

NEWTON FALLS ELEMENTARY/MIDDLE SCHOOL

Elementary/Middle School Office (330)872-0695
School District Website and Staff Email Addresses: www.nfschools.org

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Procedures for Parents with Questions and/or Concerns

<u>First Contact</u>	The child’s teacher	Teacher’s email listed on the District Website
<u>Second Contact</u>	Counselor	(Brown K-2/Fischer 3-5)
<u>Third Contact</u>	Principal	

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.

TABLE OF CONTENTS

SCHOOL CALENDAR	Pg. 3	23. SCHOOL BUS HEALTH AND SAFETY REGULATIONS	Pg. 9
GRADING PERIODS	Pg. 3	24. SCHOOL CLOSING	Pg. 10
1. OUR STUDENT PLANNER	Pg. 3	25. CARE OF BUILDING AND GROUNDS	Pg. 10
2. AUTHORITY OF THE LOCAL SCHOOL BOARD	Pg. 3	26. VOLUNTEER/VISITATION	Pg. 10
3. DAILY PROCEDURES	Pg. 3	27. LUNCH PROCEDURES	Pg. 10
4. ATTENDANCE CALL OFF NUMBER	Pg. 4	28. ACCIDENTS	Pg. 10
5. ATTENDANCE POLICY	Pg. 4	29. HEALTH AND SAFETY RULES	Pg. 10
6. ATTENDANCE PROCEDURES	Pg. 5	30. PLAYGROUND	Pg. 10
7. TARDINESS	Pg. 6	31. DRESS CODE	Pg. 11
8. PARENT/TEACHER COMMUNICATION	Pg. 6	32. CODE OF CONDUCT	Pg. 11 - 13
9. DISTRICT TEST SECURITY PROVISIONS FOR OHIO STANDARDIZED TESTING	Pg. 6	33. DETENTION	Pg. 13
10. FEES AND FINES	Pg. 6	34. DETENTION ROOM RULES	Pg. 13
11. DEFICIENCY REPORTS/REPORT	Pg. 6	35. REMOVALS	Pg. 14
12. GRADING PROCEDURES	Pg. 7	36. SUSPENSION OF STUDENTS	Pg. 14
13. PROMOTION AND RETENTION	Pg. 7	37. EXPULSION	Pg. 14
14. STUDENT USE OF TECHNOLOGY	Pg. 7	38. APPEALS TO BOARD	Pg. 14
15. FIRE, TORNADO DRILLS, and LOCKDOWNS	Pg. 8	FIGHT SONG	Pg. 15
16. RESTRAINT and SECLUSION POLICY SUMMARY	Pg. 8	ALMA MATER	Pg. 15
17. STUDENT INSURANCE	Pg. 8		
18. TEXTBOOKS	Pg. 8		
19. SCHOOL LOCKERS – SEARCH AND SEIZURE	Pg. 8		
20. ACTIVITY GUIDELINES	Pg. 8		
21. USE OF TECHNOLOGY FOR COMMUNICATION	Pg. 9		
22. HEALTH CONSIDERATIONS & MEDICATION	Pg. 9		

Academic Calendar 2020-2021

Aug./Sep. 31 & 1	Teacher In-Service
September 2-4	Student Orientation
September 7	No School -Labor Day
September 8	First Day all students
October 7	NEOEA Day- No school
October 9	Parent/Teacher Conferences
November 25th - 30	Thanksgiving break- No school
December 1	School resumes
December 21- Jan 1	No school - Christmas break
January 4	School resumes
January 18	No school- MLK Jr. Day
February 11	Parent/Teacher Conferences
February 12 & 15	No school- Presidents Day
March 29- April 5	Spring break
April 6	School resumes
May 27	Last day for students
May 28	Last day for teachers

Grading Periods

1 st	September 2, 2020 to November 6, 2020
2 nd	November 9, 2020 to January 22, 2021
3 rd	January 25, 2021 to March 26, 2021
4 th	April 6, 2021 to May 27, 2021

Contingency Plan

For days in excess of 8 – scheduled for end of the year

1. OUR STUDENT PLANNER

Our student planner provides parents and students with the information, procedures and policies of our Elementary/Middle School. Most importantly, however, it is designed as a tool to help students become organized as well as provide parents with daily assignments, activities and events taking place at school. We ask that our students and parents take time to review and discuss its contents at the start of the school year. We hope each student takes advantage of using the planner throughout the school year as a means for keeping track of assignments

The Board of Education, administrative team, and our staff strive for high academic and behavioral expectations. A close home and school relationship, built on mutual trust and respect, is necessary to promote the best interests of our students receiving a quality education. Communication between the school and home is a key component to the overall success of a child's learning experience. Page 1 lists, for your convenience, the school administrative staff and other personnel, departments and phone numbers.

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

schools, and all other persons entering upon its school grounds or premises.

The State 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 districts.

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. **Also, any amended school policies, additional school policies adopted, or changes to local, state, and federal laws during the school year, regarding the following regulations, will immediately replace the respective regulation printed in the following pages. Receipt of this handbook serves as a student's first warning.**

3. DAILY PROCEDURES

Arrival: A student who is brought to school may not arrive before **9:00 a.m.** Supervision is not provided for students prior to that time. **School begins at 9:15 a.m.** Students arriving after **9:15 a.m.** are tardy. **All students arriving tardy to school must be signed in at the school office by an adult.**

Car Riders: An area is designated for the drop off of a car rider. It is the long oval drive west of the entrance to the middle school entrance to the front parking lot. The following procedures apply for the dropping off of students:

- students are to exit their cars only at the drop off
- students are not to be dropped off in the parking lot or front of the building

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: (K-3) The school day ends at 3:15 p.m. End of the day sign out and pick up time is **3:15 pm.** 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.** 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) for kindergarten through grade 3.

Dismissal: (4 & 5) The school day ends at 3:15 p.m. The oval driveway west of the school entrance is designated as car rider pick-up. These students will be released beginning at 3:15 p.m. The following procedures apply:

- cars must wait and remain in line
- students are to enter their cars only at the drop off stop where staff are on duty
- drivers must obey the directions of the staff on duty as the buses exit the parking lot
- students are not to be picked up in the parking lot

*Students who have a younger sibling/student in the building (K-3) who will be picked up, will follow the pick up procedures for grades K-3.

Parking Zones: Parents are asked not to park in the bus loading and drop-off zones in front of the school between 8:15 until 9:15 a.m. and from 2:40 until 3:30 p.m.

Early Dismissal: Unless there is a medical appointment or an emergency, students should not be taken out of school before dismissal. Parents are asked to send in a note or call the school whenever the child must leave during the school day. Parents are to report to the office and sign their child out of school. The child will be called to the office when the parent arrives. Only individuals identified on the student emergency medical form may pick up a child. The school reserves the right to ask for pictured identification of the person picking up the child as a safety precaution.

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 NUMBER

Authorized absences are obtained by a parent/ guardian calling **330-872-0695 (ext. 1048)** by 9:15 a.m. of 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, grade and reason why the student is absent. **A written excuse by the parent/ guardian is to be delivered to the school office 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.

Absences for the following reasons shall be considered as excused:

- Personal illness.
- Serious illness or death of a family member.
- Funeral
- Medical and dental appointments that cannot be arranged during non-school hours.
- Unusual or emergency situations at home.
- Religious holidays and activities.
- Authorized school-sponsored activities.
- Approved college visits.
- Acts of God.
- Quarantine.
- Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- A summons to appear in Court.
- Any activity or circumstance given approval by the building administrator / superintendent. An absence for any reason other than those listed above shall be classified as unexcused.

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

Partial Absence means a request from the parent/guardian for a student to be dismissed from school at a specified time due to an **excusable reason** (as per

board policy) 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 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 a month, or 72 hours or more in a school year.

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

Tardy to class means arrival to a scheduled class or activity after its designated starting time. The bell schedule is the determining factor for tardiness to a class. However, a teacher's classroom regulation may extend beyond this definition.

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.

Unauthorized Departure is defined as leaving the school building or a scheduled class/activity/event without authorization from school personnel. **Five or more minutes** from a scheduled class/activity/event will classify the absence as unauthorized.

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 academic credit.

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. A student who has been

suspended from school shall have the opportunity to do both of the following: Complete any classroom assignments missed because of the suspension and receive at least partial credit for a completed assignment.

A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.

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.

A student who is by definition habitually truant from school or class, will be **required to attend an Absence Intervention Team Meeting and develop an Absence Intervention Plan.** 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 doctor's 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 9:15 a.m. and before 11:15 a.m. are designated tardy.

All students arriving after the **9:15 a.m.** tardy bell must sign in at the Office and receive a tardy slip to enter class. No student will be permitted to enter class without an tardy slip.

Acceptable reasons for arriving tardy to school are the same as the acceptable reasons for being absent from school.

Excessive tardiness will result in a referral to the Absence Intervention Team resulting in an Absence Intervention Plan.

Unexcused tardiness to school will impact a student not receiving academic credit in a course due to the maximum number of absences permitted in a class (refer to Attendance Policy).

If a student is detained by the office or another teacher causing the student to report to class after the tardy bell, the ***student should request an admit pass from said teacher.***

8. PARENT/TEACHER COMMUNICATION

Communication between teachers and parents is vital to the overall success of the student. Parent conferences are scheduled twice during the school year. Parents are encouraged to contact teachers or the school should concerns arise. Communication includes the phone system as well as the website and teacher's email address. Parents can also schedule a conference with a teacher(s) during their daily planning time.

9. DISTRICT TEST SECURITY PROVISIONS FOR OHIO STANDARDIZED TESTING

It is unethical and illegal to alter a student's responses or to assist a student to cheat in any way on Ohio Standardized Testing.

Except for the practice test materials, the tests may not be reproduced or released to students, parents, the media, or to any other individual or group.

Examiners shall personally distribute and collect test materials. Students leaving the testing room after

materials have been distributed shall not be permitted to take any materials from the testing room.

Students confirmed of cheating or assisting another student to cheat will be subject to disciplinary action. An individual's test may be invalidated for any violation.

Test results shall be listed on each student's permanent record.

Students and/or their parent/guardian shall have the right to see their individual test results in the form provided by the State Department of Education. Requests to review results will be in accordance with District policy.

Violations of test security provisions should be immediately reported to test proctors and/or the district test coordinator.

These procedures are in accordance with test security provisions of ORC 3301-13-05. The complete district policy is on file with the district test coordinator, principals, and superintendent.

10. FEES AND FINES

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.

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. **However, a waiver must be signed and returned to the school. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.**

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.**

Grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full. **Participation in extracurricular field trips will not be permitted unless payment has been received.**

11. DEFICIENCY REPORTS/REPORT CARDS

Deficiency reports (progress reports) will be sent out the fifth week of every grade period. The teacher may send additional notices if deemed necessary. Report cards, issued once every nine weeks, are given to the student on the Friday following the end of the nine-week period.

12. ELEMENTARY/MIDDLE SCHOOL GRADING PROCEDURES

Numerical Grading Scale

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

Kindergarten will use the following grading scale:

"MS" (90-100/Mastered Skill)
"P" (70-89/Progressing)
"AC", (70 and below/Area of Concern)

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":

Nine Weeks Grade:

The 9 weeks grade will be a percentage grade. That percentage grade transfers to a letter grade that goes on the report card. (See: Numerical Grading Scale)

Incomplete Grades/Coursework

Students must complete all make up work within two weeks of the completion of a grading period with the exception of the last grading period. All incomplete work must be made up by the last day of school during the last grade period. Failure to complete coursework will lead to a grade of "F" instead of an incomplete. Credit may be denied if a student fails to demonstrate knowledge of the subject matter, measurable signs of improvement, and signs of progress toward completion of assigned work or poor attendance.

Each grade level has their own homework policy.

13. PROMOTION AND RETENTION

Guidelines for grades K through 5 are as follows:

Any student who fails two or more academic core subjects may be retained.

14. 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 personnel. 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.
- 14 Use technology in any form that violates major offenses in the schools' code of conduct.

Severe Offenses

- 15 Use technology in any form that violates severe offenses in the school's code of conduct.

15. FIRE, TORNADO DRILLS, and LOCKDOWNS

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.

16. RESTRAINT AND SECLUSION SUMMARY

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.

17. STUDENT INSURANCE

The Board of Education has made arrangements to offer accident insurance to pupils. All students are urged to subscribe. All settlements and claims are matters between the insurance company and the parents of the student. Insurance enrollment and payment is made directly to the insurance company.

18. TEXTBOOKS

The Newton Falls Board of Education will furnish all textbooks for the pupils in our school district. All of these textbooks will bear the official seal of the school board, an accession number on the inside front cover, and date of issue. Students should use every means possible to give them proper care. A book cover on every issued textbook **is required** to prevent minor damage. Fines will be charged for lost or damaged books.

19. SCHOOL LOCKERS – SEARCH AND SEIZURE

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches may include the assistance of dogs trained to detect the presence of drugs. Failure to comply with a reasonable search will be considered insubordination.

20. ACTIVITY GUIDELINES

Social Functions:

1. Appropriate dress for dances: Information will be provided in a separate handout
2. No alcohol or drug use.
3. No tobacco use. (Cigarettes, snuff or chewing tobacco)
4. **No over-amorous behavior**---kissing, hugging or otherwise behaving in a physical, romantic manner.

5. Destruction of decorations or property will result in immediate removal from dance, and school administrators will be notified.
6. No obscene language, gestures, or inappropriate motions/movements.
7. **Once admitted to a dance, students who leave the dance will not be readmitted.**
8. A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

When violations occur, they will be reported to the school and the school will enact appropriate punishment. The responsibility of a chaperone is to enforce the above rules and school policies.

21. 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.

Students found using cell phones/personal communication devices in the building during normal school hours will be dealt with according to the code of conduct.

22. HEALTH CONSIDERATIONS & MEDICATION

Health Considerations

Students may experience temporary or chronic health conditions that impact their school day. Students who are experiencing symptoms of communicable disease including fever above 100, severe colds, sore throat, vomiting, diarrhea, eye inflammation, undiagnosed skin rash, or head lice should not attend school. Students must be free of fever and vomiting, without medication, for 24 hours before returning to school. Students with symptoms of communicable disease will be sent home and in some cases the parent or guardian may need to contact the student's healthcare provider for further evaluation before the student can return to school.

It is important to notify the school if your child has a chronic health condition such as asthma, insect/food allergies, seizures, diabetes or any other condition that may affect them during the school day.

Administration of Medications to Students

In order for a student to receive any type of medication during school hours, specific procedures must be followed. With the exception of asthma inhalers or epi-pens, students are not permitted to carry any prescription or non-prescription medications. Students who are prescribed asthma inhalers or epi-pens and wish to carry them must have physician and parent authorization. Appropriate forms must be completed by a

parent/guardian and physician for all prescription medications. Prescribed medication must be in the original pharmacy labeled container and include the student's name and address, name of medication, dosage, administration time, and physician name. Non-prescription (over the counter) medications that students may need during school hours must be authorized by a parent or guardian and must also be in the original container. Prescription and non-prescription medication forms are available from the school nurse and the school webpage. **All medication that students may need to take during school hours must be brought to school by a parent or guardian and must be in the original container. Absolutely no medication, prescription or non-prescription (except asthma inhalers or epi-pens with proper authorization), may be carried to school by the student or on the bus.**

23. 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 school 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:

1. Students must be at bus stop 5 minutes before pick up and not waiting in house or vehicles when bus arrives.
2. Students must ride the bus to which they are assigned and be discharged only at their assigned bus stop.
3. Students must cross the street only in front of the bus and obey the bus drivers' hand signals.
4. Students must wait at their place of safety until the bus leaves.
5. Students must sit in their assigned seats and not change seats while the bus is in motion.
6. Students must keep aisles and exits clear.
7. Students are not permitted to drink, eat, chew gum, tobacco, and/or other objects.
8. Students may not use profane or vulgar language.
9. Students may not throw or pass objects on, from or into the bus.
10. Students must not put head, arms or any body part out of the bus window.
11. Students must be quiet at railroad crossings. NO talking.
12. Loud talking or boisterous behavior is not permitted.
13. Students may not smoke, use e-cigarettes or light matches or lighters on the bus.

14. No fighting, scuffling, and/or horseplay are permitted.
15. Students may not possess and/or use any electronic devices.
16. Students may carry on the bus only objects that can be held in their laps.
17. No weapons of any kind (toy or real) are permitted.
18. Any act of inappropriate nature.
19. 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.

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.

24. SCHOOL CLOSING

Students are advised that certain emergencies, which might cause the closing of school (snow, power failure, etc.), will be aired over local TV stations NBC, CBS, ABC, FOX; radio stations WRRO -1440 and/or WKBN - 570 as well as the school Synvoice phone system. All concerned are urged to listen to the radio and TV stations to discover whether or not there will be a closing of school. **DO NOT CALL THE RADIO AND TV STATIONS OR THE SCHOOL OFFICES!**

25. CARE OF BUILDING AND GROUNDS

Your cooperation is desired in maintaining the upkeep and cleanliness of the school and grounds. Waste paper containers are placed in all the rooms and elsewhere around the school. Help keep our school clean.

26. VOLUNTEER/VISITATION POLICY

No person(s) other than Newton Falls Elementary/Middle 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.

27. LUNCH PROCEDURES

Guidelines for lunch include:

- a. Walk to the lunchroom
- b- Sit at assigned table
- c. Students must show respect to everyone
- d. Students must be seated while eating and drinking
- e. Each student is responsible for throwing away his/her trash
- f. Students must sit at the same table all period and must be dismissed by a monitor at the end of the period
- g. Students will conduct themselves in the proper manner by speaking in a low tone, not throwing food, and remaining seated. Students needing assistance will raise their hand for teacher attention.

28. ACCIDENTS

All accidents, injuries, and emergency situations must be reported immediately to the office. A student accident report must be filed on each incident. This form may be picked up in the nurse's office or high school office. Students should report blood spills to a teacher, the office and/or a custodian. No one should handle blood without taking universal precautions including wearing rubber gloves.

29. HEALTH AND SAFETY RULES

An emergency care authorization form which has been sufficiently completed so that proper authorities might be contacted in case of an emergency must be on file. In addition, a copy of the emergency care authorization form must be in the hands of the proper supervisor in charge for all school activities.

30. PLAYGROUND

Students may be able to use the playground during regular school hours and during fair periods of weather. Students will not be permitted on the playground when raining, snowing, or when the cold weather occurs (temperature/wind chill is below 30 degrees). Rules and regulations for playground use are to be followed at all times by the students:

- Students will enter and exit in an orderly manner under the supervision of the teachers.
- Students will properly use the equipment.
- Students are to remain seated on the swings.
- No roughhousing is permitted.
- Students are not permitted to chew gum or eat candy on the playground.
- Students must remain in the playground area and not leave without permission from the teacher on duty.

- Students are to be polite, courteous and take turns using the equipment.

31. DRESS CODE

- **Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming.** Students must follow the **dress code** guidelines listed below or any Board of Education revisions adopted during the school year:
 - Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
 - While attending school or participating in any school sponsored activities, a student's dress and/or grooming will not disrupt the setting or constitute a health threat to the individual or other students.
 - Dances also have dress code guidelines that will be discussed during the discipline assemblies. These guidelines are created based on the formal dress attire frequently worn to school dances and a reflection of the following dress code specifications for daily wear in the building.
 - Lower body articles must cover the body from the waist to middle-thigh: Students will not wear shorts, or miniskirts that are more than **5" from the middle of the knee.**
 - **Any uniform worn in school must conform to the dress code.**
 - No "sagging" (baggy) pants/shorts. Shorts and pants must be worn at the waist and **belted and/or tied properly.**
 - Upper body articles of clothing must cover the body from the shoulder to the waist: Sleeveless blouses and shirts are not permitted unless layered as outerwear. Shirts or blouses exposing midriff, backs, shoulders, undergarments, or with plunging/low-cut necklines are not permitted. **Midriffs must be covered when sitting, standing, or walking.** This applies to both boys and girls.
 - All upper body clothing must be of sufficient density that the body cannot be seen through the clothing. See-through mesh jerseys are permissible if another "proper" shirt is worn underneath.
 - No headgear (hats), bandannas, handkerchief, or sports headbands may be **worn, carried, or draped from a pocket** inside the building.
 - **Hoodies are permitted but the hood itself may not be covering the head during school hours.**
 - Clothing that is torn, ragged, or designed to look sloppy or attract undue attention, will not be permitted **unless it is layered over articles of clothing that adhere to the dress code. Any extreme tears or outfits that draw undue attention will not be permitted.**
 - Outdoor apparel (coats, vests, and jackets) should be placed in the student's locker for the duration of the day. **This includes sunglasses and gloves.**
 - **Due to the many temperature changes in the building throughout the day, it is advised that you keep a sweater or sweatshirt in your locker.**
 - Sleepwear or beachwear is not permitted.
 - **No slippers or flip flops are permitted year round.** No shoe with heel exceeding 1" is permitted.

If athletic/shower sandals are worn, they must be worn with a sock.

- Long pocket chains, studded bracelets, dog collars, factory designed strapping, and other articles, which may be judged to be potentially harmful to one's self or others, are not permitted.
- **Exposed body, facial rings or hoops, extended piercings or body jewelry that brings undue attention** will not be permitted.
- No tattoo, article of clothing, button or badge may be worn if it draws undue attention to specific body locations and/or contains the following:
 - Implied/Offensive/Obscene/Vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law.

Staff members have the right to confiscate dangerous or disruptive items.

*No single dress code can address changing style or fads. The building principal shall make the determination whether the student's dress or garments meet the school's requirements. **Violators of the dress code will be required to change. If unable to get appropriate clothing from home, the student may be detained from classes until they are able to meet the dress code requirements. Repeat violators will face more serious consequences.***

32. 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.** In addition, this Code of Conduct includes:

1) Misconduct by a student that occurs off school district property but is connected to activities that have occurred on school district property; and

2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The following violations may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, In school suspension, community service, 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 will be out of school.

A three-category classification system will be utilized when interpreting and enforcing discipline.

This code of conduct is also in effect for students who violate any rules pertaining to student use of technology and policy found in the school district's Technology Acceptable Use Policy.

Minor Offenses: Any violation of the basic operational school rules. **Consequences** may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention(s), community service.

1. A student's behavior shall not cause or contribute to the **disruption** of any class, study hall, activity, function, or service provided or sponsored by the Newton Falls Exempted Village Board of Education and **ALL employees**.
2. A student shall not violate the school district **Dress Code**.
3. A student must follow **reasonable requests** made by employees of the school district who shall have responsibility for instruction, supervision, or administration of any school sponsored course, program, event, or activity. This also includes those people who provide special services such as the nurse, bus drivers, custodians, secretaries, aides, club advisors, and coaches (when in performance of their duties).
4. A student shall show **respect** to other students, teachers, employees, or any other person while on the property or at an event regulated or co-sponsored by the Newton Falls Exempted Village Schools Board of Education.
5. A student may not possess and/or use any **electronic devices**. **All confiscated materials will be held in the office until the end of the day. After repeated offenses, items will be held for pick up by a parent/guardian.**
6. **Any use of technology devices used in violation of the "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.**
7. A student must show reasonable care in the use of **textbooks, equipment, supplies, and facilities**.
8. Students are expected to be **on time to class, shall not be truant from class, or depart a class**. Students must have a valid pass to be in the halls during class time.
9. Students are expected to be **on time to school**. Students must have an excused note from a parent for being tardy to school (see list of excusable reasons in section 7 Tardiness).
10. Students must meet or attempt to meet the standards or requirements of their specific classes.

Students are to attend and actively **participate in class**.

11. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be **cheating**. This includes, but is not limited to, copying others' assignments, quiz or test answers, and blatant **plagiarism**. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary actions.
12. Students must **dispose of trash** and clean up any mess they create in the building or on school grounds.
13. Book bags, backpacks, and gym bags are to be used to bring books/clothing to and from school only. **They are not to be used during the school day from class to class** without special permission from the administration.
14. A student shall not engage in **over amorous** behavior.

Major Offenses: Any violation of a serious nature and repetition of minor offenses. **Consequences** may include referral to guidance counselor, parental contact or conference, in school suspension, community service, emergency removal, referral to law enforcement agencies, out of school suspension.

14. **Failure to serve detentions.**
15. **Continued repetition of minor offenses.**
16. **Failure to follow a reasonable request of an administrator.**
17. A student may not **vandalize** or cause damage to public or private property. Parents are liable for up to \$10,000 in damages to school property. (ORC 3109.09)
18. Students may not **fight** or deliberately **provoke** another student to fight. It takes two to fight. (Provoking is considered to be the student(s) texting comments or using other forms of social media to encourage the fighters or verbally going back and forth antagonizing the potential conflict.)
19. A student shall not **initiate or participate in a student prank** towards another student or district employee or participate in any activity which has the potential of **creating an unsafe condition**.
20. A student shall not incite or participate in any **action, activity, or unauthorized assembly** which by design or result disrupts the normal operation or atmosphere of the school and its program.
21. A student may not **remove or take** without permission, public or private **property**.

22. A student shall not engage in **gang-related activities** including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members. Gang-related tattoos might need to be covered.
23. A student may not possess, use, conceal, distribute or sell any **tobacco product, lighter, matches, pipes, rolling papers, or e-cigarettes.**
24. 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.
25. A student shall not **use abrasive and/or obscene language** in addressing a **staff member.**
26. A student shall not **use abrasive and/or obscene language** in addressing a fellow student.
27. A student **shall not leave the school building** without authorization and shall not be truant from school.

Definition: 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...this includes violence within a dating relationship.

Severe Offenses: All violations of local, state, and federal law, repetition of major offenses, as well as those specifically listed. **Consequences** will result in emergency removal, referral to law enforcement agencies, suspension and/or expulsion. The administration may offer alternatives to reduce and/or alter all consequences.

28. **Continuation to commit major offenses.** (not the repetition of the same major offense)
29. A student's conduct shall not violate **federal, state, or local laws.** A student who violates certain school rules should, therefore, understand that charges might be filed at any time during the disciplinary process.
30. 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 a principal.

31. A student may not possess, use, conceal, be under the influence of, distribute, or sell **alcoholic beverages, controlled substances, counterfeits,** or any items that may be used to consume illegal substances. Any alcohol or drug paraphernalia is also prohibited on school property.
32. A student shall not **threaten verbally or physically assault (actions that create fear, distress, or injury), a staff member.**
33. A student shall not **participate in any activities that may incite panic,** such as activating the fire alarms, false 911 calls, bomb threats, etc. This may include severe violations of the student internet agreement.

33. DETENTION

Detentions may be assigned for minor violations of the Student Code of Conduct. Detentions are assigned a minimum of 24 hours in advance. Detentions are served after school Monday through Friday from 3:30 pm until 4:30 pm in designated room.

Detentions may be assigned to students for any regulations addressed in the student handbook by the staff.

Failure to serve detentions will lead to further consequences, which may result in suspension.

34. DETENTION ROOM RULES:

Students serving detentions are there because of misconduct. Detention time is disciplinary in nature. All rules must be followed to avoid more serious disciplinary action.

1. **Students must report on time to be admitted.**
2. **Students must bring study materials to use.**
3. **No sleeping, talking, eating or other activities are permitted.**
4. **Students must follow directions of the supervisor and stay until dismissed to get credit for time served.**

Anyone asked to leave the detention room for misconduct is subject to further disciplinary action. When dismissed, students must leave the building immediately.

35. REMOVALS

1. If a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, then:
 - The superintendent, principal, or assistant principal may remove the student from the premises of an academic or extracurricular activity.

- A teacher may remove the student from an academic or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, his/her reason must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
 - Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
 - The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
 - The person who ordered or requested the removal must be at the hearing.
 - Within 24 hours of the decision to suspend, the administration will notify the parent, guardian, or custodian of the pupil and the Clerk of the Board of Education of the suspension.
 - The notice must include the reason for the suspension and the right of pupil and parent to appeal to the Board of Education or its designee; it must also include the right to be represented at the appeal and to request the hearing appeal to be held in executive session.
 3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate.
 4. In an emergency removal, a pupil can be kept from the class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

36. SUSPENSION OF STUDENTS

Suspensions are used as a means to compensate for more serious violations or repeated offenses of the code of conduct.

The principal (or assistant principal) may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The superintendent may expel a student from school a full year which may extend into the next school year.

- **Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. The student will make-up major tests or projects due during the days missed. The days out will count as unexcused days absent.**
- Students who are suspended out of school temporarily lose internet privileges.

Procedures for student suspensions are:

1. Written notice of the intended suspension with the reason(s), the dates, and type of suspension assigned will be given to the student. The

- principal/assistant principal will discuss with the student the reported behavior and give him/her an opportunity to comment on the alleged charges.
2. Parents will be notified by phone, if possible. A copy of the written notice will be mailed to the home within 24 hours.
 3. The parent/student has the right to appeal the suspension. The appeal must be in writing to the Superintendent within 10 calendar days. Parents or guardians may request a hearing regarding the suspension before an executive session meeting of the Board of Education or its designee.
 4. The Board of Education, after an investigation has been made concerning the suspension of the student, will render a decision, in a public session, of returning the student to the classroom or sustaining the suspension as handed down by the administration. THESE PROCEDURES WILL APPLY TO ALL OUT OF SCHOOL SUSPENSIONS.

37. EXPULSION

Expulsion may result in the loss of credit.

1. The superintendent must send the pupil and his/her parent or guardian written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or REPRESENTATIVE has an opportunity to appear (on request) before the superintendent to challenge his/her action or to otherwise explain the pupil's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
 - c. The notice is to state the time and place to appear, which must not be fewer than 3 days nor more than 5 days after the notice is given.
 - d. The superintendent may grant an extension of time. If granted, he/she must notify all parties of new time and place.
2. Within 24 hours of the expulsion, the administration will notify the parent, guardian, or custodian of the pupil and Clerk of the Board of Education of the action to expel. The notice must include the reasons for the expulsion, and the right of the pupil, parent, or custodian to appeal to the Board of Education or its designee. The student has the right to be represented at the appeal and to request the hearing to be held in executive session.

38. APPEALS TO BOARD

- A pupil or his/her parent or custodian may appeal his/her expulsion or suspension by a superintendent or administrator to the Board of Education. Such pupil or his/her parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against suspension or expulsion.
- A verbatim (word for word) record is required. This may be taped, etc.
- Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in "public" session. The decision of the board is further

appealable to the Court of Common Pleas under
O.R.C. 2506

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.***