



Miami East Elementary 2026/2027



Home of the Vikings Growing Viking Pride

Miami East Elementary
4025 N. St. Rt. 589
Casstown, Ohio 45312
937-335-5439
www.miamieast.k12.oh.us

After you have reviewed this handbook with your child, please complete and sign page 11.

THIS STUDENT PLANNER BELONGS TO:

Name_____

Address_____

Phone_____

Grade_____

Teacher_____

Dear Parents,

I would like to take this opportunity to welcome your child to the **2026/2027** school year. We, at ***Miami East Elementary School***, are proud of the overall curriculum that is offered and the effort put forth to guarantee the success of our students. Most of all, we are proud to serve the students, parents, and citizens of our Miami East community. Thank you for all you do to support your child's education.

Sincerely,

Brian Rohrer
Miami East Elementary Principal

The beginning pages of the **Miami East Elementary Planner** include the parent handbook. These pages are filled with important information regarding school policies and procedures. It is recommended that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. Open and clear communication between school and home is important to the success of our educational program.

The planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. It can also help improve your child's organizational skills. In addition, the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Miami East parents are our partners in the important job of educating the children of this community.

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Vision Statement

Through Purposeful Education Rooted in tradition, we are growing Vikings who are Inspired, Driven, and Empowered to succeed.

Mission Statement

We serve all students, empowering them to think critically and purposefully to succeed both in and out of the classroom. Through strong relationships, deep tradition, high expectations, and a supportive community, we inspire learners to reach their full potential — achieving excellence today and into the future.

The Viking Way

The Viking Way implements the expected behaviors we have for students at Miami East Elementary School. We believe students will maintain these behaviors throughout all aspects of their day. Members of the staff from the classroom teachers, classroom aides, cafeteria staff, bus drivers, secretary and custodians have developed three pillars that are considered essential when displaying The Viking Way. The pillars are:

- ◆ Be Responsible
- ◆ Be Respectful
- ◆ Use Self-Control

Students will start the year with an overview of the program. We will reinforce the program throughout the year with incentives designed to proactively support positive behaviors. We are looking forward to a great year of students showing The Viking Way.

Attitudes Toward School

In order to be effective, teachers and all school officials need the support of the parents and community. Parents may help their children develop good attitudes in the following ways:

- ◆ Support the teacher and the school. Express confidence.
- ◆ When misunderstandings occur, follow proper procedures. Go to the teacher first. Discuss the problem.
- ◆ Examine your child's class work and encourage best effort at all times.
- ◆ Remember, your child listens to your comments. If the parent is critical of the school and/or teacher, the child will bring that attitude to school. This will have a negative effect on all concerned.
- ◆ Return all forms, permission slips, interim and progress report slips with your signature by the due date.

Admissions:

Children are eligible to enter kindergarten if their fifth birthday occurs on or before August 1st of that school year. Children are eligible to enter first grade if their sixth birthday occurs on or before September 30th of that school year, and they have a record of successful kindergarten attendance.

When enrolling a child, start by completing all documents in <https://miamieast-oh.finalforms.com/> Once these documents are complete, contact our building secretary, Mrs. Mumford, at mmumford@miamieast.k12.oh.us to set up an appointment to register. At the appointment, a copy of the child's birth certificate and evidence of immunization against polio, diphtheria, pertussis, measles, mumps, and tetanus must be presented along with a certified copy of any custody order will need to be provided. If such documents are not provided, the child may not be admitted and appropriate law enforcement authorities will be notified.

Enrollment/Withdrawal

Children transferring to Miami East must meet legal residency requirements. When enrolling a child, start by completing all documents in <https://miamieast-oh.finalforms.com/> Once these documents are complete, contact our building secretary, Mrs. Mumford, at mmumford@miamieast.k12.oh.us to set up an appointment to register. At the appointment, you will need to provide an original Social Security card, proof of residence, a copy of the birth certificate and proof of immunizations along with a certified copy of any custody order that applies. Admission will be denied until such documents are presented. Proof of attendance and grade placement at the previous school, such as a grade card, is helpful when registering.

When moving from the district, parents must notify the office, sign necessary forms, and pick up student belongings.

Change in Student Information

During the academic school year, it is imperative that the school office be notified immediately of a change of address, home or work telephone number, or any emergency information.

Health Concerns

Immunization Requirements

Immunizations required by Ohio law for Kindergarten admittance are as follows:

****5 – DTP **4 - Polio **3 - Hepatitis B **2 – MMR**

2 Varicella Vaccines are required for kindergarten students who have **not** yet had Chicken Pox. If a child has already had this, physicians will not issue this immunization.

Immunizations are given at the Miami County Health Department, located at 510 W. Water St., Suite 110, Troy (335-5675).

Please call the Health Dept. to get additional information before taking your child to receive immunizations. There is a cost for each immunization. Ohio Medicaid card is accepted. No child will be refused immunization due to inability to pay. **Each dose of vaccine should be denoted by a complete month\day\year date on your child's school immunization records.**

Medical Concerns

Please be sure the school is aware of all medical concerns regarding your child such as bee sting allergies, sugar diabetes, medicine and food allergies, etc.

Emergency Medical Authorization Form

Parents must complete an Emergency Medical Authorization Form each school year. Students not having an Emergency Medical Form on file may be prevented from participating in school activities.

Medication for Your Child (Prescription and over-the-counter)

Ohio law mandates that schools may dispense medication (including over the counter) only when an approved "School Medication Form" has been filled out by your physician and is on file in the clinic. Please contact the office and a form will be sent home.

All medications will be administered by designated personnel in accordance with the physician's instructions. Medication of any kind, prescription and over-the-counter, brought to school without approval will be confiscated and kept in the office for parent pick-up.

A child with a fever of 100 or greater needs to be fever free for 24 hours without the use of medication before returning to school. If your child has vomited within 24 hours, they are not permitted at school. After 24 hours without vomiting, your child can return to school.

Attendance:

Regular attendance is extremely important to the success of your child's education. A successful educational program depends upon the presence of the student and requires continuity of instruction and classroom participation. Absences other than illness should be avoided if at all possible. If your child should miss school for any reason, please notify the school by 8:00 a.m. The "Missing Children Act" mandates that we know the whereabouts of every child not in attendance. Therefore, if we do not receive notification of your child's absence, reasonable efforts will be made to contact you. If your child is not reported absent, they will receive an unexcused absence for the day. Parents are asked to call the school on the morning their child is absent from school.

The Board considers the following factors to be reasonable, legitimate excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required);
 - B. appointment with a health care provider;
 - C. illness in the family necessitating the presence of the child;
 - D. quarantine of the home;
 - E. death in the family;
 - F. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
 - G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
 - H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty;
 - I. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity; Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction; a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
 - J. such a good cause as may be acceptable to the Superintendent;
 - K. medically necessary leave for a pregnant student in accordance with Policy 5751;
 - L. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725;
 - M. college visitation; The District requires verification of the date and time of the visitation by the college, university, or technical college.
 - N. absences due to a student's placement in foster care, or a change in foster care placement, or any court proceedings related to their foster care status;
 - O. absences due to a student being homeless.
- Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

Attendance Support Tiers & Notifications (HB 96 Compliance)

In alignment with Ohio attendance law and board policy, the District utilizes a tiered intervention system to support student success and address chronic absenteeism.

- Tier I: Universal Support (5% Notification) When a student misses 5% of the school year (45.5 hours for K-8; 50 hours for 9-12), a Notification Letter will be sent home.
- Medical Trigger (65-Hour Rule) Once a student reaches 65 total hours of absence (excused or unexcused), the District may require an official medical provider's excuse or a court note for every subsequent absence to be marked as excused. Without this documentation, further absences will be recorded as unexcused.
- Tier II: Targeted Support (10% Chronic Absenteeism) When a student misses 10% of the school year (91 hours for K-8; 100 hours for 9-12), they are considered "Chronically Absent" under Ohio law. Targeted interventions will be implemented to identify and remove barriers to attendance.
- Tier III: Intensive Support (Habitual Truancy) Triggered by unexcused absences of: 30+ consecutive

hours, 42+ hours in a month, or 72+ hours in a year. This requires a formal Habitual Truancy letter, the implementation of an Absence Intervention Plan (AIP), and potential referral to Juvenile Court.

Absence

Ten absences amounting in 65 hours are permitted per school year, including both excused and unexcused absences. After ten absences per school year, all other absences will be recorded as unexcused absences/truancies unless the student has a note from a doctor or has a death in the family. Doctor's notes are to be provided within five (5) days of a student's return from an absence requiring a doctor's excuse.

An application for a one-time vacation of up to 5 days is available in the school office. This form must be completed and approved 3 days prior to the vacation. Please refrain from taking vacation during state testing as these days will not be approved.

Arrival

The school day officially begins at 7:38 a.m. and ends at 2:20 p.m. Students arriving at school after the tardy bell rings (7:38 a.m.) will be counted tardy and are subject to possible disciplinary action. Students arriving after 9:30 a.m. or leaving before 1:00 p.m. will be charged 1/2-day absence. Students arriving after 11:00 will be charged a full day absence.

Tardiness

The tardy bell rings at 7:38 a.m. Daily announcements will begin right after the 7:38 Bell. Punctuality is an important life skill for success at school or work. You can help by insuring your child is on time each day. If a child is late for school, an adult is REQUIRED to come to the office and sign the register book. A student who is tardy more than 5 times during any nine-week period will require a doctor's excuse to receive an excused tardy. If your child does not have a written Dr. Excuse after their 5th tardy, your child will receive an unexcused tardy and arrangements will be made for your child to attend an a.m. detention.

Intervention Strategies for Truant Students

Utilizing a multi-tiered system of supports framework, we have created a continuum of supports and interventions that are differentiated in nature and intensity in order to match student need. Following the three-tiered model of prevention and intervention, we use a range of systemic and individual approaches to meet the needs of all students. Universal supports target the entire school population and are designed to promote positive attendance habits. Often, this is enough to capture students who would otherwise be absent.

Universal supports can include:

- Recognizing good and improved attendance through classroom attendance contests; celebrating individual progress through schoolwide programming; or hosting schoolwide or community-wide attendance events;
- Educating and engaging students and families by greeting families at the door in the morning; explaining the importance of attendance regularly; or providing enrichment activities to engage students;
- Regularly monitoring attendance data and setting goals;

Moderate, or secondary supports, are targeted interventions designed for students who need additional supports beyond, yet in combination with, universal-level approaches. These can include:

- Providing personalized early outreach, such as attendance buddies or morning check-ins for students who are at-risk of being chronically absent;
- Developing tailored attendance intervention plans for students who are excessively absent;
- Sending individualized letters home that identify the amount of missed school; and
- Connecting the student to a mentor such as a teacher, community member, or older student.

Intensive, or tertiary supports, can include:

- Case management with coordinated community partners;
- Intensive case management with coordination of public agency and legal response as needed;

Dismissal of Students

If you are picking your child up early for any reason, please sign him/her out at the school office.

If you want your child held off the bus at the end of the school day, a note **must** be sent to the teacher. *If a note is not received, the student will ride the bus home. If you didn't send a note and want to pick up your child, call the school office prior to **1:30 p.m.***

All car riding students will be picked up in front of the building. When picking up students, parents are asked to either park cars and walk across the drive or park in the fire lane. Parents who park in the fire lane should remain in their vehicles and allow their child to enter the car on their own.

We must have written consent for anyone other than an immediate family member to take a student out of school. The custodial parent should notify the school of special arrangements.

Fees:

Textbooks and certain supplies depending on the grade level will be furnished to your child. School supply lists for the next grade level are sent home with the report cards at the end of the school year. The lists can also be found on the Miami East website and are generally posted at area stores.

Workbook and supply fees are: **\$65.00**. These fees must be paid in full by **September 11, 2026**. ***Students who have outstanding account balances from previous years will not be permitted to participate in any school activity where money is involved such as school pictures and field trips, etc. until the account has been paid.*** Students with unpaid balances at the end of each school year will not be allowed to participate in any end of the year activities (Field Day/Fun Day) or receive a report card until the balance is paid. All unpaid balances will be carried forth throughout a student's school career. A student with an accumulated unpaid balance **will not** receive a high school diploma until the fee balance is paid in full.

Lunch:

Each class has a forty-five (45) minute lunch/recess period. Lunchtime is a time of enjoyable conversation and leisure. However, Auditoria rules are to be followed. Students may order extra food items (at an additional cost) during the morning lunch count. ***Parents need to notify teachers if they do not want their children to order extras.*** Packing students may purchase milk and/or ala carte items from the daily lunch menu. Parents are more than welcome to eat with their child; however, if fast food is brought, they will be asked to dine with their child in an alternate location. A thermos filled with a beverage may also be brought. **No soda pop (canned, bottled, or in a thermos) is to be brought to school. School refreshment machines are not to be used during the school day.** Each student has a lunch account with a 4 or 5 digit lunch code that is to pay for food when going through the lunch line. Parents may deposit money in their child's lunch account on a weekly, monthly, or even yearly basis. Every effort will be made to notify parents when account balances are low or have run out. Students are able to borrow up to \$10 before they are only allowed PB&J.

Lunch prices will be included in the beginning of the year packet that is sent home with each student. Lunch prices are also posted on the Miami East website and in the first edition of the Miami East Elementary newsletter.

At times, students do forget or lose lunch money. On these occasions, a lunch will be provided. We ask that the lunch charge be paid for on the **next school day**.

Visitation:

Parents and community friends are always welcome to visit our schools anytime. Those parents who are planning to visit in their child's classroom, eat lunch with their child, or have a conference must make prior arrangements with the classroom teacher and/or principal. ***All visitors are required to report to the school office, sign in, and receive a visitor's pass.***

Parents are welcome to bring/send in birthday treats for the class to celebrate their child's birthday. Only send treats that can be passed out easily by the teacher. Balloon bouquets will not be permitted at school.

The Board of Education has an obligation to:

- Ensure the safety of all students attending Miami East Elementary.
- Ensure school visitations are not disruptive to the educational process and student achievement.

It is necessary then to regulate school visits as follows:

Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to report to the office to sign in before contacting any student or staff member. Parents wishing to visit their child's classroom must first make arrangements through the main office. This policy is in effect from 7:30 a.m. to 2:45 p.m.

Student Evaluation:

*Progress Reports

Miami East Elementary students will receive report cards every nine weeks (4 times a year). Interim progress reports are sent home as scheduled at the mid-point of each grading period.

*Conferences

Parent/teacher conferences are scheduled for students at the end of the first and third grading periods. These conferences offer an excellent opportunity for parents to discuss the progress of their child and to become better acquainted with the teacher. Parents and/or teachers may request conferences at any time during the school year.

Grading Scale (Kindergarten)

- ◆ *S+* Above average skill level – needs little reinforcement
- ◆ *S* Satisfactory – may need some reinforcement
- ◆ *S-* Exhibits difficulty with skills – possible area of concern
- ◆ *N* Needs improvement

Grading Scale (Grades 1-5)

- ◆ *100-90 - A* - Excellent work, thorough preparation daily, needs very little help
- ◆ *89-80 - B* - Good work, usually well prepared, requires some help
- ◆ *79-70 - C* - Fair or average work, progress irregular, needs considerable help
- ◆ *69-60 - D* - Poor work, danger of failure, progress slow, needs much help
- ◆ *Below 60 - F* - Failure, little or no progress

Dress Code:

Students play outside for recess throughout the school year. Please help us keep your son or daughter comfortable by seeing that he/she comes to school dressed for the weather conditions. Children are encouraged to wear hats to help keep them warm while they are outside. Students are not permitted to wear hats inside the building. Students are also encouraged to dress appropriately for school. Clothing that distracts from the educational process will not be permitted. The parent will be contacted if the teacher and the principal deem a student's attire unacceptable. The following guidelines are examples and do not cover all situations.

- ◆ **Brief and Revealing Clothing**-Students must recognize that brief and revealing clothing are not appropriate apparel in school. Students shall not wear tank tops, halter tops, muscle shirts or garments with spaghetti straps. Garments that are "see-through", low cut, or expose one's midriff are not acceptable. Undergarments must not be visible.
- ◆ **Sagging Pants**-Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- ◆ **Hats**-Students shall not wear hats, visors, hoods, etc. in the building except for a medical or religious purpose.
- ◆ **Clothing with Messages**-Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug abuse or violence; or that are otherwise contrary to the school's educational mission.
- ◆ **Flip-Flops**-Students shall not wear flip-flops to school since they are a safety issue on the playground.
- ◆ **Shoes with Cleats**-Students are not permitted to wear baseball, football, or soccer cleats in the building at any time.
- ◆ **JEWELRY** Students wearing jewelry to school will be wearing jewelry at their own risk. Jewelry may become lost, stolen, broken etc. and the school will be held harmless for such losses. Students who wear jewelry to school that becomes distracting to the educational process, will have the jewelry taken and returned to them at the end of the school day, with instructions not to wear it to school again.

PLEASE LABEL STUDENT JACKETS, LUNCHBOXES, AND OTHER PERSONAL ITEMS.

Transportation:

Most Miami East students are transported to and from school by bus. Control of those transported during "on the road" time is the responsibility of the driver. The driver has the authority to maintain discipline on his/her bus in a fair and just manner in order to be able to transport all students to and from school as safely as possible.

***Student and Parent Responsibilities**

1. It is assumed that both the student and parents realize that riding the school bus is a privilege not a right for the student.
2. Students are to ride only on assigned buses. Any changes must be approved by the building principal and/or designee, in communication with the bus driver.
3. Parents are responsible for the safety of students while going to and from pick-up points and for meeting the bus on schedule.
4. The school will not enter into disputes involving parents and students prior to pick-up or after return to pick-up points.
5. Parents will be responsible for any damage to the bus by their children.
6. Noise on the bus shall be kept to a minimum at all times to ensure safety of operation. Students may talk quietly to other students in close proximity.
7. Absolute quiet must be maintained at railroad crossings or other points of danger as specified by the bus driver.
8. Students must cross the street at least ten (10) feet in front of the bus after being signaled by the driver.
9. Nothing shall be thrown out of the bus nor held so it extends out of the window.
10. Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning.
11. Pupils shall sit three to a seat and no standing shall be allowed as long as seats are available. Seats may be assigned by the driver to maintain order and for evacuation purposes.
12. Smoking or having any lighted flame on a bus is strictly prohibited.

***Bus Conduct**

1. Students may not ride a bus other than assigned without written permission of parents, bus coordinator, and principal or designee.
2. Students are not to be discharged at any other place other than their regular destination without written permission from a parent.
3. If disorder occurs on the bus, the driver shall safely stop the bus and not proceed on until the situation is resolved.
4. The driver shall not permit the use of profanity, vulgarity, gambling, tobacco, drugs, or alcohol by the students on the bus.
5. Firearms, knives, and any other dangerous items are not permitted on the bus at any time.
6. Students are not to bring glassware, casserole dishes, or any other items that are breakable on the school bus.
7. Large musical instruments, gym bags, etc. cannot be stored in the front of the bus at any time. They must be kept on students' laps, under the seat, or in the case of large instruments, in the luggage compartment of the bus.
8. Transportation of pets/animals on the bus is prohibited.
9. Eating food, drinking liquids, and chewing gum is not permitted on the bus at any time unless it has been previously approved by the bus driver.
10. Pupils must not deface, damage, or destroy any part of the bus.

***Discipline of Students for Bus Infractions**

The bus driver is responsible for discipline on the bus. He/she has the authority to maintain discipline on the bus in a fair and just manner to ensure the safety of students while transporting them to and from school.

Repeated behavior infractions or discipline problems of a serious nature will be reported to the principal by means of a written ***Bus Driver Discipline Form***. (Parents will receive a copy of all written *Bus Driver Discipline Forms* that are submitted to the office concerning their child.) The principal will then deal with the problem. In *most* cases, a warning will be issued for a first offense. However, the principal may take disciplinary action for any offense. Conferences involving the student, driver, parent, and principal may result along with a disciplinary action.

Continuing problems or severe infractions may result in the suspension of the student's bus riding privileges for a time to be determined by the principal.

***Transportation Other than Bus**

Parents who drive their children to school are expected to use the designated parking areas in the front of the building for drop-off and pick-up. Parents should remain in their vehicles when dropping off and picking up in the fire lanes. **Parents are not to park in the bus parking areas at the back of the building.** Students will be picked up from the front of the building.

Discipline:

Each teacher has classroom rules and consequences based on a uniform plan developed by the Discipline Committee. Students who decide to disregard classroom and/or school regulations will have consequences determined by the number of times a rule or responsibility is disregarded.

There are many ways to guide and redirect behavior. Whenever possible, positive approaches will be used. In cases where discipline of a student is deemed the best approach, the following range of consequences could be used in no certain order:

- Verbal warning
- Removal from group activities or loss of privileges
- Detention
- Parent, pupil, teacher conference
- Parent, pupil, teacher, principal, other personnel (such as psychologist, police, etc.) conference
- In-school suspension
- Out of school suspension
- Emergency Removal
- Expulsion from school

Discipline procedures are designed to teach our students to control their own behavior. Our staff will work to provide your son or daughter an environment that is positive and orderly. Your support will enhance our efforts to provide your child with a positive school experience.

Bullying and Other Forms Of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. The Board's policy on Bullying and other forms of aggressive behavior can be viewed on the district website.

Dangerous Weapons and/or Threatening Statements

The Miami East Board of Education will not tolerate the possession of look-alike weapons or weapons and other devices designed to inflict bodily harm while on district property, at a school-related event, or while in route to or from school, whether on a school bus, walking, or in a private vehicle. This prohibition shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Parents also need to caution their children that any kind of threatening statements will be taken seriously. Proper authorities will be notified and a student may face disciplinary action(s), which could include suspension and/or expulsion.

Drugs-Look-Alike Drugs

Possession, selling, furnishing, or purchasing of drugs or look-alike drugs or paraphernalia related to drugs while on school property and/or at a school related activity, whether or not such activity is on school property will not be tolerated. Such activity may result in suspension and/or expulsion from school.

E-Days:

Staff Expectations

1. For teachers of grades 2-12, assignments will be posted to Google Classroom by 9:00 am each morning that we have an E-Day.
2. For teachers in grades Kindergarten and 1st, they will communicate with Mr. Rohrer how they will post or provide assignments for students.
3. Teachers will be available throughout the day from 9:00 am to 2:00 pm to check emails from students and or families to help with assignments. *(This means periodically and not all day)*
 1. If emails or messages are received after 2:00 pm they can be addressed the next day.
 2. Intervention Specialists will be available as well to assist students with assignments and help modify assignments as needed.
 3. Title teachers and HS Librarian will work with their building principals for their plan for the day and will communicate by 9:00 am.
4. The buildings will have a digital attendance sheet where teachers will report who did not complete their assignments after the 5 (In person) school days have passed.
 1. Any student who did not complete the assignments within the 5 (In person) school day window will be considered absent for the E-Day or period.

Student Expectations

1. Students will need to access their materials through Google Classroom and complete the assigned assignments within five school days of the E-day.
2. Students in grades Kindergarten and 1st Grade will complete their assignments as provided by their teacher.
3. Students will have 5 (In person) school days to complete their E-Day assignments. If the assignments are not completed, the student will be considered absent for the day or for the classes they do not complete their assignments in.
4. If a student needs help, they can email their teacher between 9:00 am and 2:00 pm. Teachers will be checking email throughout the day to assist students. If a student has a question that is emailed after 2:00 pm, the student and teacher can work on their question upon returning to school the next day.

Other:

Emergency Closings

Unfortunately, it occasionally becomes necessary to close school due to inclement weather or other emergency situations. All greater Miami Valley radio & television stations will carry information concerning Miami East delays or closings. The “One Call Now” system, website and social media will also be used to notify parents of delays and closings.

Laser Pens

Laser pens, when shined into eyes, can result in serious eye damage. Therefore, laser pens and/or pointers are **not** permitted on Miami East School property **at any time**. This includes all buildings, buses, playgrounds, etc.

Illness and/or Injury

In the event of an injury or illness, which would limit activity such as physical education, a written excuse from a parent must be sent to school. An excuse from the family doctor may be required if the time period is prolonged. Students missing three consecutive days due to illness will require a doctor note from the doctor.

Notify the office if your child has contracted a contagious illness (flu, strep, etc.) or condition (lice, ringworm, etc.). Children who are ill or running an elevated temperature greater than 99.6 degrees should be kept at home.

Students who become ill at school will be sent home. It is important that parents have a plan for this emergency. Such a plan should include the names and phone numbers of others who can come to school if you cannot. It can be very uncomfortable for a sick child to remain isolated at school for several hours. Make sure the school office always has **CURRENT** names and phone numbers of emergency contact.

Lockers

Locks will not be permitted on elementary lockers. Locker decorating must be approved by the elementary principal and will be displayed during the timeline of the activity.

Pet Visits

Bringing family pets to school is prohibited unless the visit is educational in nature and approved by the principal. Please refrain from bringing pets to the pick-up area as we do have students who are afraid of certain animals.

After School Events

Students are not permitted to pass out invitations at school for home parties or other private after-school events without consent from the teacher.

Devices

Devices may be brought to school, but they must remain turned off and in the student lockers. This includes watches that act as a communication device. No devices should be out during the school day. Students who chose to bring a device to school assume responsibility for that device.

Toys

No toys including trading cards, stuffed animals, fidgets etc. should be brought to school, unless there is a special classroom event that would require such items. Playground balls are permitted.

Memorandum of Understanding:

Telecommunications Service Agreement

Access to the Internet is a service provided by the Miami East Local Schools to all students in grades K-12. The school retains ownership of all hardware and software. The staff of all Miami East Schools retains the right to monitor all telecommunications activity, as well as inspect, copy and/or delete all files and records created or stored on school owned computers.

Students using the Internet will agree to the following terms and conditions:

1. Electronic communications may be used only for lawful purposes. Transmission of any material in violation of any state or U.S. regulation is strictly prohibited.
2. The student will not knowingly try to access offensive or illegal materials. In addition to monitoring by staff members, the use of the Internet is protected by a security system that assists in the blocking out of any offensive material. However, there are occasions when this type of material could be inadvertently accessed. The student agrees to notify a staff member immediately of any such occurrence.
3. The student will not install any privately owned software on a school owned hard drive.

Violations of these regulations will result in the forfeiture of computer use privileges for a period of time to be determined by the severity of the violation(s).

****Parents** – When you sign the form below acknowledging that you have read and understand the Handbook, you are also stating that you understand and agree to adhere to the district's "Telecommunications Services Agreement".*

Agreement of Understanding between Parent, Student, and School

I acknowledge that I have read and understand the contents of the Miami East Elementary Handbook. I also understand that my signature indicates agreement to adhere to the district's "Telecommunications Service Agreement."

(Student Signature)

(Parent Signature)

(Teacher and Grade)

(Date)