

# Niles City Schools

“Niles Dragons are  
respectful,  
responsible, and  
safe.”



## Niles Primary School Student Handbook K-2

Mrs. Amanda L. Tricomi, Principal  
Ms. Tiffany Mayorga, Dean of Students  
960 Frederick Street  
Niles, Ohio 44446  
(330)-989-5091  
Fax (330)-989-5092

[www.nilescityschools.org](http://www.nilescityschools.org)

*\*Niles City Schools has the right to change the terms of the handbook at any time, without notice.*

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## Positive Behavioral Interventions and Supports

### Supports: A PBIS Guide



#### Niles Primary School

960 Frederick St.

Niles, Ohio 44446

Phone: 330-989-5091

Fax: 330-989-5092

[www.nilescityschools.org/nilesprimaryschool](http://www.nilescityschools.org/nilesprimaryschool)

#### OUR MISSION

*"To provide a positive, safe, and respectful environment in which all students have the opportunity to become productive members of society."*

#### WHAT IS PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Niles Primary School is the three building-wide expectations:

- 1 Be Respectful
- 2 Be Responsible
- 3 Be Safe

In addition to our expectations, PBIS has two other components:

#### ~BEHAVIOR MATRIX~

The **behavior matrix** is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say "please" and "thank you". It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home.

#### ~DIRECT TEACHING EXPECTATIONS~

Throughout the school year, students will be taught how to behave according to the tree expectations. Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

#### WHY PBIS?

Through PBIS, we can set the tone for our students' day, and assist throughout the day with achieving positive behavior goals. We can aid our students in preparing for school as well as allowing them to unwind at the end of the day. We are encouraging and developing *Niles' Red Dragons* amongst our students and staff.

#### PARENTS/GUARDIANS and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns, and ideas to make PBIS work at our school.

Please support PBIS at Niles Primary School by:

- 1 Reviewing behavior expectations with your child
- 2 Use the three expectations at home
- 3 Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- 4 Sharing comments with or asking questions of PBIS team members
- 5 Joining our Home & School group to learn more about NPS

*Together, we can  
achieve more!*



**I Am A Niles Red Dragon!**

# PBIS Behavior Matrix

## SCHOOL SETTINGS

 <b>I will Be Respectful</b>	 <b>I will Be Responsible</b>	 <b>I will Be Caring</b>	 <b>I will Be Safe</b>
During Arrival <b>I will...</b> ~Use a Level 0 voice ~Listen to adults	In the Cafeteria <b>I will...</b> ~Use the posted voice level ~Listen to adults ~Say "please" and "thank you"	In the Hallway <b>I will...</b> ~Use a Level 0 voice ~Walk on the right side of the hallway	In the Restroom <b>I will...</b> ~Use a Level 0 voice ~Respect others' privacy ~Wait my turn
In the Classroom <b>I will...</b> ~Listen to my teacher or peers ~Be kind	On the Bus <b>I will...</b> ~Use a Level 0 or 1 voice ~Listen to bus driver ~Use kind words	On the Playground <b>I will...</b> ~Use a Level 2 voice ~Listen to adults ~Use kind words ~Include anyone who wants to play	At Assemblies & Special Events <b>I will...</b> ~Use a Level 0 voice ~Listen to the speaker ~Listen to the teacher and other adults
During Dismissal <b>I will...</b> ~Use the posted voice level ~Listen to adults	During Safety Drills <b>I will...</b> ~Use Level 0 voice ~Listen to all adults	When I Feel Upset/Frustrated <b>I will...</b> ~Communicate my feelings and thoughts ~Listen to adults trying to help	When There is A Substitute <b>I will...</b> ~Listen to the adult in charge ~Be kind
~Go directly to cafeteria or classroom ~Walk on the right side of the hallway	~Clean up after myself ~Only touch and eat my food ~Use good manners	~Go right where I need to go ~Walk on the right side of the hall	~Use toilets, sink, soap, and towels correctly ~Go back to class right away
~Take care of all materials ~Do my best ~Ask for help	~Stay in my own space ~Keep my belongings in my bookbag	~Use playground toys correctly ~Clean up all toys and belongings before leaving	~Listen for directions ~Clip and respond when appropriate
~Sit with my self-control ~Keep my hands and feet to myself ~Report any messes to the teacher ~Not play or mess around	~Use self-control ~Keep my hands and feet to myself ~Report any spills	~Use self-control ~Keep my hands and feet to myself ~Use the playground and equipment correctly	~Sit correctly ~Keep my hands and feet to myself
~Walk ~Keep my hands and feet to my side	~Walk ~Keep my hands and feet to myself	~Sit with my back to the back; feet to the floor ~Keep my hands and feet to myself	~Walk ~Keep my hands and feet to myself ~Sit
~Walk ~Keep my hands and feet to myself ~Use self-control	~Walk ~Keep my hands and feet to myself ~Use self-control	~Walk ~Keep my hands and feet to myself ~Use self-control	~Walk ~Keep my hands and feet to myself ~Use self-control

## EXPECTATIONS

**REMEMBER: A Niles Red Dragon is Respectful, Responsible, and Safe!**

## Our Mission Statement

The mission of the Niles City School District is to instruct a defined curriculum in a safe, educational environment. The district will ensure the opportunity for all students to become responsible learners, critical thinkers, and problem solvers as productive members of a democratic society.

## Expectations for Students

Outside the home, the school becomes an important element in teaching and reinforcing appropriate conduct expected by society. In order to function as a self-disciplined, self-directed, self-motivated, and responsible person, the school shall provide the greatest opportunity for teachers to teach and students to learn in the school environment. In order to maximize the school experience, each student is **expected to**:

1. Read, become familiar with, and abide by the rules, regulations, and policies of the student handbook. The contents of this handbook will be discussed with students.
2. Comply immediately with the rules and regulations, which govern student conduct in school, on school property, or at any school-sponsored activity.
3. Attend school and classes regularly.
4. Arrive punctually to school, classes, and all activities. Students are to arrive prior to 8:45 am daily.
5. Come prepared with appropriate materials and attitude; and become an active participant in the instructional process.
6. Dress to meet the requirements of any class or activity.
7. Demonstrate respect for self and others.
8. Demonstrate respect for the right of others to have an unhindered educational opportunity.
9. Demonstrate respect for the physical space of others.
10. Demonstrate safe, responsible conduct at all times.
11. Demonstrate respect for one's own property and the property of others.

## Expectations of Parents

1. Read and discuss the student handbook with your child.
2. Support school efforts to teach and implement student expectations as set forth in the student handbook.
3. Maintain necessary communication with appropriate school staff.
4. Involve yourself in school activities.
5. Support school efforts that make the school environment safe, orderly, and conducive to teaching and learning.
6. Advocate student compliance with all school rules, regulations, and policies.
7. Advocate student acceptance of responsibility for behavior and educational choices, including the consequences which may apply.
8. Discuss appropriate conduct with your child.

## Nondiscrimination Policy & Access to Equal Educational Opportunity

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of district, or social or economic background, to learn through the curriculum offered in this district. Educational programs shall be designed to meet the varying needs of all students.

## District Contact Information

NCS Board Office	330-989-5095
Niles Bus Garage	330-652-5764
Niles Intermediate School	330-989-5093
Niles Primary School	330-989-5091
District Website	<a href="http://www.nilescityschools.org">www.nilescityschools.org</a>

## Weather Emergencies and/or Closures

Announcements of school cancellations or late starting times due to the weather are made over the radio and television stations. **Please do not call your school.** Check with the one of the following radio or television stations during inclement weather:

The decision to close schools will be made as early as possible. In an effort to continue to provide the community with current information and communications regarding school closings, delayed openings, early dismissal, and other emergency notification information, the **Niles City Schools** has implemented a parent notification system called **Direct Communications**. To sign up for Direct Communications please go to [nilescityschools.org](http://nilescityschools.org). Also, please keep updated contact information with the school.

### Television:

WFMJ Channel 21

WKBN Channel 27

WYTV Channel 33

### Radio:

WKBN 570 AM

WHOT 101.1 FM

## ACADEMICS

### Grading Scale

<b>A (90-100)</b>	<b>Excellent Achievement</b>	<b>Outstanding (O)</b>
<b>B (80-89)</b>	<b>Above Average Achievement</b>	<b>Satisfactory (S)</b>
<b>C (70-79)</b>	<b>Average Achievement</b>	
<b>D (60-69)</b>	<b>Below Average Achievement</b>	<b>Needs Improvement (NI)</b>
<b>F (0-59)</b>	<b>Failing Achievement</b>	<b>Unsatisfactory Progress (U)</b>

## Homework

Homework is properly designed, carefully planned, and geared to the development of the individual student. Homework/reinforcement of prior skills taught has a definite place in the educational program. It is not used for disciplinary purposes, rather used as a means to develop a better understanding of the skills. The extent and type of homework given is determined by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve the skill sets. Home study assignments also afford a way for parents to acquaint themselves with various state grade level standards. **Homework is NOT taken for a letter grade.**

## Daily Take Home Folders

Classroom folders will be sent home daily as a means of correspondence between home and school. Within the folder, you will find homework, missed assignments, newsletters, menus, and notes from staff. Please look through the folder and review items which will remain at home and which will be returned to school.

## Report Cards

Report cards are issued four times during the school year. They will be sent home on the first Friday following the end of the grading period.

## Progress Reports

Progress Reports are sent to parents midway through each grading period. An appointment can be scheduled within 24 hours to meet with your child's teacher about any academic or behavioral concerns.

## Promotion, Assignment and Retention of Students

Promotion of each student is determined individually. The decision to promote, assign, or retain a student in a grade is made based on the following factors: grade average, age, acquisition of knowledge, mastery of skills, social and emotional maturity, and the teacher recommendations.

The purpose of either promotion, assignment, or retention is placement of the student in a learning situation from which she/he can thrive academically.

Promotion, assignment, and retention procedures demand continuous student baseline data and response to evidenced based interventions.

**Guidelines include the following elements:** All final subject grade averages are based on the Niles City School grading scale.

## Promotion

Students are exhibiting mastery of grade level standards.

## Assignment

Students who have not achieved mastery of grade level state standard indicators and would not measurably benefit from retention, will be assigned to the next grade level. Please note, these students have made significant effort and gains; however, will require continued targeted interventions in the next grade level. The decision on assignment will be made by the teacher and the principal.

## Retention

Students who have had a difficult time obtaining an understanding of concepts and struggle with application of these concepts, may be candidates for retention. Retention is the belief that it would be beneficial for a student to revisit instruction by repeating the grade level.

Parents will be updated periodically relative to progress. Parents will be notified no later than April 30 if retention seems probable. The decision to retain is jointly made by the teacher, building administrator, and parent/guardian.

No student should be retained more than twice in the elementary grades.

## Parent Access

The Parent Access is designed to help parents/guardians remain involved in their children's academic growth. Each student will receive a unique username and password within the first few weeks of school. Classroom teachers post grades on the Parent Access portal for the parent/guardian to view regularly. Progress Reports /Report Cards can also be viewed through Parent Access.



### Parent/Teacher Conferences

Conferences are held twice during the school year. Scheduling is completed online through the Niles City Schools website and arranged by appointment only. Forms are sent home in advance on how to access our website.

Below please find scheduled dates for the 23/24 school year which will be held from

**4:15 PM-9:15 PM:**

- November 9, 2023
- February 15, 2024

The school staff welcomes additional conferences. Arrangements can be made by calling or writing a note to schedule an appointment to meet with the teacher. The principal/dean of students may be called upon at any time to assist in the conference.

### Recess

Recess will only be held outdoors if temperature is above 32 degrees with consideration of wind chill temperature.

### Lost and Found

Please mark all personal belongings with the student names. The lost and found area is in the multi-purpose Cafetorium. Students who have lost items should check there and may retrieve their belongings. We much rather return the items to the rightful owner; however, unclaimed items will be donated to Niles Community Center.

### Birthdays

Invitations- In order to ensure that no child is left out, students must distribute party invitations to the **whole** class, or all boys, or all girls. As far as food treats- Please notify the classroom teacher ahead of time if you intend to send in a birthday treat to the class. The teacher will check with the nurse to discuss possible food allergies within the classroom. Due to the food allergy concerns, pre-wrapped and/or **store-bought** treats are only permitted. In the event of a health concern due to COVID-19, restrictions on bringing in class snacks and birthday treats may be set in place.

### Classroom Parties

There are three Home & School sponsored parties each year. They are held near Halloween, winter holiday, and Valentine's Day. The parties usually last 30 minutes in duration and are conducted with the support of the Home and School Association.

\*Halloween parades will occur outdoors for family viewing, weather permitting.

## ATTENDANCE

### Arrival/Dismissal

Drivers are to exercise extreme caution when dropping off and picking up students. Parents are to use the circular route to drop off children and exit on Frederick St. to avoid buses entering and exiting the school.

School Schedule:		2 Hour Delay Schedule: NO BREAKFAST	
8:15 am	Doors Open/Breakfast begins	10:15 am	Doors open for students
8:45 am	Instruction Begins	10:45 am	Start of school day
11:15 am	Kindergarten Lunch	3:15 pm	Dismissal
12:00 pm	First Grade Lunch		
12:45 pm	Second Grade Lunch		
3:15 pm	Dismissal		

### Dismissal Procedure

Parents who opt to be a car rider must obtain a pass from the office. Please call the office to request one. Children will not be released unless a car pass is visible by school staff. Phone calls for change in dismissal will not be honored, for the safety of students.

### Attendance Policy

Attending school is both necessary and required by law. Students cannot learn if they are not present and are missing instruction, classroom participation, and valuable learning experiences.

State law requires attendance until the age of eighteen. The district will adhere to the guidance resource and material developed by the Ohio Department of Education in regards to student attendance.

According to House Bill 410 Definition of 'habitual truant' changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse; or
- Absent 72 or more hours in one year without a legitimate excuse.

Includes 'excessive absences':

- Absent 38 or more hours in one school month with/without a legitimate excuse; or
- Absent 65 or more hours in one school year with/without a legitimate excuse.

An attendance flow chart with detailed steps in dealing with attendance issues will be provided at the beginning of the school year.

### Reporting off of School

If your child is going to be absent from school, please contact the school: at **330-989-5091** prompt **# 1** to report your child's absence. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent. Written notification is strongly encouraged.

### Student Illness at School

In the event a student becomes ill at school, or other circumstances arise, only those persons listed on the student's **Emergency Contacts via Final Forms** will be contacted and will be permitted to pick up the student. Photo identification is required.

### Signing out Students

Students needing to leave school early must provide the classroom teacher with a note stating the reason(s), time(s), and who will be picking up the child. Again, photo identification is required for the release of the student.

### Arrival Time (partial absences)

If your child repeatedly arrives at school after 8:45 AM he/she will be noted with a Partial absence and will result in a meeting with the **Attendance Intervention Team** to discuss possible intervention and/or disciplinary action. Every effort should be made to have your child to school on time, to prevent loss of valuable instruction. **Students must be accompanied by an adult who can sign the student into the main office.**

### Make-Up Assignment Policy

Each student who has been absent must immediately upon return to school make arrangements with his/her teacher(s) to make up missed work. Students are given one (1) day to make up homework/assignments, etc. for each day of excused absence. For example, if the student has been absent for three (3) days and the absence is excused, he/she has three (3) days upon return to school to make up any missed assignments. If a student exceeds ten (10) or more excused consecutive absences he/she is only allocated ten (10) days to make-up any missed assignments. When circumstances warrant, a time extension may be arranged through the building administrators/teachers. If a student is going to be absent from school for two (2) or more days, please contact the school office to arrange a time to pick up requested assignments.

### Vacation

Parents are strongly encouraged to schedule family vacations at times as to not interfere with the adopted school calendar. If there is no alternative to a family's scheduled vacation during the time when school is in session, please notify the school as soon as possible. Refer to our Attendance Policy.

## CONDUCT

### Discipline

School is a place for learning. Students, parents, and teachers have the right to expect an environment devoted to instruction. Classroom time must not be lost to student misconduct. Students are required to comply with all building and district rules and regulations. Niles Primary students should follow the Positive Behavior System in place.

School is a learning environment which demands that children obey school rules and respect and honor the rights of others to learn. The best discipline is self-control. If students fail to follow rules and choose to misbehave, they will be disciplined. Examples of unacceptable behavior include the following: assault, fighting, disruption of classroom instructions, weapons of any kind, harassment and bullying, hazing, vandalism, arson, theft, use of cell phone during school hours, cheating / copying from a peer, disrespect shown to any person with authority.

Disciplinary action may include: taking away privileges, lunch detentions, suspension, or expulsion from school. Parents may receive written notice of disciplinary action taken. It must be understood that the final interpretations of disciplinary action will reside with the building Principal and/or Dean of Students.

## **PBIS**

Positive Behavior Intervention and Supports (PBIS) is a district-wide framework set in place to promote positive interventions and solutions for potential conflicts within the school setting. This systematic approach to improving classroom instruction time and the overall culture of the building is evidence based and data driven.

The primary building utilizes **MVP cards** for students displaying excellence in RESPECTFUL, RESPONSIBLE, and SAFE behavior. All staff members carry MVP cards and can distribute them to any student displaying role model behaviors. MVP cards help students earn dragon cards for their incentive chart, as well as earning teacher-decided classroom incentives and their name on our hallway trophies. Students then take their MVP card home to serve as a communication piece between home and school.

## **Bullying/Harassment**

**All forms of bullying/harassment are in violation of law enforcement and school rules.** It is a violation for any student or staff member to allow any form of bullying/harassment toward another student or a staff member, or any person associated with the school district. This includes, but may not be limited to physical or emotional bullying, cyber bullying, sexual harassment, harassment for gender/ethnic/religious/disability/height/weight or sexual orientation. All violations of this policy will receive disciplinary action and may be referred to local law enforcement for criminal charges.

## **BULLYING PROCEDURES**

- All referrals are investigated by administrators/Dean of Students
- Referrals are made by: parents, students, teachers, principal, assistant principal, dean of students, support staff
- Investigation completed by administrators - both bully and victim receive a response
- Parents are notified and action taken
- Bully and victim meet separately with guidance counselor/dean of students
- Guidance counselor/dean of students monitor both bully and victim with documentation
- Teachers are notified of potential bullying
- Education and awareness by: announcements made by principal, assemblies, character education, small group activities and individual activities as needed
- All teachers and support staff have a copy of the procedures
- Bullying definition posted in all classes and throughout the building

To report bullying concerns:

NPS	330-989-5091	NIS	330-989-5093
NMS	330-652-5656	NHS	330-652-9968

**Definition of bullying, harassment, intimidation** [Something done on purpose] [Something that happens more than once] [Something hurtful to others]

Examples: name calling, hitting, verbal taunts, spreading rumors, taking someone's property, making fun of people, embarrassing people, laughing at someone, shoving, putting people down, harassing someone, and picking on or attacking people because they are different in some way, i.e. race, religion, gender, family background, etc.

*Please also review Niles City Schools Board Policy:  
5517 Anti-Harassment  
5517.01 Bullying and Other Forms of Aggressive Behavior*

### Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permissions, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and/or other employees of the Board shall be alerted to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

### Suspension from School

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed ten (10) school days. During a suspension, the student must be under the supervision of the parent/guardian, and is not permitted on any school premises at any time. Assignments may be made up but a student shall receive no credit for work missed.

### Expulsion from School

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the current school year or it may continue into the next school year. Expulsion will be determined by the Superintendent. An expelled student is not permitted on school grounds at any time for any reason, except for counseling with parents. Student Due Process as prescribed and required by O.R.C. 3313.66 shall be followed when expulsion is recommended.

### Interrogations and Searches

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area violates school rules.
3. Items, the possession of which constitutes a violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Principals/Dean of Students are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is a reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of school rules.
2. Searches of the student's personal items are conducted by a member of the same gender as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after its completion.

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student being interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they do desire.
5. When law enforcement officials remove a child from school, the administration will make an attempt to notify the parent(s).

## Restraint and Seclusion Policy

Niles Primary follows all state and board policies regarding restraints and seclusion. Physical restraint or seclusion can only be used in emergency situations for the safety and well being of the student or others.

## Students Rights and Responsibilities

Like all citizens, students have civil rights guaranteed by the Constitution of the United States. The First Amendment ensures the freedom of religion, speech, press, assembly, and petition. The Fourteenth Amendment guarantees due process and equal protection. Both apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. Equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
2. Attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
3. Due process of law with respect to suspension and expulsion
4. Free inquiry and expression and the responsibility to observe rules regarding these rights and
5. Privacy, which includes privacy with respect to the student's school records

## Dress Code

A student's attire for school directly reflects self-esteem and school pride. Dress and grooming shall be appropriate to the educational activities and the school environment. Students shall be aware that school is a place for education and is not a showcase for extreme styles of dress and grooming. School dress and grooming shall be neat, clean, and conducive to learning.

### Dress Code Guidelines:

- Shirts must cover shoulders. Exposure of any part of the torso is prohibited.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar is not permitted.
- Footwear must be safe and fit appropriately (no flip flops). Must have a backing.
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- All undergarments should be concealed.
- Hats, head scarves, and head coverings are not permitted during school hours.
- Dresses, skirts, and shorts must be at an appropriate length.
- Apparel or jewelry that may pose a safety hazard.
- **Tennis shoes are required for physical education class.**

It must be understood that final interpretations of appropriate dress and grooming will reside with the building Principal and/or Dean of Students.

### Technology Devices ( Phones/ Smart Watches)

If a student brings a phone to school, the phone should remain in a bookbag and on silent. In the event that a parent needs to get ahold of their child during school hours, the parents should call the office or message/email the teacher. Smart watches, if worn, cannot be used for messaging or taking pictures/recordings during the school day. If a phone or smartwatch becomes an issue, the administrator has the right to confiscate the device and notify the parent to pick it up. If a problem persists, the administrator will discuss with the parent whether or not the device is able to be brought to school at all. (See Board Policy 5136). **Electronic toys, games, or equipment are also not allowed (unless it is part of a lesson).**

### Forbidden Articles

Students will not bring forbidden articles to school such as tobacco, matches, lighters, caps, knives, laser pointers or other items of like nature. Students may never bring explosives, weapons, weapon look-alikes, or toy weapons of any kind to school. Glass containers are unsafe and should not be brought to school.

## STUDENT SERVICES

### Exceptional Children

All school districts are required to provide a Free Appropriate Public Education (FAPE) to all children with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA). In the provision of a free appropriate public education, children and their parents are afforded due process rights, requiring school districts to follow certain procedural safeguards. Individualized education programs (IEPs), for example, must be developed and reviewed annually for each child with a disability who receives special education and related services.

The least restrictive environment (LRE) is inclusion within the regular classroom.

Students who continue to fall below grade level expectations, when compared to the same age peers, are referred to the Multi-Tiered Support System, where research based interventions are implemented and progress is continually monitored. At specific intervals, the team including parent/guardian reconvenes to determine student response to intervention(s). If adequate progress is not demonstrated, the team including parent/guardian may suspect that an educational disability is present. This will result in a multi-factored evaluation to determine special education eligibility and support services.

### Speech/Language Therapy

Speech/language therapy services are provided to all students who qualify according to state guidelines. An evaluation by the speech/language pathologist determines the communicative status, hearing and educational functioning of students. Children having a qualifying disorder may be seen for therapy provided the disorder has an adverse effect upon the student's educational performance.



## STUDENT HEALTH SERVICES

### Medication Policy

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible, it will only be administered in school in accordance with the following regulations:

1. Medication Authorization form must be completed and signed by the parent or guardian requesting that the medication be administered to the student.
2. **ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN. STUDENTS ARE NOT PERMITTED TO BRINGING ANY MEDICATION TO SCHOOL ON THE BUS.**
3. The medication must be received in the original container in which it was dispensed by the pharmacist.
4. All medication must be labeled with the student's name, the dosage and time to be given, and the name of the medication.

School Nurses, building administrators, and authorized personnel are the only employees permitted to administer over-the-counter or prescription medication to students. Exceptions may be granted under federal and state laws governing the education of handicapped children.

Cough drops are permitted in the classroom with a written note from a parent/guardian. These will remain in the possession of the classroom teacher and will be dispensed to the student appropriately.

### Communicable Diseases

Parents are asked to notify the school office if their child has contracted a communicable disease. These may include: head lice, scabies, strep throat, chicken pox, scarlet fever and COVID-19.

The following symptoms /conditions may indicate the start of a communicable disease. In order to prevent spreading the germs of a contagious disease, please follow these simple guidelines:

**PLEASE KEEP YOUR CHILD HOME from school if he/she has any of the following symptoms:**

- Temperature of 100 degrees or higher in the last 24 hours. Please do not send children back to school until they have been **fever free for 24 hours without fever reducing medications such as Tylenol or Motrin.**
- Vomiting or Diarrhea in the last 24 hours.
- Severe cough.
- Undetermined rash.
- Conjunctivitis/pink eye- redness or itching of eyes and usually yellow/green crust on lids, especially in the morning. May return 24 hours after treatment with antibiotics. **Must have a Doctor's excuse.**
- Impetigo-24 hours after treatment has begun; draining sores must be covered. **Must have a Doctor's excuse.**
- Strep throat- may return 24 hours after treatment with prescription medicine and **NO FEVER. Must have a Doctor's excuse.**
- Ringworm- may return 24 hours after treatment by a doctor and must be covered with bandages. Excluded from all contact sports until sores are gone. **Must have a Doctor's excuse.**

- Scabies- after treatment with prescription medicine. **Must have a Doctor's excuse**

Influenza/FLU-influenza is an airborne transmitted viral disease characterized by:

- Fever of 101-104 degrees for several days
- Muscle aches and weakness; may last 2-3 weeks
- Extreme fatigue
- Headache
- Respiratory symptoms similar to the common cold (cough, congestion, sneeze)
- Nausea, vomiting, and diarrhea
- Incubation is short, usually 1-3 days from contact. Your child may be communicable for 7 days, adults for 3-5 days

Whenever your child visits the doctor, please provide the school with a doctor's excuse for the absences. Feel free to call the school nurse if you have questions or concerns about your child's health.

### Head Lice (Pediculosis)

Pediculosis is an infestation of head lice, not an infection. It does not pose a significant health hazard and is not known to spread disease. Students found to be infested with head lice are excluded from school and are required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate with other schools where siblings or other close contacts of the infested person attend. Any student positive for lice or nits will need to be rechecked by a Niles City School Nurse or trained staff member for re-admittance to school.

Students may be **excused from school a maximum of five (5)** consecutive days (including weekend days) for treatment of head lice.

A child may return to school to be checked by the school nurse or designated personnel the morning after initial treatment or when the parent feels the child has been adequately treated if the following conditions are met:

- A parent or authorized emergency contact must accompany the child. The child is *not* permitted to ride the school bus to school that day.
- The parent/emergency contact must wait until the checkup is completed.
- The child is lice and nit free.
- The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than ten minutes to remove nits from hair, the student will be sent home to remove the excessive nits.
- When it is obvious that the parent has made significant progress in the treatment process, the child does not have live lice and the child has missed a significant number of school days because of lice infestation, the child may be readmitted at the discretion of the school nurse. Advice on treatment is again given to the parent and the importance of nit removal is stressed. The nurse will require that the child be seen again the following school morning to monitor that progress in nit removal has been made. The child will continue to be monitored as needed.

In case of chronic, repeated infestations, the child may be rechecked as often as needed at the discretion of the school nurse or building administrator.

## Health Records

When enrolling a child in school, be prepared to give the school nurse a medical history of your child's illnesses, accidents, any physical conditions that might affect school progress, and any information that will help the school better understand and serve your child.

State law required these immunizations be given to a child entering school:

- Five doses DTAP
- Four doses of polio vaccine
- Two MMR
- Three doses of Hepatitis
- Two doses of Varicella or proof of disease

## SCHOOL SERVICES

### Visitors Policy

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must report to the office, sign in and wear a badge to walk through the school. A specific reason must be noted and deemed necessary to go to a classroom. However, **to avoid a disruption of the instructional school day and to provide adequate time to the visitor, please make prior appointments and/or arrangements.**

### Emergency Drills

Fire drills shall be scheduled by the building administrator each month during the school year (minimum 6 times per school year). Rules for fire evacuation are posted in each classroom and include directions on the exits and alternative exits to use and the outdoor areas to proceed leaving the building from the particular room. No person is to remain in any District building during fire drills.

Tornado drills are held at various times during the school year. Students shall report to assigned areas as indicated in their classroom and remain there until an "all clear" is given by district personnel.

The Principal/Dean of Students shall also conduct several safety drills each school year.

### Registering a Child for School

Parents wishing to enroll a child in school need to visit the district website and click on the registration tab. Parents will create an account for final forms to complete the registration process. The following forms will need uploaded: birth certificate, social security card, immunization record, photo ID, two (2) proofs of residence, and custody papers, if applicable. Once registered, parents will be contacted and given a screening date/appointment. Kindergarten students will have the following screened: vision, hearing, speech, and academic ability.

### Student Records/Directory Information

Many student records are kept by the teachers, counselors, and administrative staff. There are two basic kinds of records - directory information and confidential records.

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio Law.

This information can only be released with the written consent of the parents/guardian. The only exception to this is to comply with state and federal laws that may require release without consent. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendums to records, and obtain copies of such records.

The district may disclose appropriately designated “directory information” without written consent, unless it has been advised to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the school district to include the information from a child’s education record in certain school publications such as the yearbook, etc.

## FOOD SERVICES

We are pleased to inform you that **Niles Primary and Niles Intermediate Schools** will be implementing **Free/Breakfast and Lunch**, an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2023-2024.

**What does this mean for you and your children attending the school(s) identified above?**

Great news for you and your children! All enrolled students of **Niles Elementary Schools K-5** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. No further action is required of you; however, many different opportunities and benefits are offered to families at all financial levels. We ask that all children, district wide, please complete the application. Applications can be found online at our school website.

If any further assistance is needed, please contact the Nutrition Group Supervisor at 330-989-5095 Ext. 4017

### LUNCH

No carbonated beverages, glass containers or food that requires additional preparation measures are permitted in the cafetorium or classrooms.

### SNACK/ WATER BOTTLES

Students are asked to bring a small snack to school each day. Snacks should not need refrigerated and should preferably be a healthy food choice. Candy for snack is not permitted. Students should also bring a water bottle daily. There are water refill stations located throughout the building. Other liquids beyond water are not permitted in the classrooms. Students are also asked to empty their water bottles prior to dismissal to avoid spills during the dismissal process.

## BUS SERVICE and REGULATIONS

Transportation is provided for all Niles Primary students. Central pick-up points are posted in the local newspaper and at each building before school starts. Central pick-up points can also be

found on the Niles City Schools website at <http://www.nilescityschools.org/Transportation.aspx>.

Transportation to and from school is a privilege. The school transportation is an extension of the school and appropriate behavior is expected at all times. Drivers are responsible for student safety and expect orderly conduct.

In the event students do not respond to the driver's request for orderly conduct, the driver shall complete the BUS REFERRAL FORM. The form will be shared with the Principal or Dean of Students. Appropriate action will be taken as determined by the school Principal or Dean of Students.

### Discipline Guidelines

1st Offense - Referred to principal / Dean of Students / parent contact

2nd Offense - Referred to principal / Dean of Students / possible detention, parent contact

3rd Offense - Bus suspension 1-3 days

4th Offense - Bus suspension 3-5 days

5th Offense - Bus suspension 5- 10 days

It must be understood that final interpretations of behavior will reside with the building principal and/or Dean of Students. If the parent/guardian/family designee is not at the bus stop, the bus driver will bring the student back to the bus garage. If violated 3 times in one month, the supervisor of transportation will inform parents of busing privileges being suspended.

Parents are responsible for the safety of children while going to and from school at both the pick-up and drop off points. Buses operate on a time schedule and are unable to wait for tardy students. Students are to be at the bus stop five (5) minutes before the bus is scheduled to arrive. For safety reasons

The Niles City Schools provide bus transportation for all students. If problems occur, please call the Transportation Supervisor at (330) 652-5764 or the Dean of Students.

### Alternate Transportation

**There will be NO \*bus passes\* issued to students to go to/from school on a different bus than assigned. If students need to go someplace different before or after school, parents/guardians are to make other transportation arrangements.**

Niles City Schools offers Alternate Transportation Requests for students to get on/off at another location than their home address. This service is not required by law, but put in place by the district to assist parents/guardians with the needs of the students. We do, however, have guidelines that must be followed to ensure the safest and most efficient transportation schedule for ALL students of the district. **A new request must be filled out every year, it does not transfer to the next school year.** Please remember the form is a request. Niles City Schools does **NOT** automatically grant requests, they must be considered on a case-by-case basis. The district will make every effort to provide alternate transportation, but reserves the right to discontinue the service at any time, in which case you will be notified. The request must not require a bus route to be changed, altered or added. The request will be to an EXISTING stop only, no new stop will be created. The student must be picked up from the same location (an existing stop) every day of the week (Monday-Friday). The student must be dropped off at the same location (an existing stop) every day of the week (Monday-Friday). No every other week stops will be approved. Each student will be allowed THREE alternate requests per school year and there will be no one-time or intermittent requests granted. The request will not take effect until approved by the

Transportation Supervisor. Allow 48 hours from the time the request form is received by the transportation department.

### NILES CITY SCHOOLS - BUS SAFETY RULES

Whether a student rides to/from school or rides the school bus on an occasional field trip, it is important to know the bus safety rules. Parents and students should review rules together. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. Students must wait in a location clear of traffic and away from the bus stop - driver's designated place of safety.

1. Behavior at the school bus stop must not threaten the life, limb or property of any individual.
2. Students must go directly to an assigned seat so the bus may safely resume motion. They must sit in a position that will provide maximum protection by the barrier.
3. Students must remain seated keeping aisles and exits clear.
4. Students must observe classroom conduct. They should obey the driver promptly and treat the driver and all other students respectfully, without harassment or bullying.
5. Students must not use profane language.
6. Students must refrain from eating, drinking and chewing gum on the bus.\*
7. Students must not throw or pass objects on, from, or into the bus.
8. Students must not put head or arms out the bus windows.
9. Students may carry on the bus only objects that can be held in their laps. Do not bring large school projects or pets on the bus. Large items will need to be transported by parent to and from school.
10. Students must leave or board the bus at the location they have been assigned.
11. Weapons of any nature (toy) are not to be brought to any school building or function; nor are they permitted on the school bus.

### SAFETY SIGNALS

When students get on or off the bus and must cross a street, the driver will give the crossing signal by slowly dropping their hand straight down when it is safe to cross. Students should ALWAYS check traffic on their own before crossing. If the driver blows the horn, that means **DANGER!** Check traffic again - if the student sees no danger, he/she should look back at the driver for further instructions.

### Field Trips

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its Dean of Students.

Students attending school sponsored field trips are governed by the Student Code of Conduct and are subject to the authority of district officials. Failure to obey the instructions of district officials shall result in the loss of eligibility to attend school sponsored field trips and may also lead to other discipline up to and including permanent expulsion.

Niles City School District-Niles Primary School  
960 Frederick St.  
Niles, Ohio 44446 330-989-5091

Parents Right to Know

Dear Parent/Guardian of Niles City Schools:

September 2023

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above or you may email your request to [amanda.tricomi@nilesmckinley.org](mailto:amanda.tricomi@nilesmckinley.org).

Be sure to give the following information with your request:

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Educationally,

*Antoinette D'Urso, Director of Teaching and Learning*

Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

**Niles City School Focus Plan  
2023-2026 ( 3 years)**

*NCS D dedicated staff will implement strategies that target areas of student growth academically while fostering social and emotional wellness.*

**2023-2026 BUILDING GOAL**

Over the next three years, increase attendance by 5% and decrease chronic absenteeism by 10%.  
K-2 Chronic Absenteeism Data in the 2021-22 SY:  
% of students chronically absent: 54% in kindergarten, 52% in first grade, 43% in second grade

**Niles Primary School Focus**

**Strategies: PreK-2**

1. Implement evidence based practices/curriculum to promote student learning which are aligned to state standards in both reading (SOR) & math.
2. Strategies, materials and/or pacing is differentiated based on student needs and/or learning styles.
3. Monitor attendance with the Attendance Intervention Team. Implement attendance flowchart.
4. Continue to implement and monitor behavioral referrals from PBIS building-wide data.
5. Incorporate Character Strong (Purposeful People) into weekly instruction to promote social-emotional well-being. Lessons influence positive mental health.
6. Increase communication and family engagement opportunities.

**Niles Mini Dragons Preschool:**

- Implementation of Creative Curriculum
- Increase family engagement opportunities

**READING**

- Continue with the SuperKids series and LETRS-based interventions
- Integration of Soday Program and Exact Path during tier II and tier III to meet the needs of diverse learners
- DIBELS assessing with benchmarking and progress monitoring built into testing schedule

- Implementation of "Big Ideas"
- Focus on fact fluency K-2
- Focus on evidence based strategies in mathematical practices: Tier II & III
- TBT will monitor the math mapping & make revisions as necessary
- incorporate progress monitoring

**MATH**

**Adult implementation (Cause - What teachers and administrators are doing to support instruction)**

1. implement purposeful instructional practices learned from professional development sessions.
2. Use the Teacher-Based Teams to monitor student progress and plan instruction.
3. Administrators will monitor instructional practices & behavior expectations through walkthrough data.
4. Continue gifted training for classroom teachers.

**Student Indicator (Effect - student learning - mastery of the taught standards)**

1. All students will participate in purposeful instructional strategies, classroom assessments as well as PM/benchmarking, and standardized testing.
2. All students will be administered a universal screening measure based on grade level/content area.



## Niles City School District Testing Schedule 23-24

### FALL 2023:

**Niles Intermediate Grade 3 ELA Test**

**October 30-November 3, 2023**

**Niles High School End of Course Tests**

**November 30-December 20, 2023**

### Parent-Teacher Conferences Schedule:

November 2, 2023

Niles Intermediate School (4:00 pm-9:00 pm)

Niles Middle School (3:40 pm-8:40 pm)

November 9, 2023:

Niles Primary School (4:15 pm-9:15 pm)

Niles High School (3:30 pm-8:30 pm)

February 15, 2024

Niles Primary (4:15 pm-9:15 pm)

Niles Middle Niles Middle School (3:40 pm-8:40 pm)

Niles Intermediate (4:00 pm-9:00 pm)

Niles High School (3:30 pm-8:30 pm)

### SPRING 2024:

**Break: March 25-April 1, 2024**

**(OELPA) Ohio English Language Proficiency Assessment:**

**January 29-March 22, 2024**

**(AASCD) Alternate Assessment for Students with the most Significant Cognitive Disabilities:**

**February 26-April 19, 2024**

**English Language Arts:**

**April 8-April 26, 2024**

**Mathematics, Science, & Social Studies:**

**April 22-May 10, 2024**

**ACT Testing:**

**February 27, 2024**

**Additional Information:**

<https://education.ohio.gov/Topics/Testing/Test-Dates/2023-2024-Testing-Dates>

**Board Policy:** <http://go.boarddocs.com/oh/niles/Board.nsf/goto?open&id=AWEMK75AB56>

Antoinette D'Urso-Director of Teaching and Learning (330)-989-5095

## 23-24 Events Calendar for NPS

August 28- first day for first and second grade students  
August 29- Informational Preschool Parent Meeting 9:30-10:30  
August 30- first day of preschool, first day kindergarten girls  
August 31- first day kindergarten boys  
**September 1- No School**  
**September 4- Labor Day, No School**  
September 5- classes resume, all students PreK-2 attend  
September 8- PBIS kick-off assembly  
**October 13- No School**  
**October 27- Staff PD, No School**  
October 27- Trunk or Treat  
October 31- Halloween Party and Parade  
**November 7- No School**  
November 9- Parent-Teacher Conferences  
November 9- Veterans Day Assembly  
**November 22-24- Thanksgiving Break, No School**  
December 7-First Grade Musical (½ of classes)  
December 8-First Grade Musical (½ of classes)  
December 16-20 Winter Spirit Week  
**December 21-January 2- Winter Break, No School**  
**January 12- Staff PD, No School**  
**January 15- No School**  
January 17- First Grade Family Title Night  
February 7- Second Grade Title Night  
February 14- Valentine's Day Party  
February 15- Parent Teacher Conferences  
**February 16- No School**  
**February 19- No School**  
March 4-8 Read Across America Week  
March 7- Second Grade Musical (½ of classes)  
March 8- Second Grade Musical (½ of classes)  
March 11-22 CogAT (first grade) and IOWA (second grade) testing  
**March 15- Staff PD, No School**  
**March 25-April 1- Spring Break, No School**  
April 2- classes resume  
April 18-Kindergarten Musical (½ of classes)  
April 19- Kindergarten Musical (½ of classes)  
May 10- Touch a Truck Day (kindergarten)  
May 17- Second Grade Intermediate Field Trip  
May 20-23 Summer Spirit Week!  
May 23- Last day of school for students

