

# **NEWTON FALLS ELEMENTARY SCHOOL STUDENT HANDBOOK**

Elementary School Office (330) 872-5225

District Website: [www.nfschools.org](http://www.nfschools.org)

## **Administrative Staff**

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## **Transportation/Bus Concerns**

Terri Pigg, Supervisor	(330) 872-7295 ext. 3339	<a href="mailto:pigggt@nfschools.org">pigggt@nfschools.org</a>
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## **Lunch Room/Cafeteria Supervisor**

Lynn Thiry, Supervisor	(330) 872-0695 ext. 3310	<a href="mailto:thiryl@nfschools.org">thiryl@nfschools.org</a>
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## **Procedures for Parents with Questions and/or Concerns**

<b><u>First Contact</u></b>	The child's teacher. Teachers' email listed on the District Website	
<b><u>Second Contact</u></b>	Ron Purnell, Principal (330) 872-5225 ext. 2303	<a href="mailto:purnellr@nfschools.org">purnellr@nfschools.org</a>
<b><u>Other Contact</u></b>	Counselor (330) 872-5225 ext. 2336	<a href="mailto:kuzask@nfschools.org">kuzask@nfschools.org</a>

## **STUDENT DEMOGRAPHICS**

It is very important that you keep your child's records at the school up to date. This includes medications being taken, home address, phone numbers (home, work, and cell), e-mail address, and emergency contacts. For example, during inclement weather you will be contacted through the *Synervoice* phone system of any school cancelations. We must have your current phone number on file in order to contact you. Also, in an effort to increase communication with your child's teachers, we are encouraging all staff to create a directory of their student/parent e-mail addresses and/or other means of contact.

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## SCHOOL CALENDAR 2017-2018

August	21 (Monday) 22 (Tuesday)	Open House 6:00-7:30 First Day for students
September	4 (Monday) 5&12 (Tuesday)	No School – Labor Day Prof. Days – No School
October	2 (Monday) 13 (Friday)	Prof. Day/Conferences No School for Students NEOEA Day – No School
November	22-27 (Wed.-Mon.) 28 (Tuesday)	No School – Thanksgiving Break School Resumes
December	20 (Wednesday) 21-Jan. 2	Last Day Before Christmas Break No School – Christmas Break
January	3 (Wednesday) 15 (Monday)	School Resumes No School – Martin Luther King Day
February	5 (Monday) 16 (Friday) 19 (Monday)	Prof. Day/Conferences No School for Students No School No School – President's Day
March	5 (Monday) 30 (Friday)	Prof. Day – No School for Students No School – Easter Break
April	2&3 (Mon.-Tues.) 4 (Wednesday)	No School - Easter Break Prof. Day – No School for Students
May	7 (Monday) 24 (Thursday) 25 (Friday)	Prof. Day – No School for Students Last Day for Students Last Day for Teachers
Graduation Date: May 18, 2018 (Friday)		

## GRADING PERIODS

1st:	August 21, 2017 to October 27, 2017*
2nd:	October 30, 2017 to January 19, 2018*
3rd:	January 22, 2018 to March 23, 2018*
4th:	March 26, 2018 to May 24, 2018*

\*One (1) Hour Early Release on the Last Day of Each Grading Period.

Student Make-up Days: At End of School Year

## WELCOME

This planner, with information about Newton Falls Elementary, was designed to inform you of the rules and procedures in this school. We hope you will find this information helpful. Our aim is to provide our pupils with the best education we possibly can. Through the cooperation of parents, pupils and staff, we can reach this objective. This school will be whatever students, staff and parents make it. Let us always have the spirit to do the things which will make it outstanding. If problems or concerns arise during the school year, please feel free to contact us by (1) Discussing the matter with your child's teacher first, (2) Contacting the Principal.

### 2. AUTHORITY OF THE LOCAL SCHOOL BOARD

The State Board and local Boards of Education derive authority from Section 3313.20 of the Ohio Revised Code, which provides: The Board of Education shall make such rules and regulations as are necessary for its government and the governments of its employees, pupils of its school, and all other persons entering upon its school grounds or premises.

The Board of Education believes the issues of student rights and responsibilities to be important to all students throughout the state. The State Board, however, is a strong advocate of local authority and, therefore, leaves the responsibility of developing guidelines for specific student rights and responsibilities up to local district.

Section 3313.20 of the Ohio Revised Code authorizes Boards of Education, and not individual school administrators or teachers, to make such rules and regulations.

"Zero Tolerance" is advocated by the Board of Education for violent, disruptive, or inappropriate behavior and truancy.

*The school district follows the guidelines of the Family Education Rights and Privacy Act (FERPA) regarding all student records.*  
**Students must abide by the following regulations that have been adopted by the Newton Falls Exempted Village Board of Education, as well as ALL policies and regulations stated in the Board of Education Policy. Receipt of this handbook serves as a student's first warning.**

### 3. DAILY PROCEEDURES

**Arrival:** A child who is brought to school **may not arrive before 8:25 a.m.** No supervision is provided for students prior to this time. School begins at 8:40 a.m. Students arriving after 8:40 are tardy. **All students who are tardy must be signed in at the office by an adult.**

**Breakfast:** Students participating in the breakfast program may go directly to the cafeteria from the buses. Students not eating breakfast are to report to their designated classroom.

**Dismissal:** End of the day sign out and pick up time is 2:55 p.m. Students being picked up must be on our everyday pick up list or we must have a signed, dated note by **2:30 p.m.** on the day of pick up. **No information can be accepted over the phone, must be done in writing.** If you fax or email notes, be sure to follow up with a phone call to make sure the note has been

received. It is the parent's responsibility to follow up. Students must be signed out in the dining area of the school by an **ADULT** (16 years of age or older). ALL students will be assigned a bus number at the beginning of the year. If there is no one present to sign out the student by 3:05 p.m., he/she will be put on that bus.

**Parents are NOT permitted to take their child out of the bus line or off the bus at the school. You must see someone in the school office.**

**Parking Zones: NO parking or student drop off is permitted in the front of the building 7:45-8:45 a.m. or 2:45-3:30 p.m. Student drop off begins at 8:25 a.m. and is on the side of the building. If you are walking your child to the door, park in the side lot and come to the front doors only. Keep in mind that the "turn around" located at the side of the building is for quick drop off only. No parking or waiting is permitted in this area. Please do not pull in to handicap spaces if you do not have a handicap placard.**

**Early Dismissal:** Unless there is a medical appointment or an emergency, students should not be taken out of school before dismissal. It is strongly recommended that students use bus transportation to avoid disrupting the school day because of unnecessary early dismissal. When picking up your child at anytime during the day, you must stop in the office to sign him/her out. **All persons picking up students must have identification and be listed on the child's release card in the office.**

**Lost and Found:** The school office collects items lost by students. Students and parents can check with the office to look for lost items.

### 4. ATTENDANCE – CALL OFF PROCEDURE

Authorized absences are obtained by a parent/guardian calling 330-872-5225, ext. 2301, by 8:30 a.m. the first day a student is absent. An answering machine will answer this number 24 hours a day. The parent/guardian is to give the student's name and reason why the student is absent. (You may also request to have work provided for a student who is absent **two or more days**. This will be available at the end of the school day.) A written excuse by the parent/guardian is to be delivered to the child's teacher upon the student's return to school.

### 5. ATTENDANCE – POLICY

#### A. Philosophy and Reasons For Absences

It is the belief of the Board of Education that daily attendance in school is vital in helping a student achieve the maximum potential of his/her education. Irregular attendance is often a major indicator of poor achievement in school by a student. Our schools cannot provide continued and consistent instruction to a student who is not present in school on a regular basis.

State law specifically states that every youngster up to the age of 18 must attend school. The law is very clear on what constitutes a legal excuse for an absence from school. **No parent or guardian has the right to excuse his/her child from school**

**for any other reason than those stated by state law or recognized by the Newton Falls Exempted Village Board of Education. Any parent so doing is in violation of the law—specifically, contributing to the delinquency of a minor.** Furthermore, children can be held accountable for the actions of their parents/guardians and be punished by school authorities for being kept from attending school.

The following are acceptable reasons for absences from school recognized by the Board of Education:

- Personal illness (a written doctors excuse verifying the illness may be required after a child has been called off for this reason 5 times in a grading period or 10 times for the entire school year).
- Illness within the family
- Quarantine of the home
- Death of a relative
- Religious reasons
- Work at home because of the illness of a parent/guardian
- Observance of a religious holiday
- Family emergency or set of circumstances which, in the judgment of the Superintendent or his/her designee, constitutes good and sufficient cause (explanation is required)
- Medical appointments need a doctors excuse
- Vacations with parent/guardian or a person designated by the parent. The building administrator must receive a written request two to five days prior to the departure and the student has three (3) days to complete and submit all missing work upon return.
- All school sponsored activities in which the student is not in attendance (applies to absences of up to 24 hours)
- Any activity or circumstance given approval by the building administrator/Superintendent
- A summons to appear in Court

## B. Definitions

**Absence** means failure of a student to attend school and/or a class assigned for instruction.

**Due Process Appeal** means a request for reconsideration of a decision rendered. The Due Process procedure includes:

- **Step 1**-a committee composed of the building administrator, guidance counselor, and the student's teacher(s)
- **Step 2**-Superintendent of Newton Falls Exempted Village School District
- **Step 3**-Newton Falls Exempted Village Board of Education

**Early Dismissal** means a request from the parent/guardian for a student to be dismissed from school at a specified time due to an excusable reason should be called into the attendance secretary at least one half hour prior to dismissal.

**Excused Absence** means an absence of a student that meets standards as defined by Section 3301.51.13 of the Ohio Revised Code and/or others approved by the Newton Falls Board of Education (see listing) as well as meeting the allocated time period for notification of an absence.

**Extended Chronic Illness** means an absence period of ~~fifteen~~ ten consecutive excusable absences caused by a medical problem, which has been confirmed in writing by a student's physician. The school will provide for alternative educational instruction to take place at a time and place convenient for all parties.

**Habitual truant** means any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 hours or more in a school year.

**Tardy to school** means arrival to school after its designated starting time.

**Truancy** means being absent from school without an excusable reason or without authorization from school personnel.

**Unauthorized Absence** means being absent from a scheduled class/activity/event without an excusable reason or without authorization from school personnel.

**Unexcused Absence** means an absence that does not meet the standards as defined by Section 3301.51.12 of the Ohio Revised Code and the Newton Falls Board of Education and/or any absence that is not verified by parental/guardian notification within the 48 allocated time period.

## C. Absence Policy

The Newton Falls Exempted Village Board of Education has established a maximum of nine (9) unexcused absences per semester and eighteen (18) unexcused absences per academic year as a basis for promotion.

Students in Kindergarten through grade eight **may** be retained if they have accumulated beyond the ten percent limit (18 days) during the academic year.

**All out of school suspensions shall be designated as unexcused absences.** The student will be permitted to make up tests and major projects for academic credit missed due to a suspension from school. Daily assignments, such as homework, quizzes, and in-class assignments missed due to a suspension, are not to be made up for credit

A zero percent shall be assigned for all tests, assignments, projects, etc., missed due to an unexcused absence other than those related to a suspension from school.

Students absent from school shall receive one day for each day designated as an excused absence to complete missed assignments, tests, quizzes, etc.

**A student who receives work prior to leaving for a vacation and/or during an extended absence shall present all assignments to the classroom teacher upon his/her return to school. The Student has three (3) days to complete all missing work.**

For the purpose of academic credit/promotion, a student will receive **one-half day absence** if he/she is absent from school more than the building allotted time for tardiness up to ~~for less than~~ **3 hours 20 minutes**. A student will be considered absent a **full day** if he/she misses **more than 3 hours 20 minutes**.

A student who is by definition habitually truant ~~or chronically truant~~ from school or class, absent beyond the nine unexcused absences (for a semester course) and 18 unexcused absences (for a yearly course), will be **required to attend with their parent/guardian, the Truancy Attendance Intervention**

**Plan/Program.** Students failing to participate in the plan/program will result in charges being filed at the Trumbull County Juvenile Court. Any parent who does not complete the program may be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

## 6. ATTENDANCE - PROCEDURES

Parents need to notify the school on the first day a student is absent; **otherwise, the student will be marked unexcused and not permitted to make up any missed assignments.** It will be helpful if the parent can notify the school if the absence will be extended beyond that day. In such cases, it will not be necessary for the parent to call the school on a daily basis for an extended absence.

**An answering machine is available 24 hours a day for parents to report a child's absence.** If the school is not notified by 10:00 a.m., the school will attempt to reach the parent by phone.

**A written letter from the parent/guardian upon the return of the student to school explaining the reason for the absence will be accepted as an excused absence.** A parent/guardian will have 48 hours after the student's return to school to submit a written excuse. The building administrator has the discretion to extend the 48-hour grace period.

**If no excuse is provided or if a doctors excuse is required/requested and one is not provided or received after the allocated time period, the absence will be designated as unexcused and all work will receive zero credit.**

The school's daily attendance is reported by period on DASL (the State reporting software) to notify teachers as to the proper status of a student's absence.

**The Board of Education reserves the right to verify such statements/excuses and to investigate the cause of each single absence or prolonged absence.**

## 7. TARDINESS

Students arriving to school after 8:40 a.m. and before 10:30 a.m. are designated tardy.

All students arriving after the **8:40 a.m.** tardy bell must be signed in at the office by an adult and receive a tardy slip to enter class. No student will be permitted to enter a class without a tardy slip.

**The following are legal excuses for tardiness from school:**

- Illness
- Illness in immediate family
- Death in family
- Bus breakdown
- Emergency at home (validity determined by Principal)
- Medical appointment (validity determined by Principal)
- Summons to court
- Observation of religious holiday

**Tardiness is UNEXCUSED if student is not signed in by an adult.**

A student may accumulate a maximum of 20 unexcused tardies during the school year. ~~in a semester.~~ Students with excessive tardiness will be subject to disciplinary actions, which may include attending with their parent/guardian the Truancy Intervention Program. Continued tardiness will result in a referral to the Attendance Intervention Team resulting in an Attendance Intervention Plan/Program.

**Early Dismissal** – Early dismissal will be granted for appointments that cannot be made during after school hours. Please inform the school (by parental note) of the time the child is to be picked up and by whom. Please note that all early dismissals are counted as partial absences from school and require a note being sent in from the physician to be excused. The person picking up the student must report to the school office in order to sign the student out. Identification may be requested. **The child will be dismissed from the office, not the classroom.**

## 8. CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. **This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.**

### The Educational Environment

The primary purpose of a school is to provide educational opportunities that result in learning. To accomplish this, an environment must exist that is conducive to individual needs, yet does not infringe upon other students' rights to learn, or teachers' rights to teach; to this end we must seek to instill responsible behavior in our students.

Both inside and outside of Newton Falls Schools, students are expected to follow common sense standards of courtesy and good conduct. Behavior, which is contrary to the good order and discipline of the school, will not be tolerated. Respect for others and the property of others is a primary school rule. Any verbal or physical abuse or action that threatens another person's safety or well-being will **absolutely not be tolerated and will be considered an extremely serious offense.**

### **Expectations**

In order for the school to accomplish its primary purpose, certain rules and structures need to be imposed on the learning environment so the rights of others may be preserved. Expectations for appropriate student behavior include:

1. Attendance at school – to learn one must be on time and present. Only illness or other legitimate reasons for absence can be accepted.
2. Respectful behavior: Interfering with the student's right to learn or the teacher's right to teach will not be tolerated.
3. Those in the environment must convey respect, trust, and a concern for others through their words and actions.
4. One has to respect the property belonging to the school and other individuals.
5. The physical safety and rights of all individuals have to be preserved.

Compliance with the law concerning drugs, alcohol, weapons and tobacco

## Discipline

The best form of discipline is, of course, self-discipline. If the student can be taught responsible behavior, then the punitive forms of discipline would no longer be needed. Responsible behavior must be practiced over a period of time to be part of an individual's natural repertoire of behavior. Consistency and support between home and school must be present. Working to eliminate the reasons for misbehavior is also a vital ingredient. The environment must be positive and structured. Expectations should be clearly spelled out so the student is aware of what is required.

The student who feels good about himself or herself often does not feel the need to act out in an irresponsible way. Providing opportunities for success and using praise as a reward go a very long way to increase one's self-concept.

## Classroom Rules

The rules and standards set forth apply to conduct on school premises, school buses, and/or school property. Any conduct which causes disruption with any school function, or creates a likelihood that it will interfere with the health, safety, well-being or the rights of other students, is prohibited.

The preceding standard is a general one that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is a list of the items listed on the discipline form used for infractions in the classroom.

- disobeying school rules, lying
- failure to follow directions in class/hallway
- repeatedly out of seat
- very talkative/disruptive/off task often
- constantly interrupting
- disrespectful toward others
- disrespectful toward a teacher/substitute
- uncooperative/refusal to do work in class
- used hands or feet inappropriately/ touching others/physical fighting
- using inappropriate language/ profanity/ threats
- playing around in the bathroom
- abusing school property
- stealing
- simulating violent acts/possession of a dangerous weapon (toy or real)
- other inappropriate, unusual, or harmful behavior
- destruction of school/classroom property

## Severe Offenses

A student may not possess, sell, or distribute **firearms, knives, chemical explosives, and other dangerous weapons** or any instrument that may be used for illegal activities. Report this immediately to the principal.

A student shall not **threaten verbally or physically assault (actions that create fear, distress, or injury), a staff member.**

A student shall not **participate in any activities that may incite panic**, such as activating the fire alarm, false 911 calls, bomb threats, etc.

## Disciplinary Options

These violations may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or

conference, detention, Out of School Suspension, emergency removal, referral to law enforcement agencies, suspension or expulsion. **The administration reserves the right to use their discretion when interpreting, enforcing, and altering all disciplinary consequences.**

**All suspensions during the final week of school may carry over to the beginning of the next school year.**

## Disciplinary Options

Part of the process of instilling responsible behavior is letting one know that there are consequences for inappropriate behavior. A list of some of the disciplinary options would include, but are not limited to:

- Teacher-student conference
- Note to parent/progress report
- Call to parent
- Student-principal conference
- Loss of privileges
- Parent conference
- In-school detention
- Referral to a community agency or court
- Verbal reprimand
- Written assignments
- Counseling
- Financial restitution
- In-school restriction
- School suspension
- Expulsion

## Playground – Toys – Rules

Outdoor play is an important part of the school day. It provides fresh air, exercise and a release of stored-up energy. **Because toys may become quite a problem for teachers, bus drivers, and students, children are not permitted to have them on the bus or at school.** Students not following playground rules will be disciplined. Children may only be excused from outdoor recess for medical reasons. Excuses for missing recess for more than a few days will require a doctor's note.

**Playground Rules - Most important -** Keep hands and feet to yourself!

- Use common sense and safety procedures when using all equipment.
- Candy and/or gum on the playground are not allowed.
- One person seated on a swing.
- Standing on or jumping off swings is not permitted.
- One person at a time on the sliding board, seated.
- Games must be safe (tackle football, bombard, snowballing, etc. are all unsafe)
- Sliding on ice is not permitted.
- Leave the playground area only with teacher approval and in an orderly fashion.
- Fighting is not tolerated. It is an offense that is punishable by any penalty up to and including suspension. Each member of the Newton Falls School community is to demonstrate respect for all through word and actions. The school is not responsible for the unauthorized use of the playground or the equipment. This includes times and days school is not in session.

## Behavior in Hallways

Walk quietly at all times and keep hands to self. Keep to the right. Enter and leave through assigned doors. Use shortest route when going from place to place

## Behavior in Restrooms

Use facilities quietly and properly. Stand only on the floor. Put paper towels in the wastebasket.

## 9. BULLYING/INTIMIDATION/HARASSMENT

Is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both 1) causes mental or physical harm to the other student, and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidation, threatening, or abusive educational environment for the other student.

The environment we create both within the classroom and within the school building and grounds should provide for an atmosphere of mutual respect, truth, and a concern for the needs of others. Adults have to lead through their positive examples. Students need to feel accepted and worthwhile. The student, parent, and school need to communicate openly and provide a support system in working toward common goals.

A student shall not **bully, cyber-bully, harass, verbally or physically assault, threaten, or use abrasive and/or obscene language and/or gestures**. This shall include harassment of a sexual, ethnic, racial, religious, etc., nature and all forms of bullying and/or cyber-bullying that occurs during school hours on school property (including the school bus), at a school sponsored event, or disrupts the educational atmosphere of another student during school hours, regardless of the time and location the reported bullying/harassing occurs.

## 10. RESTRAINT AND SECLUSION POLICY

It is the policy of this District to use positive behavioral interventions and supports. The behavioral intervention technique of restraint will only be used by trained personnel, in a manner that is age and developmentally appropriate, to address student behavior that poses an immediate risk of physical harm to the student or others, when no other safe or effective intervention is available. Restraint will not be used to obstruct a student's breathing or mode of communication. District employees will not engage in the practice of prone restraint, any form of restraint which unduly risks serious harm or needless pain to a student, corporal punishment, child endangerment, deprivation of a basic need, seclusion and restraint of preschool children, non-prescribed chemical or mechanical restraints, or other aversive behavioral interventions.

The behavioral intervention technique of seclusion will only be used if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is possible. Seclusion will not be used as a form of punishment or discipline, to force compliance, for staff convenience, or as a substitute for other less restrictive means of assisting a student to regain control. Seclusion may only be used in an age and developmentally appropriate manner, for the minimum amount of time necessary to protect the student or others from physical harm, and in an unlocked room or area with adequate space, lighting, and ventilation. Students in seclusion will be under the supervision of a trained employee who is able to constantly observe the student for indications of physical or mental distress requiring removal and/or immediate medical assistance.

Each instance of restraint or seclusion is documented in a written report, which is kept in the subject student's education record and

made available to the student's parents within 24 hours of its occurrence. The District will respond in writing within 30 days of receiving a complaint regarding a documented use of restraint or seclusion. Students who repeatedly engage in behavior necessitating restraint and/or seclusion will receive a functional behavioral assessment to identify and more effectively address the student's needs.

## 11. STUDENT USE OF TECHNOLOGY

The Newton Falls School District is providing access to its computer networks and the Internet **ONLY for** educational purposes. All Internet users are expected to abide by the rules covered below.

Students are permitted to use approved personal electronic devices for educational purposes under the directions of school personal. Students using their own electronic devices may access only the wireless internet provided by the district and must abide by the District Acceptable Use Policy and Guidelines.

**Any violation of the following rules and items found in the Technology Acceptable Use Policy will be considered a violation of the school district's code of conduct.** The building administrators and staff reserve the right to terminate immediately the transaction or account of any student or person who misuses the system. The system administrators will deem what is inappropriate in accordance to the district's *Technology Acceptable Use Policy*, and their decision is final.

### Minor Offenses

1. Students shall not use the school's network for improper activity, including violation of copyright or other laws. This includes but is not limited to; downloading, installing, games, game emulators, music, or video files.
2. Students shall not alter computer settings (internal or electronic) or the physical appearance of the computer in any way. This includes but is not limited to screen savers, system passwords, backgrounds, or menu settings.
3. Students cannot bring into the network any electronic media that has not been checked for viruses by either the teacher, or network administrators. This includes CDs, DVDs, Floppy Disks or any other external media (i.e.: iPods, thumb drives, mp3 players, etc.).
4. Students shall not use the Internet for any informational activities that is not related to education. The Internet within the school is to be used for research purposes only. Examples of sites that are not considered educational are: auction sites, games, music, videos, and personal communications such as e-mail or chat systems unless they are related to a teacher's lesson. Personal use is not permitted.
5. Students shall not waste technology resources, including bandwidth, file space, paper and printer supplies.
6. Students shall not bring food, beverages, or gum/candy around any computer or electronic equipment including but not limited to single computers within a classroom or computer labs.
7. Students shall not connect a personal portable device such as a laptop, PDA, cell phone, or handheld computer to the district's network, wired or wireless, without being reviewed by the systems administrator. Each device

must be scanned for possible viruses and properly configured for network access in accordance to the district's agreement with their Internet Service Provider. In order for a laptop to have access to the district's network, it must have an updated, active, virus scanning utility installed and working properly.

8. Students shall not distribute any personal information electronically through the district's computer network or share their username and password with any other person(s). Personal information includes, name, address, phone number, and e-mail address or screen names.

### Major Offenses

- 9 Repetitive minor offenses will be considered a major offense in accordance with the schools code of conduct.
- 10 Physically vandalizing, degrading, damaging, or disrupting the computer system or network performance.
- 11 Intentionally upload/download a computer virus that contains a form of a worm, time bomb, or Trojan horse, that is intended to disrupt the computer network or gain access to secured information.
- 12 Intentionally upload/download inappropriate material including but not limited to pornography, vulgar text, "my space", or other forms of "electronic bullying".
- 13 Gain access to another student's, teacher's, or administrator's account and/or data without permission.

### Severe Offenses

- 14 Use technology in any form that violates severe offenses in the school's technology policy.

## 12. USE OF TECHNOLOGY FOR COMMUNICATIONS

The office phones and classroom phones are for school business only, and permission from the secretary, principal, or teacher is necessary for use. If phone messages for students are received in the office, students will be notified only in the event of an emergency.

**Any use of technology devices used in violation of the Board's "Bring Your Own Technology Device Policy" will result in confiscation of the device until the end of the day in the office. After repeated offenses the device will be held in the office for pick-up by a parent/guardian.**

## 13. SCHOOL BUS HEALTH & SAFETY REGULATIONS

The safety and well being of all students while being transported to and from school is a major importance. The school bus driver is in complete charge and is responsible for student conduct. Good manners, order, and reasonable quiet on the school bus are absolutely necessary to ensure the safety of all students. Students who fail to cooperate will be denied the privilege of bus transportation. The entire student code of conduct applies to students while they are on the school bus. Students will be reported on a Bus Conduct Report form.

Procedures and rules:

- Students must be at bus stop 5 minutes before pick up and not waiting in house or vehicles when bus arrives.
- Students must ride the bus to which they are assigned and be discharged only at

their assigned bus stop.

- Students must cross the street only in front of the bus and obey the bus drivers' hand signals.
- Students must wait at their place of safety until the bus leaves.
- Students must sit in their assigned seats and not change seats while the bus is in motion.
- Students must keep aisles and exits clear.
- Students are not permitted to drink, eat, chew gum, tobacco, and/or other objects.
- Students may not use profane or vulgar language.
- Students may not throw or pass objects on, from or into the bus.
- Students must not put head, arms or any body part out of the bus window.
- Students must be quiet at railroad crossings. No talking.
- Loud talking or boisterous behavior is not permitted.
- Students may not smoke or light matches or lighters on the bus.
- No fighting, scuffling, and/or horseplay
- Students may not possess and/or use any electronic devices.
- Students may carry on the bus only objects that can be held in their laps.
- No weapons of any kind (toy or real)
- Any act of inappropriate nature.
- Any act of vandalism marking or destroying any part of bus.

Parents are responsible for the conduct of pupils while at the bus stops when going to and from school. In the event of an emergency, parents must make arrangements to pick up child at school or at child's assigned bus stop. **State law does not permit the school to accept telephone calls.**

**Parents are NOT permitted to take their child out of the bus line or off the bus at the school. You must see someone in the school office.**

## 14. DRESS CODE\*

Students should dress in a reasonable manner so as not to disrupt the school day or the learning process. Cleanliness and modest attire are encouraged. Children should come to school dressed for participation in daily recesses according to current weather conditions. The children do not go outside in winter when it is below 25 degrees (wind chill is considered). The following items are NOT PERMITTED at Newton Falls Elementary:

- Mesh tops with nothing underneath.
- Hats (Hats are not to be worn indoors)
- Sleeveless shirts are not permitted unless the shoulder straps are at least 4 fingers wide (no "spaghetti" straps.)
- **ANYTHING** which is considered distracting (such as tattoos, fake fingernails, or large dangling earrings)
- Oversize clothing, saggy/baggy pants, low necklines or midriff shirts
- Clothing that is distressed or that has rips or holes in it
- Visible body piercing other than ears
- Unnaturally colored hair or any hair that is distracting to the education process is not permitted. (examples include, but are not limited to, mohawks, blue, green, red, purple, orange, designs cut in hair, etc.)

- All shoes must have a strap around the ankle. Sandals and open toe shoes are inappropriate for Winter. Shoes with wheels are not permitted. No shoe with heel exceeding 1" is permitted.
  - No shorts are permitted from November 1 through March 31.
  - No bookbags or backpacks with wheels.
- \*Dress Code under Principal's discretion.

### 15. GRADES

Report cards will be sent home on the first Friday following the end of each nine weeks. These report cards are kept by parents.

#### GRADING SYSTEM

Grading procedures for Reading, Science, Mathematics, Language Arts, Social Studies, and English are as follows:

97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		0-59	F

Kindergarten will use the following grading scale:

- "O" (90-100/Advanced)
- "S" (80-89/Proficient)
- "I", (70-79/Basic)
- "U" (60-69/Below)

Art, gym and Music will use the following grading scale:

- O = Excellent
- S+ = Above Average
- S = Average
- S- = Below Average
- NI = needs Improvement

Conduct and Work Habits will be graded "O", "S", or "NI":

### 16. PARENT TEACHER CONFERENCES

Scheduled conferences will be held in October ~~November~~ and February. The main purpose of a conference is to help your child. Parental help is needed to give children the best education possible. The school and home need each other to accomplish goals of mutual interest in the lives of the children. A note or a phone call can arrange other conferences at anytime, by either the teacher or parent if needed.

Classroom teachers cannot be disturbed during the school day for conferences, which will take them away from the task of teaching or supervising of their students. Conferences can also be scheduled during a teacher's planning period.

### 17. RETENTION POLICY

Individual differences make it impossible to set a definite promotion policy. Children should have successfully completed all work prescribed for the present grade level before being promoted. Retention will be made only to serve the best interest of the child. Parents, as part of the Response To Intervention Team, will participate in this decision.

Retentions may result from the following: a child receiving F's in two major subjects, RTI Team recommendations, teacher

recommendations or excessive absence from school. *Excessive absence* is defined as absent for more than 10% of the required attendance days of the current school year.

### 18. HEALTH CONSIDERATIONS

Each school has students who have health problems that can range from temporary ones, such as a broken arm to chronic ones, such as asthma. When a student has a health problem that requires particular attention, the parent or guardian must notify the school nurse immediately. The parent or guardian is to state the current condition of the student and to supply a note from a doctor detailing the physical limitation of the youngster. **We advise you to keep your child home for the following reasons: severe colds, nausea, skin rash, fever, earache, chills, inflammation of the eye, diarrhea.**

**Students should be free of fever and vomiting, without medication, for 24 hours before returning to school.**

A child who comes to school with any rash or recognizable symptom of an illness will be sent home. Parents need to contact their doctor for diagnosis. The Ohio Department of health states the following contagious periods:

**Chicken Pox-** Six (6) days after appearance of first pox, or until all lesions are dry.

**Pink Eye-** 24 hours of antibiotic treatment has been administered and condition improves.

**Impetigo-** 24 hours of antibiotic treatment and sores are dry.

**Lice-** Exclude from school until lice killing shampoo has been applied and all nits are removed. (child MUST be checked by school nurse prior to return)

**Scabies-** Exclude from school until 24 hours after completion of treatment.

#### Administration of Medication to Students

Ohio Senate Bill 262 states that no medication will be taken at school without proper approvals and procedures. **A form, which may be obtained online or from the nurse/office, must be completed and signed by the doctor if your child must take prescribed medication during school hours.** The nurse and/or office personnel will give medicine to children. **The medication is to be brought to school by the parent** in the container dispensed by the doctor or pharmacist and labeled appropriately with medication name, dosage and time to be given.

**Non-prescription medication**, which is required for a student during the school day, must have a medication form submitted to the nurse/principal before any non-prescription drug is administered. The form must include the medication name, dosage and time to be given. Parents may request a complete copy of this policy and/or the forms from the school office.

Students must come to the office at the time the medication is to be taken. The person on duty in the office will give the student the medication and record the same. The medication will remain in the clinic.

**\*\*ABSOLUTELY NO MEDICATIONS MAY BE BROUGHT TO SCHOOL ON THE BUS - PRESCRIPTION OR OTHERWISE**

## 19. SCHOOL FEES

Students enrolled in the District are furnished basic textbooks without costs. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

Fines occur when school property, equipment, or supplies are damaged, lost, or taken by individuals. **Free lunch eligibility does not exempt a student from paying fines.**

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction.

## 20. COMPUTER/INTERNET POLICY

The Newton Falls School District provides access to its computer networks and Internet ONLY for educational purposes. All Internet users are expected to abide by the rules covered in board policy. The building administrator and staff reserve the right to terminate immediately the transaction or account of any student or person who misuses the system. The system administrator will deem what is inappropriate and their decision is final.

## 21. BUS VARIATION REQUEST PROCEDURE

Pupils will ride their assigned bus both to and from home unless a variation request for bus schedule signed by the parents is presented to the Transportation Coordinator. Parents of the child will assume responsibility for the child when such a request is made and granted. In the event of an emergency, parents must make arrangements to pick up child at school or at child's assigned bus stop.

## 22. CAFETERIA LUNCH PROGRAM

Hot lunches are served each day. Milk is sold for pupils who prefer to carry a packed lunch. You are encouraged to send money in for the entire week on the first day of school each week. For individual milk and lunches, please send correct change.

Children may be eligible for free or reduced-price lunches. Applications are available in the school office. Questions should be directed to the Food Service Director at 872-0695, ext. 3310.

## LUNCH PROGRAM RULES & REGULATIONS

- Students are to enter the eating area in an orderly manner and stand quietly in line.
- After receiving a tray (if a hot lunch student) or purchasing milk only (if a packed lunch student) the students should proceed quietly to the tables as assigned.
- Students are not to waste food or milk. No food is to go back to the classroom or the playground area.
- No sharing of food or drinks
- Students are not to leave their seats unless dismissed by the person(s) on duty.
- Students are expected to dispose of their trash, leftovers, etc. in an orderly manner before leaving the cafeteria. Students at each table are responsible for cleaning the

floor beneath the table and tabletop before they are dismissed from the lunchroom by the person(s) on duty.

- A BCI approved adult may eat lunch with their child during their regular lunch period. However, we ask that the adult bring a packed lunch or notify the office by 9:30 a.m. so that a lunch can be ordered for the adult. No outside "fast food" is permitted to be brought in at lunch time.

## 23. SCHOOL VOLUNTEER/VISITATION POLICY

No person(s) other than Newton Falls Elementary students, teachers and employees of the Newton Falls Board of Education are permitted in the school building without first reporting to the office and checking in. All volunteers/visitors must follow this procedure. Each volunteer/visitor must report to the office upon entering the building and sign in and receive a visitor's badge. Each volunteer/visitor should enter your name, the time you arrived, purpose, and, upon leaving, the time you are leaving the building.

Several activities are planned throughout the year which gives parents/guardians an opportunity to volunteer. In order to participate in any of these activities, you must have a BCI check. **All visitors/volunteers must have BCI check to be in contact with students.** *PLEASE NOTE: Volunteers are not allowed to bring any other children with them when volunteering with elementary students.*

Unauthorized persons are not permitted in the school building or on school grounds. School principal is authorized to take appropriate action to prevent such persons from entering the building and loitering on the grounds; this includes the playground.

BCI REIMBURSEMENT REQUIREMENTS: 30 hours of classroom and/or ABC volunteer service is required before we will reimburse you for the BCI. We realize many parents work during the day and are unable to help in the classroom on a regular basis, but there are MANY areas that you can volunteer. A copy of your check and money order, as well as *volunteer verification (showing 30 hours of service)* must be turned into the office for reimbursement.

## 24. FIRE, TORNADO DRILLS, and LOCK-DOWNS

State law requires fire and tornado drills as well as the new safety and security lock-down drills to be held on a regular basis. The district will continue to develop the ALICE system for crisis situations. Detailed information regarding these drills is posted in each classroom. The use of cell phones will not be permitted during these drills.

## 25. EMERGENCY SCHOOL CLOSINGS & EARLY DISMISSAL PROCEDURES

When it becomes necessary to close school due to inclement weather or a calamity, you will be contacted through our *Synervoice* phone system of any school cancellations. Parents are also advised to listen for school closing and/or opening information on radio stations WRRO-1440 AM, WKBN-570 AM, WHOT-1330 AM, 101 FM, WYFM – Y103. In case of emergency and the schools find it necessary to transport students to their home at a time other than normal dismissal times; your child will be taken to his regular bus stop. The parent's responsibility is to inform their children where to go in the immediate neighborhood if no one is at home.

When a two-hour delay occurs, all bus routes and school door openings will simply be moved back two hours. It is important to note that school buildings will not be open until the new time.

### **FIGHT SONG**

**Go Newton Falls High**

**Fight for victory,**

**With your colors flying**

**We will cheer you all the time.**

**Rah! Rah! Rah!**

**Go Newton Falls High**

**Fight for victory,**

**Spread far the fame of our fair name.**

**Go you Tigers! Win that game!**

**FIGHT!**

### **ALMA MATER**

**To Newton Falls we stand and sing,**

**And praise to alma mater bring.**

**Ever will our thoughts to thee**

**Be pledged in love and loyalty.**

**Friendships true and memories dear**

**Will live throughout each coming year.**

**Fellowship within thy halls**

**Has bound our hearts to Newton *Falls*.**