.

We Believe… schools should provide a safe and secure environment to

enhance the educational process.

We Believe… a quality staff is necessary to model and promote life-long learning for students in the Weathersfield Local District.

We Believe… all students learn in different ways and are to be provided the best opportunity to learn.

We Believe… education provides a well-balanced program that includes academics, technical skills, cultural arts, and extra-curricular activities needed to compete in an ever-changing society.

School Spirit and Pride

School spirit and pride reflect the overall attitudes of our students, parents, and staff. Hopefully, school spirit and pride are positively experienced and expressed by all Seaborn constituents at all times through our personal appearance, our conduct, and our respect for each other.

Student Responsibility

School is a student's job for 13 years of his/her life. As there is for any job, there must be a sense of responsibility in order for a student to profit best. The development of this responsibility should grow and develop each year as the child grows and develops. According to the child's maturity level, the child should indicate responsibility to

1. Be regular and punctual in his/her attendance.

2. Make a sincere effort to do work to the best of his/her ability.

3. Conduct himself/herself in a proper manner at all times.
4. Respect and obey the authority of all staff members.
5. Maintain habits of appropriate dress and personal grooming.
6. Respect the rights and property of others.
7. Comply with all policies, rules, regulations, and procedures.
8. Refrain from intentionally damaging or destroying school property.
9. Avoid any activity that may endanger the health and safety of others.
10. Have school supplies (pencils, paper, crayons, etc.) on a daily basis.
11. Complete assignments on time and have them at school when due.
12. Help keep the grounds and facilities neat and clean and free from paper and debris.
13. Practice good citizenship in the home, school, and community.

School Hours

7:55 a.m.	Entrance Begins
8:15 a.m.	Tardy Bell
3:35 p.m.	End of Day

Attendance

It is our observation that regular and punctual attendance is extremely important to a child's success in school and later in his chosen vocation. This is why we feel that regular and punctual attendance is an important habit that should be cultivated as early in life as possible.

When an absence or tardiness does occur, a child must bring a note to the school office explaining the reason. The note should contain the child's name, the date of the absence or tardiness, the reason for the absence or tardiness, a parent's or guardian's signature, and be given to his/her teacher on the day he returns.

In the event your child oversleeps in the morning, send him/her to school as soon as possible. Do not keep him/her home the entire morning. A student who is tardy must report to the office before going to his/her classroom.

If Your Child Will Be Absent From School

- Notify the school between 8:00 a.m. and 9:00 a.m. (330) 652-9695
- School work that is missed during an absence or tardiness is to be made up by the student. If a student is absent for one day only, he/she will receive his/her make-up work upon returning to school. He/she may be assigned to the Noon Study room to complete any make-up work/tests.
- An "extended illness" will be defined as "two or more days of absence." Parents are asked to call the school office between 8:00 a.m. - 9:00 a.m. to request make-up assignments which will be available for pick-up between 3:00 – 3:45 P.M. Unless unusual circumstances prevail, work should be made up within the number of days the student was absent from school. PLEASE NOTE: The principal shall have the final jurisdiction in defining "unusual circumstances."
- Parents are encouraged to make their child's medical and dental appointments after school hours when possible. Excusing children during school hours is strongly discouraged. However, when excusing a child during school hours is necessary, a child must bring a note to the school office specifying the child's name, the date(s), the reason(s), and the parent's or legal guardian's signature. On these occasions, parents are to "pick up" students for early dismissal in the school office. Students are **required to present a medical excuse** from the doctor/dentist upon their return to school.

Student Attendance

The primary mission of the Weathersfield Local Schools is to educate young people and to enable them to become productive, successful citizens. This can only be accomplished if students are in regular attendance. Therefore, the Board of Education in accordance with Ohio HB 410 and HB 96 has the following thresholds in order to facilitate regular student attendance.

- **Habitual Truancy**
  - Absent 30 or more consecutive hours without legitimate excuse
  - Absent 42 or more hours in one month without legitimate excuse
  - Absent 72 or more hours in one year without legitimate excuse
- **Chronic Absence:**
  - Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused,

unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.
    - Notification will happen when a student nears 5% or approximately 50 hours of missed instructional time
- **Both habitual truancy and chronic absenteeism will be addressed following board policy**

Tardy to School

Truancy is defined as an unauthorized absence from school or leaving the school building or the school grounds without authorization/permission. Truancy is considered a very serious offense. When it is discovered that a student is truant, every effort will be made to contact the parents or legal guardian and will be reported to the Trumbull County Attendance Officer.

All attendance-related issues will be followed in accordance with the regulations set forth in the Ohio Revised Code.

Requested Vacation Time

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

If the extended vacation is approved by the principal, the following procedures must be adhered to:

1. A request for release of a child from school for a vacation should be submitted in writing to the principal with the dates of the requested release time. (**Missed hours will count against the students total**)
2. Such a request should be submitted at least two (2) weeks prior to leaving time.
3. On the last day before vacation, parents are to obtain from the child's teacher(s) all of the in-class and homework assignments that will be given during release time.
4. Parents must assume the responsibility for ensuring completion of work and student mastery of work during the release time.
5. It is the student's responsibility to submit all of this make-up work to his/her respective teacher(s) on the day of his/her return. (An appropriate deduction will be given for any late assignments.)
6. Pupils, upon returning, must be prepared to take all make-up quizzes and tests.

PLEASE NOTE: There may be occasions when a teacher may not be able to put together a student's vacation work ahead of time. Under these circumstances, a student will be given his/her make-up work upon his/her return to school. This make-up work must be made up within the number of days the student was absent from school.

Perfect Attendance

To be eligible for perfect attendance, a student's record must not show a tardy, absence mark, or early dismissal. In addition, a student must be in school every day for the entire school day. Partial days of attendance will exempt a student from earning perfect attendance.

Missing Children

Each school should make a concerted effort to assist in identifying missing children using the following guidelines.

1. Student Absence:

   A parent must notify the school within one (1) hour after school begins on the day a student is to be absent unless previous notification has been given in accordance with school procedures for reporting absences. If such notification is not received, the principal or designee will attempt to notify by telephone or in writing the student's parents, guardian, or legal custodian of a child's absence. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information.

2. Missing Child Investigations:

   School personnel are required by law to provide law enforcement officials access to a student's record when conducting a missing child investigation.

3. Pictures for Identification:

   District personnel, authorized to enter into contracts for the taking of student pictures, will request the photographer to provide, free of cost to the school, a wallet-sized photograph of each student for identification purposes.

4. Enrollment of New Students:

   A student seeking entry into a District school must comply with admission requirements specified in board policy.

Upon entry, the principal or designee should send a request, in writing, to the sending school as soon as possible. If the records are not received within two (2) weeks, the principal or designee shall call the school. If the sending school indicates no history of the student attending that school, the principal shall contact the superintendent, who, in turn, shall notify the Weathersfield Township Police.

Your Child at School in an Emergency

If an emergency arises at school that requires your attention, it is imperative that the school has the needed information on file. We require you to fill out an Emergency Medical Authorization Form at the beginning of each school year. Please be sure that all information is accurate and complete.

If your phone number changes or is no longer in service, or if one of the emergency numbers changes during the school year, please notify the school of the change immediately.

In case of illness/injury, we are not permitted to administer any form of medication, unless the parent has provided the school with emergency medication for a specific illness/injury and has submitted a completed FORM 5330 F1, Authorization for Medication.

In the event of a child's becoming ill at school, the student will be brought to the school office. The parents, or other designated person, will be notified and asked to come for the child. A student must remain at school if an adult cannot come for him/her.

Should a child be seriously injured at school or on the way to school, he/she will be taken to the nurse's office. Every attempt will be made to notify the parent or legal guardian. If immediate care by a doctor/hospital facility is required and the parent cannot be contacted, the principal, the Director of Health and Safety Services, or designee will use his/her best judgment as to what is to be done. An Emergency Medical Authorization Form is to be on file for each child in the school.

Student Abuse and Neglect

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

Each employee of this District who has reasonable cause to suspect child abuse or neglect shall be responsible for immediately reporting to Children's Services every case

(whether ascertained or suspected) of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

Student Planners

The SHSA has purchased student planners for our third through sixth-grade students for the school year. It is our hope that these student planners will be a great parent-teacher communication tool.

It will be a requirement for all third through sixth-grade students to fill out their student planners each day. Parent signatures will be required at the discretion of the classroom teachers.

Please note: The initial student planner will be provided by the SHSA; each student will be responsible for the replacement cost of his/her student planner, if applicable.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal or the Director of Health and Safety Services.

Immunization requirements are listed at the end of this handbook.

Medication Policy

The Weathersfield Local School District encourages, to the greatest extent possible, the administration of medication outside of school hours. On the occasion that medication must be taken at school, the Medication Policy and Guidelines (5330) must be followed. The enforcement of this Policy is to provide every student in our district with the utmost safety in receiving medications at school, and to assure safe delivery of the medication to and from the school, while abiding by the laws set forth by the state of Ohio (Senate Bill 262; O.R.C. 3313.711, 3313.712, and 3313.713). A summary of the Medication Policy follows:

1. “Medication” includes all prescriptive and over-the-counter drugs (such as Tylenol, cough drops, etc.);
2. Before any medication will be administered, Form 5330 F1 (or 5330 F2) must be completed and signed by the parent and physician;
3. All medication is to be transported to and from the school by the parent;

4. Medication **MAY NOT** be sent to school on or with the child, **except** for emergency medication, such as that prescribed for diagnosed conditions of allergies, respiratory problems, diabetes, or other conditions;
5. The medication must be delivered to the school in its **original container**; labeled with the date; the name of the student; the name of the medication; the exact dosage to be given; the route of administration; the frequency and time it is to be given; the physician name; any special handling/storage instructions; possible side effects; and the pharmacy name and number;
6. Parents are to notify the school in writing immediately (Form 5330 F1) if there is any change in the use of or discontinuation of (Form 5330 F3) the medication. Telephone authorization is permissible with written authorization by the next school day; Faxing of the form is also permissible;
7. A new form (5330 F1 or 5330 F3) must be submitted at the beginning of each new school year, even if the medication is unchanged from the previous year;
8. Any unclaimed medication by the parent will be destroyed two school days after its discontinuation;
9. The parent is responsible to instruct the child to report to the office to take the medication at the appropriate time; the student is responsible to report to the office and take the medication;
10. Students who have Form 5330 F2 on file, under the instruction of the parents, are required to report the need for the emergency medication to the nearest adult in supervision prior to its use, and must be in the presence of the adult in supervision while taking the medication, and must report its use to the Board authorized employee immediately after its use.
11. Each Board-authorized employee who administers medication will have documented in-service instruction by the Director of Health and Safety Services;
12. The District, or any of its personnel, shall not be held responsible for any side effects of the medication nor shall be held liable for administration, improper administration, or failure of the administration of medication.

Communicable Disease Policy

All communicable and nuisance diseases MUST be reported to school authorities by a parent/legal guardian whose child has had contact with another individual. The following list contains the most common diseases and recommendations for control.

DISEASE	CONTROL

Chicken Pox	Exclude from school until all lesions are dry.
Conjunctivitis	Exclude until discharge has ceased & has been treated by a physician
Impetigo	Exclude 48 hours after antibiotic treatment & until lesions are dry.
Pediculosis (Lice)	Exclude until initial shampoo is completed & all nits are removed. Must be checked by physician or nurse before return. Child must return with a lice-free statement from the doctor or county health department. The only time a note is not required is if the school's nurse makes this determination upon your request.
Scabies	Exclude until treated.
Mononucleosis	Exclude until released by a physician.
Strep Throat / Scarlet Fever	Exclude & readmit 24 hours after antibiotic treatment begins.

Injury and Illness

Students who become ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

All injuries must be reported to a teacher or the office, or the Director of Health and Safety Services. Upon assessment of the injury, the student may be treated and sent back to class, or the school's emergency procedures will be followed, and the parent will be contacted.

Report Cards/Interim Reports/Parent-Teacher Conferences

Report cards for students in grades K - 6 will be issued 4 times per year - at the end of each grading period. A parent/teacher conference day is scheduled for each semester.

Interim reports designating unsatisfactory progress or misconduct will be sent to grades 1-6 parents at the midpoint of each grading period, and thereafter as needed.

Recess

All students in K-4 that have scheduled recess are required to be properly clothed for outside for recess unless the staff deems that the weather is too cold or wet.

If a child is returning to school after being ill and the parent wishes the child to remain indoors during recess, a note must be sent to school indicating the specific reason(s) and time period(s).

Writing Checks to School

Please make all checks payable to **Weathersfield Local Schools**.

Payment should be made for each child and for each type of charge, (eg. cafeteria fees, library fees, classroom fees, etc.)

Fees not paid by the end of each respective grading period (with no arrangements made) will result in the holding of the report card and all school records.

School fees include: workbook fees, lunch/breakfast fees, damaged/lost textbooks or library books, kindergarten activity fees, school pictures, field trip fees, etc.

PLEASE NOTE: **No starter checks will be accepted**. A fee may be charged for checks returned for insufficient funds.

Art Education

Our art teacher requests that each student has an old shirt or smock to be worn during art class so that clothing can be kept clean/protected.

Physical Education

It is recommended that students dress appropriately on P.E. days for complete participation in all P.E. activities. Sneakers are required for all P.E. activities (unless requested otherwise by the P.E. teacher).

A note should be sent to the Physical Education Teacher if your child is unable to participate in P.E. class for a medical reason. If the medical problem is going to require complete non-participation in the program or exclusion for an extended period of time, a note from your doctor stating the reason(s) and specific dates would be required.

Music Education

Fourth grade will be learning introductory musical instruments. The music teacher will communicate all information regarding the programming and fees.

The elementary music teacher will be responsible for the collection of these school fees.

Also, please see the Band Syllabus in the appendix of this handbook.

School Library Services

During library time, students will learn library and information skills, enjoy literature, and select books. All students may take library books home, except for kindergarten students who keep their books in their classroom. All books should be returned the following week on the appropriate library day. Students with overdue books will not be allowed to check out more books until all overdue materials are returned. Any book lost or damaged will need to be replaced. A replacement cost will be assigned to the book, and the student will not be able to check out books until the fine is paid. Any unpaid fines at the end of the grading period will result in a hold on that student's report card.

Field Trips

Field trips are coordinated with the areas of study in the respective classrooms. Parents will receive written information and permission slips prior to these trips.

Parent chaperones may be needed to assist the teacher(s) on these field trips. If you are interested in helping, please contact your child's teacher. (Note: Assisting the teacher in overseeing the safety of the students on a field trip requires undivided attention; therefore, it is necessary that we ask that the only children permitted to go on these field trips are those enrolled in that classroom.)

Permission Slips

No student may go on a field trip unless his parents or legal guardian sign a permission slip. The student should return the signed permission slip to the classroom teacher. If a signed permission slip is not returned to the classroom teacher, the student will remain in school until dismissal or until his/her class returns from the trip at which time he/she will return to class.

Cafeteria

Menus are located at www.weathersfield.k12.oh.us

Breakfast: 7:55am-8:10am

Cost: $1.75

Please Note: Parents driving their children to school who want their children to participate in the School Breakfast Program must bring their children to Seaborn between **7:55 a.m. and 8:10 a.m.** to ensure that students are in their classrooms by 8:15 a.m. for opening exercises.

Lunch

Cost: $3.00

Lunches that are served by the cafeteria personnel must meet State/Federal guidelines.

Extras (e.g. sandwiches, pizza, special snacks, milk, and orange juice) may be purchased as "seconds."

> Students will be encouraged to eat his/her lunch before being permitted to purchase “extras.” In addition, the number of “extras” a student may purchase will be limited to “good judgment” as determined by designated school personnel.

Cafeteria Payment System

A computerized debit system with a touch screen computer monitor and a 12-key pin pad is used for payment. Every time an account is accessed, the digital picture of the student will appear on the touch screen monitor for the cashier to view.

Money can be deposited into the account whether the child is a free, reduced, or full-paying student. Money will only be deducted when the student uses the account. There are two ways to add money to your child's account: cash or check. Students can use this account for meal purchases or ala carte purchases. There is total confidentiality with this system; all students will access the system in the same manner, regardless if they receive free, reduced, or full-price meals.

The computer will deduct a meal charge from the student's account according to their paying status. Students purchasing free or reduced meals can only use any monies they have placed in their accounts for ala carte purchases. Students will be notified by the cashier when their account reaches a low balance and letters regarding negative balances will be sent home periodically. Any credits will carry over from year to year, from school to school.

There is also no limit to the amount of monies placed for daily meal purchases or ala carte and cash is still accepted at the register.

Cafeteria Procedures/Policies

1. Quiet entrance into the lunchroom is required. In addition, students are expected to remain quiet in the lunch lines (both entering and exiting the lunchroom).
2. Students are expected to raise their hands for the teacher's assistance or to ask permission to leave the lunch line/cafeteria/table area/etc.
3. Students are expected to keep table/bench/floor areas clean and be responsible for cleaning up their own respective areas.
4. Students are expected to remain seated during the lunch period and follow staff instructions.
5. **No carbonated beverages are permitted**
6. No glass containers are permitted.
7. Students are expected to properly dispose of their leftovers at dismissal time.
8. Quiet conversation may take place between those students seated next to each other or immediately across from each other. This conversation is to remain at an acceptable noise level as determined by the teacher(s) and aides on duty or the principal. At no time is loud talking, shouting, yelling, screaming, etc. permitted.
9. At no time is a child permitted to play with or throw food. This action will result in a follow-through corrective measure (e.g. time-out area, loss of recess time, a special written assignment, "no-talking" periods, removal from the cafeteria, loss of lunch room privileges, etc.)

Textbooks

Each child is responsible for the care of all textbooks issued to him; therefore, each child is required to cover all of his/her books. This is expected to be done within the first week of school.

Textbooks are to be kept covered at all times. It is strongly recommended that all students use some type of weatherproof bag to carry books to and from school.

Students will be assessed charges for damaged or lost textbooks based on the current replacement cost.

Homework

Parents are asked to provide a quiet time and place for students to work on lessons at home. All homework is to be done by the student to the best of his ability, completed neatly, and returned to the teacher on time. When special circumstances interfere, parents should send a note to the child's teacher(s) asking for an extension. Students who regularly have difficulty turning in assignments will have a supervised work period in place of recess to complete this work or will be assigned after-school detention, ISS, or Saturday School.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Seaborn Elementary Workbook/School Fees

Workbooks are used to supplement and reinforce the curriculum. A student must pay for any lost/damaged workbooks at the replacement cost. Report cards will be held for any unpaid workbook fees at the end of each nine weeks.

KINDERGARTEN	$65.00

GRADE ONE	$50.00
GRADE TWO	$70.00
GRADE THREE	$55.00
GRADE FOUR	$70.00
GRADE FIVE	$75.00
GRADE SIX	$50.00

NOTE: These are approximate costs and are subject to change. A list of workbook and school fees not listed above will be sent home with the student at a later date. Please make all checks payable to Weathersfield Local Schools. Record keeping is greatly simplified if a separate payment is made for each child and for each type of charge, (e.g. cafeteria fees, library fees, classroom fees, etc.) Your cooperation in this would be appreciated.

Workbooks are used to supplement and reinforce the curriculum. A student must pay for any lost/damaged workbooks at the replacement cost. Report cards will be held for any unpaid workbook fees at the end of each nine weeks.

Lost and Found

Please label all outer clothing - hats, gloves, scarves, boots, leggings, coats, etc. All lunch boxes and lunch bags should be labeled with full names as these are often misplaced. A lost and found table is located in the office/cafetorium. Children should check the table immediately if they lose an item. Lost articles such as money, wallets, glasses, watches, jewelry, and similar items will be held in the office until claimed by their rightful owner.

PLEASE NOTE: There is also a "lost and found" area in the bus garage. All items left on the school bus will be placed in said designated area. Parents may call the bus garage at 330-505-4434 between 8:30 A.M. - 9:00 A.M and 3:30 P.M. - 4:30 P.M with such inquiries.

The Seaborn Home and School Association (SHSA)

Our parent organization is called the Seaborn Home and School Association (S.H.S.A.). We invite all of you to be an active member of this outstanding group!

The S.H.S.A. organizes school fundraisers for which the monies are used to provide programs and services to our K-6 students and staff.

Birthday/Special Occasion Treats

Due to food allergies and medical constrictions, all food consumed by the children must be purchased through a store or bakery.

All birthday treats must include a label of the ingredients and nutritional content on the package.

Parents Visiting School

Parents and visitors are welcome at Seaborn Elementary. Visitors will need to press the call button at the front door and wait for office personnel to answer the call. All persons visiting the school are required to come to the office before going to other parts of the building. Visitors will be required to sign in and will receive a visitor's badge or pass. **Photo identification is required.**

Personnel in the office will deliver items to your child and take care of phone messages at a time when the class will be disturbed the least.

PLEASE NOTE: All exterior doors to the elementary building will be locked during the school day. Visitors to the school during the school day are to enter and exit the building via the office/front door.

Parking

Short-term parking is available in the front parking lot area of the building. Parents are required to accompany their children at all times from the short-term parking lot into the building. Parents must always use the sidewalk and crosswalk areas designated for that purpose except during the morning bus drop-off period and the after-school bus pick-up period. During those periods of the day, all persons are to cross in front of the lead bus after securing the attention and the approval of the bus driver. (At no time should any adult/child walk in between school buses or cut across the grass.) We ask that you honor this request to provide the utmost safety to everyone.

Long-term visitor parking during school hours is generally available on the black-topped area behind the school (playground) except between 11:30 a.m. and 1:30 p.m. (Recess time).

Please note: Please do not drive or park in the oval area in front of the school at any time before 9:00 a.m. or after 2:30 p.m. We ask that you honor this request so as not to interfere with our bus traffic; thus providing utmost safety to our students.

Student Drop-off and Pickup Procedures

Car rider drop-off and pickup is done and the rear side entrance at the door labeled 301.

Drop off: 7:55 am

Pick up: 3:25pm

- Drivers will follow staff instructions once in the drop off /pickup line.
- Drivers shall remain in their vehicles as students exit/enter.
- Students must walk on the sidewalk.
- Drivers shall not move forward until the vehicle in front of them moves. Absolutely no passing or getting out of line unless directed by a staff member.
- Drivers wishing to speak to Seaborn Staff must park in the visitor parking lot and enter the front doors via the buzzer.

Withdrawal of Students

When moving from the Weathersfield Local School District, a parent must call the school office at 652-9695 to inform the school's secretary.

The secretary will make arrangements for the parent to come to school to sign a "Release of Records" form - which officially withdraws the student from the school district. (Information needed on this form will include the student's name, birthdate, grade level, the family's new address, and the name of the new school/district, address, and phone number.) Children transferring will be given their personal belongings. Official records will be sent to the new school by mail, providing all school fees have (to date) been paid in full.

Student Records - Separated/Divorced Parents

1. The custodial parent must provide proof of legal custody by submitting a copy of the separation or divorce papers, including visiting rights or non-visiting rights, at the time of enrollment. (This documentation must be a signed and dated judgment entry from the courts.)
2. The school will release students only to the custodial parent. No student will be released to anyone other than the custodial parent unless the custodial parent has given written authorization to do so.
3. Either parent may have equal access to grades unless there is a court order to the contrary.
4. Either parent may have access to the health records/ attendance records unless there is a court order to the contrary.
5. Either parent is entitled to a parent/teacher conference unless there is a court order to the contrary.
6. Either parent may visit the class to observe (e.g. special class/school programs/performances) unless there is a court order to the contrary.
7. If a change in the custody of the child occurs during the school year, the school should be notified immediately.

Bus Regulations

We regard the school bus as a "classroom on wheels". Therefore, all of the school rules and regulations outlined throughout this procedural handbook are to be adhered to in this setting. Failure to do so will result in appropriate disciplinary action.

1. The bus driver is in full charge and must be obeyed promptly at all times.
2. Immediately upon entering the bus, the pupil must be seated in his/her assigned seat.
3. No pupil may stand up or move from seat to seat at any time.
4. Pupils may not use indecent language.
5. Windows are not to be adjusted without first obtaining permission from the driver.
6. No pupil is to get on or off the bus until it has come to a complete stop.
7. At no time are students permitted to play, fool around, chase each other, throw things, or fight at the bus stop.

   Students are to be at their bus stop, standing in a single line when the bus approaches. No students are to crowd around the bus when it is approaching. No student is to approach the bus until the bus has come to a complete stop.

   At school (upon arrival) students are to exit the bus in a quiet, single file line - walking on the sidewalks at all times.

   At dismissal, students are to stand quietly in a single line. When the bus has come to a complete stop, students will walk to their respective buses - always staying on the sidewalks.
8. Pupils are to conduct themselves properly while on the bus, in the same manner as is required in the classroom (reasonable visiting and conversation is permitted on the bus).
9. Waste paper/rubbish is not to be dropped on the floor of the bus or left on the seats. Pupils should place all waste paper/rubbish items in the proper disposable containers.
10. Pupils are never to extend hands, arms, head, or other body parts out of the window.

11. Never is there to be anything thrown within the bus or out through the bus windows.
12. No pupil is to ever sit in the driver's seat.
13. There is to be no disrespect of any kind shown to other students or to the bus driver.
14. There is to be no eating, drinking, or gum chewing on the bus.
15. Smoking is never permitted on the school bus.
16. Students must ride assigned buses unless written permission from the office states otherwise.
17. There is to be no pushing, shoving, or tripping of other students on the bus.
18. There is to be no playing, fooling around, or fighting with other students on the bus.

FIRST OFFENSE

1. Disciplinary action will be taken by the principal. (Refer to "Code of Conduct")
2. Notify parents that any further misconduct may result in student being refused the privilege of riding the bus for a specified length of time.

REPEATED OR SERIOUS MISCONDUCT

1. Students will be denied the privilege of riding the bus for an extended period of time by the principal. The parent will be notified of any such action by the principal.
2. Any further misconduct will be resolved through the principal's and/or the superintendent's office.

Seaborn Elementary Code of Conduct

(Grades K-3)

The school is a community; the rules and regulations of a school serve as the laws of that community. All those enjoying the rights of such citizenship must also accept the

responsibilities that accompany those privileges. A basic rule is to respect the laws of a community. Therefore, students of Weathersfield Local Schools have a responsibility to conduct themselves in a fashion which will permit the system to maximize academic efforts. This code of conduct applies to all school and/or school-sponsored activities.

The primary purpose of a school is to provide an education for all students without interruption. Every student has a right to this opportunity. In reality, most students have proper attitudes toward school and seldom hinder the educational process. Occasionally, however, this system is inhibited by circumstances that require corrective measures. Guidelines must be set and followed in order to promote effective school operation. A series of expected behaviors has been established for Seaborn students. Due to the age and maturity of the students involved, the disciplinary guidelines and corrective measures are general in nature.

All conceivable misconduct could not and should not need to be listed. Rules and regulations defining every type of student behavior is neither practical nor possible. Every situation will be handled on an individual basis. Students who violate the basic expected behavior will be corrected and/or disciplined by the supervising teacher and/or principal or principal's designee.

1. Students are expected to show respect at all times to all adults at Seaborn as well as to all other students. Inappropriate language/remarks and inappropriate behavior are not acceptable.

2. Students are expected to respect school property and should keep school materials and facilities in good condition. The property of others must also be respected.

3. Students are expected to use appropriate behavior in all school settings/grounds. (e.g. classrooms, restrooms, hallways, cafeteria, library, gym, playground, and on the school bus, etc.)

The corrective/disciplinary actions taken by the teacher and/or principal or principal's designee may include, but are not limited to, any of the following:

Warning

Loss of recess

Time - out (in class/office)

Noon Study assignment

Emergency Removal

Conference (teacher/principal/principal's designee)

Before/after school detention (teacher assigned/principal assigned)

Removal from activity/program (assembly, field trip, field day, etc.)

Saturday School assignment

In-school discipline

Out-of-school suspension

Expulsion

Please note: Any of the above corrective/disciplinary actions may be implemented for a first offense.

A student who displays serious misconduct/misbehavior, or who after repeated conferences and parent communications continues to violate school rules, will, at the discretion of the principal or superintendent, be suspended from school for a period of one (1) to ten (10) school days. This suspension will be served either in school (if available), in an area supervised by the school principal or principal's designee, or out of school. The type of suspension will be determined by the building principal or superintendent based on the nature and severity of the violation.

NOTE: Students issued an out-of-school suspension are required to be under the supervision of his or her parent(s) during school hours and are not to be on school property at any time during the suspension period.

1. Out-of-school suspensions are considered to be an unexcused absence. Students are responsible for the completion of all missed assignments/tests during the suspension period.

2. Suspended students will receive an "F" in Conduct for the grading period. Further violations may result in expulsion.

(Grades 4, 5, 6)

The Board of Education has adopted the following Student Code of Conduct for grades 4-6. This Code of Conduct includes types of misconduct that will subject a student to disciplinary action. The Board of Education has also adopted the list of behaviors and the terms contained within the list.

Discipline is within the sound discretion of the Weathersfield Local Schools Staff and Administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation.

Please note that all policies are in compliance with the Ohio Law 3313.661 of the Ohio Revised Code.

POINTS TO KEEP IN MIND IN REGARD TO CONDUCT AT SEABORN ELEMENTARY SCHOOL:

1. In order to provide a positive learning environment and an efficiently run educational program, a certain level of student discipline is necessary.
2. A constant effort will be made to keep any student from disrupting the educational process of our Seaborn Elementary School students, teachers, and employees.
3. All possible conduct could not be listed. In cases of misconduct, the corrective action taken will relate as closely as possible to the offense.
4. Rules and regulations defining every type of student behavior are neither practical nor possible. Students at Seaborn Elementary School are expected to behave and follow school rules, regulations, and procedures, and students are expected to practice GOOD CITIZENSHIP.
5. The violations involving corrective action are cumulative for one (1) year only.
6. Parents are to be notified whenever possible of serious or repetitive infractions involving their child.
7. It should be understood by all students and parents that continued misconduct by a student may warrant suspension or expulsion as well as Saturday School, even for the first offense in certain categories.
8. Out-of-school suspensions are considered to be an unexcused absence. Students are responsible for the completion of all missed assignments/tests during the suspension period.

<u>THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION ON THE INTERPRETATION AND IMPLEMENTATION OF THE CODE OF CONDUCT AND THE DRESS CODE.</u>

	1st Offense	*2nd Offense*	*3rd Offense*
Disruption of School	*DETENTION*	*3 DETENTIONS*	*Up to a 10 DAY SUSPENSION*

Major disruption of School	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Possession of obscene materials	*3 DETENTIONS*	*3 DAY SUSPENSION*	*10 DAY SUSPENSION*
Inappropriate language-gestures	*DETENTION*	*Saturday School*	*SUSPENSION*
Tardiness to class	*Warning*	*Warning*	*Detention*
Skipping Class	*3 DETENTIONS*	*1 SATURDAY SCHOOL*	*2 SATURDAY SCHOOLS*
Horseplay, running, pushing, shoving	*DETENTION*	*3 Detentions*	*Up to a 10 DAY SUSPENSION*
Inappropriate screaming, yelling or being loud	*1 DETENTION*	*3 DETENTIONS*	*1 SATURDAY SCHOOL*
Insubordination	*Up to a 10 DAY SUSPENSION, EXPLUSION*		

Littering or creating a mess	*CLEAN UP MESS AND 1 DETENTION*	*CLEAN UP MESS AND 3 DETENTIONS*	*2 SATURDAY SCHOOLS*
Chewing gum, eating candy, drinking pop, eating food in class or hallways	*WARNING AND CONFISCATION*	*3 DETENTIONS*	*2 SATURDAY SCHOOLS*
Use or possession of weapons, dangerous, or disruptive items	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Gambling	*3 DAY SUSPENSION*	*5 DAY SUSPENSION*	*10 DAY SUSPENSION*
Assaulting school employee	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Damage, destruction, or theft of school or personal property	*Up to a 10 DAY SUSPENSION, EXPLUSION, & RESTITUTION*		
Dress Code Violations,	*WRITTEN WARNING AND IMMEDIATE CORRECTION*	*3 DETENTIONS*	*SATURDAY SCHOOL*

Disrespect	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Bullying, extortion, coercion, hazing, intimidation, threat, sexual harassment and degrading racial, ethnic or religious comments, sexual misconduct	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Arson or attempt to set a fire	*EXPULSION – REFER TO AUTHORITIES*		
Unauthorized area	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Gang activity, insignias, paraphernalia, clothing etc.	*3 DETENTIONS CONFISCATE - CALL PARENTS*	*2 SATURDAY SCHOOLS – NOTIFY AUTHORITIES*	*3 DAY SUSPENSION – NOTIFY AUTHORITIES*
Cheating or falsification of school work	*F IN CONDUCT FOR 9 WKS. – F ON TEST OR ASSIGNMENT*	*DENIAL OF COURSE CREDIT*	
Falsification of facts	*3 DETENTIONS*	*Up to a 10 DAY SUSPENSION*	*Up to a 10 DAY SUSPENSION*

Possession or use of tobacco; or possession of matches, lighters, and/or incendiaries	*3 DAY SUSPENSION*	*5 DAY SUSPENSION*	*10 DAY SUSPENSION*
Engaging in violent or turbulent behavior and/or provoking a fight	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Vandalism, theft or possession of stolen articles	*5 DAY SUSPENSION AND PAY DAMAGES – NOTIFY AUTHORITIES*	*10 DAY SUSPENSION AND PAY DAMAGES – NOTIFY AUTHORITIES*	*EXPULSION AND PAY DAMAGES – NOTIFY AUTHORITIES*
Electronic Devices	*CONFISCATION AND WRITTEN WARNING. PARENT PICK-UP (WILL NOT BE RELEASED TO STUDENT)*	*CONFISCATION – 2 SATURDAY SCHOOLS – PARENT PICK-UP (NOT GIVEN TO STUDENT)*	*CONFISCATION – 3 DAY SUSPENSION – PARENT PICK-UP (NOT GIVEN TO STUDENT)*
Fighting or unauthorized touching	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Controlled substances, alcohol, & look-a-like drugs	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		

Not Serving Saturday School	*2 Saturday Schools*	*Up to a 10 DAY SUSPENSION*	*Up to a 10 DAY SUSPENSION*
Unauthorized use of fire alarm	*Up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		
Inducing panic	*3-10 DAY SUSPENSION*	*5-10 DAY SUSPENSION*	*EXPULSION*
Technology Abuse	*Loss of technology privileges, up to a 10 DAY SUSPENSION, EXPLUSION, & NOTIFY AUTHORITIES*		

Student Harassment

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Any violation may result in a one to ten-day out-of-school suspension and/or expulsion.

Anti-Hazing/Bullying Policy

It is the policy of the Weathersfield Board of Education and the School District that hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying activities. Any violation of the

anti-hazing/bullying policy may result in up to ten-day out-of-school suspension and/or expulsion.

Firearms

Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under Federal Law is defined as:

1. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device, not excluding an antique

Please note: To provide the utmost safety to all individuals, toy guns and look-a-like weapons are prohibited.

Dangerous Weapons

The Board of Education will not tolerate the possession of weapons or other devices designed, intended, or which could be used to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

Dangerous weapons/devices would include but are not limited to, pocket knives, razor blades, firecrackers, screwdrivers, modeling knives, tools, gun clips, etc. Please note: To provide the utmost safety to all individuals, toy guns, toy knives, and look-a-like weapons/devices are prohibited.

This problem shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Any violation of the dangerous weapons policy may result in a one to ten-day out-of-school suspension and/or expulsion.

Search and Seizure

The Board of Education recognizes that the privacy of students and their belongings may be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including, but not limited to, desks, bookbags, lunch boxes, purses, etc. of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules and regulations. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or chemicals, etc.), when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs/chemicals, etc. in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to search.

Electronic Devices

Students are prohibited from bringing electronic devices to school, that the teacher/principal deems unnecessary to the educational process.

Board Policy on Computer Usage

Any violation of the Board's policy on Computer Network and Internet Acceptable Use may result in a one to ten-day out-of-school suspension and/or expulsion.

Additional Policies Concerning Students

1. Students must ride assigned buses unless written permission from the office states otherwise.
2. Pupils should never run in the school building except during supervised physical education classes.
3. Pupils are to walk to and from the school bus and playground.
4. No pets (animals) are to be brought to school.
5. No items shall be brought to school in glass jars.
6. No dangerous toys, games, or other objects may be brought to school.
7. No rock throwing or snowball throwing or throwing of any objects is permitted at any time.
8. At no time are students allowed to buy, sell, trade, or give away personal belongings. In addition, students are
9. not permitted to give other students money.
10. Book bags with wheels are prohibited.

Two-Hour Delay Procedures

In the event we find it necessary to implement a 2-hour delay to the start of the school day, our bus routes and pick-up locations will remain the same (with the two-hour adjustment). Seaborn Elementary will open its side doors for student drop-off at 9:55 AM until 10:15 AM. Opening exercises will begin promptly at 10:15 AM (tardy bell). Our dismissal will begin at the regular time.

Please note: We will not be serving breakfast on a 2-hour delay day. Our lunch schedule will remain the same.

Emergency Closing of School

The final decision for the closing of school for emergency purposes is left up to the district superintendent of schools. The closing of school during inclement weather or severe emergencies will be announced during the early morning hours on radio and television stations.

If it becomes necessary for us to send the students home early due to extenuating circumstances (e.g inclement weather, power outage, heating problems, sewer problems, etc.), the closing of school will be announced on the radio and television stations. Please make sure that you give your children specific instructions to follow under these circumstances.(e.g. what to do if parents are not home, where to find an emergency key, etc.)

PLEASE NOTE: It will be physically impossible to call each parent individually or to allow every student to call home; therefore, we urge you to address this situation before it happens. Your cooperation in this matter is appreciated.

Crisis Action Plan

The Weathersfield Local School District has been working proactively with the Trumbull County Emergency Management Agency and our local safety forces to coordinate a crisis action plan.

In the event that the Federal Government goes to a FEDERAL CODE RED or there is a natural disaster or chemical spill, the nature of the emergency will drive the decision to keep students at school, send students home, or transfer students to an alternate location. School officials, unless otherwise directed, will maintain as normal a schedule as circumstances permit and keep our schools in session.

Outlined below are the procedures that will be implemented at Seaborn Elementary for the release of students in a crisis situation:

1. When arriving at Seaborn Elementary, parents/guardians are to park in the short-term parking lot area located in the front of the school or the playground parking lot area located in the back of the school. Under no circumstances are parents/guardians to park in the oval driveway area in front of the building as that area is reserved for buses only.

2. Parents/guardians will only be permitted to enter the building through the front doors. All other entrances to the building will be secured.

3. Upon entering the building, parents/guardians must report directly to the office which is located immediately inside the front doors. Parents/guardians will not

be permitted to go to their children's classrooms or any other area of the building. School personnel will bring your child(ren) to the office.

4. Only the people listed on the student's Emergency Medical Form will be permitted to sign students out of the building. Proper identification will be required. Under no circumstances will other people be permitted to sign out your child(ren).

Please Note: If students are to be evacuated to an alternate site, we encourage you to listen to the radio/television Emergency Alert System for the alternate location. The above procedures will be implemented at the alternate evacuation site.

Student School Insurance

At the beginning of each new school year, brochures from insurance companies will be distributed to students. This insurance, which can be purchased for a nominal fee, provides your son/daughter with coverage while they are at school or participating in extra-curricular activities. Various levels of coverage are offered by the insurance carrier.

PLEASE NOTE: The Weathersfield Schools DO NOT provide school insurance. They merely permit the brochures to be distributed to parents.

Fire and Tornado Drill

1. All students will be made aware of the procedures for a fire drill or tornado drill.
2. Upon sounding of the alarm, pupils will walk toward the designated areas. No unnecessary talking is permitted, and students are to listen for instructions.
3. All fire and tornado drill procedures will be posted in all rooms of the school.

Lockdown/ALICE

In order to provide for the utmost safety of our students, we conduct lockdown/ALICE drills at Seaborn Elementary.

A lockdown drill is designed to protect our students should there be a threat inside/outside the school building.

Dress Code Policy

The Weathersfield Local School District requires that students are properly groomed. Proper personal hygiene and proper attire will contribute to a positive learning environment. The responsibility primarily rests at home. The Weathersfield Local School Board anticipates that we will have the cooperation of both students and parents in our attempt to ensure a positive learning environment.

The following are the guidelines to be followed by the students. ***The Weathersfield Local School system is not limited to this list.***

A. The dress code shall be in effect during the school day and for all school related functions unless specifically altered for a special occasion by the building principal.

B. Clothing must be clean and orderly, and students must wear appropriate footwear. Students are not permitted to come to school with bare feet. Socks or nylons should be worn at all times.

C. Students shall avoid extremes in appearance which are disruptive or distracting by which the reactions of other students are beyond normal control.

D. Appearance which, in the judgment of school officials, jeopardizes the health and safety of an individual or of the other students or which is injurious to school property cannot be tolerated.

E. In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with these requirements will disqualify themselves from participation.

F. Students will be permitted to wear shorts provided the length is extended to the end of the fingertip.

G. THE FOLLOWING ARE EXAMPLES OF ATTIRE <u>UNFIT FOR SCHOOL</u> FOR MALE AND FEMALE STUDENTS:

- Sleeveless shirts

- Any type of sleepwear (i.e. slippers, pajama pants)
- No low-cut tops
- Bare midriffs or bareback apparel
- Cut-offs
- Sunglasses (exception of prescription)
- Halter Tops
- Football Pants
- Unbuttoned shirts/blouses
- Pocket/Wallet Chains
- Transparent Clothing
- Yoga pants may be worn with appropriate fingertip length top

H. Any skirt or dress must maintain a good sense of decorum; therefore, any high slits or excessively short or tight skirts or dresses are NOT permitted. Skirts and dresses must be fingertip length.

I. Clothing with obscene or inappropriate language or graphics and/or with alcohol, tobacco, or drug references is NOT permitted.

J. Students are encouraged to wear appropriate dress slacks or jeans. Jeans/pants that drag on the floor/ground and/or expose the buttocks or underwear area are not permitted.

K. No headgear of any kind will be permitted in the building.

L. Outdoor coats and jackets are to be stored in the assigned areas. ***THEY ARE NOT TO BE WORN TO CLASSES*** except in an emergency situation as directed by the building principal.

M. Students are not to wear excessive, distracting, or otherwise inappropriate jewelry. **** NO VISIBLE BODY PIERCING OF THE LIPS, NOSE, CHEEKS, OR EYES IS PERMITTED!***

N. Boys are permitted to wear earrings, provided that they do not extend below the earlobes.

O. **No** excessive make-up or hair coloring will be permitted. **Natural hair color only.**

P. Hair styles including mohawks, long spikes, and other extreme hairstyles which may cause a classroom disruption are not permitted.

Q. Sideburns must not extend beyond the bottom of the ear and be neatly trimmed.

R. **No** shirts with cut or altered sleeves are to be worn.

S. **No** Flip/Flop, beach/shower sandals or slides.

T. Shoes **must be** worn. Shoes **must have back support**, no slippers.

U. **No** facial graphics, i.e. stickers, face painting.

V. CLOTHING REPRESENTING ANY SCHOOL DISTRICT OTHER THAN THE WEATHERSFIELD SCHOOL DISTRICT IS NOT PERMITTED.

Grading Procedures

At the kindergarten level, report cards are issued four times a year. For reporting purposes, pupils in kindergarten will receive an O (advanced – exceeds grade level standard), S (proficient – at grade level standard), I (basic – approaching grade level standard), and U (below – below grade level standard).

At grade levels one through six, report cards are issued four times a year.

In the special areas of Art, Music, and Physical Education, grades will be reported twice a year -- once at the end of the first semester and again at the end of the second semester. Please Note: At the kindergarten, first, and second grade levels, pupils will receive O (outstanding), S (satisfactory), N (needs improvement), and U (unsatisfactory) in these subject areas.

At the third through sixth-grade levels, pupils will receive letter grades (A, B, C, D, F) in these subject areas.

For various reasons, a student may receive an “Incomplete” or “I” on his/her report card. Usually, this mark is given to a student who has been ill for a lengthy period. In such a case, the student and/or parent must take responsibility and contact his/her teachers to find out what measures can be taken to remove the “I” from the report card. If, after a “reasonable period of time” the work has not been completed satisfactorily, the “I” will convert to an F grade. (Please note: The principal shall have the final jurisdiction in defining a “reasonable period of time”.)

Grading Scale

GRADE	PERCENT RANGE	
A	90% - 100%	Superior Achievement
B	80% - 89%	Good Achievement
C	70% - 79%	Average Achievement
D	60% - 69%	Below Average Achievement
F	59% and Below	Failing Grade

Immunization Summary

Ohio Department of Health

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2022 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	**K-12** Four or more doses of DTaP or DT, or any combination. If all four doses were given *before the fourth birthday*, a fifth dose is *required*. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.* **Grades 1-12** Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3. **Grade 7** One dose of Tdap vaccine must be administered on or after the 10th birthday. ** ***All students in grades 8-12 must have one documented Tdap dose.***
POLIO	**K-12** Three or more doses of IPV. *The FINAL dose must be administered on or after the fourth birthday*, regardless of the number of previous doses ***and*** *there must be six months spacing between doses 2 and 3.* If a combination of OPV and IPV was received, four doses of either vaccine are required.
MMR Measles, Mumps, Rubella	**K-12** Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	**K-12** Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	**K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	**Grade 7** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to seventh grade entry. **All students grades 8-11 must have one documented dose of MCV4.** **Grade 12** Two doses of MCV4 at age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for school attendance and the ODH Director's Journal Entry on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.**

** Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.*

*** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*

**** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.*

***** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.*

Last updated 3/24/2022.

Mrs. Leslie Core, Band Director