

Norton City Schools

A large, stylized letter 'N' in a light pink color with a white outline and a grey drop shadow, serving as a background for the title text.

Staff Handbook

2023 - 2024



Panther Pride

Vision

Every Child Every Day

Mission

To inspire life-long learning in a caring, safe environment through challenging educational experiences for every child every day.

Beliefs

Beliefs guide our actions around people we hire, the process we conduct, and the results we seek to achieve.

As Panthers We Believe...

- o every child can learn with the support of our schools, homes and community.
- o every staff member will provide a positive and challenging environment that inspires life-long learning and achievement at the highest levels.
- o the needs of our growing community can be met through collaboration and on-going communication.

Norton City Schools

Administration Offices
4128 Cleveland-Massillon Road
Norton, Ohio 44203
330.825.0863

Superintendent.....Mr. Bryan Farson
TreasurerMrs. Stephanie Hagenbush
Director of Curriculum and Instruction.....Mrs. Amy Olivieri
Director of Student Services.....Mr. Dennis Oswald
Coordinator of Technology.....Mrs. Angie Wagler

SCHOOLS

Norton High School

1 Panther Way
Norton, Ohio 44203
330.825.7300
Principal: Mr. Ryan Shanor
Assistant Principal: Mr. Rob Howerton

Norton Middle School

4108 Cleveland-Massillon Road
Norton, Ohio 44203
330.825.5607
Principal: Mrs. Trisha Snowden
Assistant Principal: Mr. Timothy Cole

Norton Elementary School

3390 Cleveland-Massillon Road
Norton, Ohio 44203
330.825.3828
Principal: Mr. Brady Sackett
Assistant Principal: Mrs. Tricia Ebner

Norton Primary School

3163 Greenwich Road
Norton, Ohio 44203
330.825.5133
Principal: Mr. Eric Morris

ADMINISTRATION OFFICE STAFF

Superintendent's Office:

Mr. Bryan Farson, Superintendent
 Mrs. Amy Olivieri, Director of Curriculum
 Mr. Dennis Oswald, Director of Student Services
 Mrs. Angie Wagler, Coordinator of Technology
 Ms. Kelly Osborne, Secretary - Superintendent
 Mrs. Molly Conger, Secretary - Student Services
 Mrs. Carina Smith, Secretary - Curriculum and Technology

Extension:

532008
 532011
 532013
 532020
 532009
 532014
 532030

Treasurer's Department:

Mrs. Stephanie Hagenbush, Treasurer
 Mrs. Pam Dixon, Assistant Treasurer
 Ms. Jill Applebee, EMIS Coordinator
 Ms. Sarah Stemberger, Secretary - Treasurer
 Mrs. Lynette Palmer, Accounts Payable

Extension:

532000
 532003
 532001
 532002
 532005

Office at Norton High School:

Mr. Travis Dobbins, Director of Athletics and Support Services

Extension:

532115

If you have a question / form regarding:	Contact:
504s	District 504 Coordinator / Dennis Oswald
AESOP	Kelly Osborne / Amy Olivieri
Aides	Building Principals / Bryan Farson
Annuity/403B	Stephanie Hagenbush / Pam Dixon
Athletics	Travis Dobbins
Attendance Incentives	Sarah Stemberger
Attendance/Sick leave	Sarah Stemberger
Curriculum/Textbooks	Amy Olivieri
English Learners	Dennis Oswald
ETRs	Building Psychologists
Flexible Benefits	Stephanie Hagenbush/Sarah Stemberger
Gradebook	Angie Wagler
Grant Pre-Applications	Sarah Stemberger
Gifted Services	Tricia Ebner
Technology Hardware/Repairs	Jon Steiner
IEP Information	Individual Case Managers
Insurance	Stephanie Hagenbush/Sarah Stemberger
Licensure Forms	Kelly Osborne
Licensure Questions	NPDC Committee Member / Kelly Osborne
NPDC Forms/Contact Hour Certificates	Kelly Osborne / Eric Morris
Pay Scale	Pam Dixon/Stephanie Hagenbush
Paychecks	Pam Dixon/Stephanie Hagenbush
Phone System	Jon Steiner
Purchase Orders	Lynette Palmer
Support Services (Food Services, Maintenance, Transportation)	Travis Dobbins
Students w/ Disabilities	Dennis Oswald
State Testing/District Testing	Amy Olivieri
Tuition/ License Reimburse / Questions	Sarah Stemberger
Web Page	Carina Smith

Acceptable Use Policy:

- [Click Here](#)
- Questions should be directed to the Coordinator of Technology.

Administer Medication:

- Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
- **Policy: JHCD-R-1**

Animals at School:

- If you would like to bring an animal into your class as a pet or for show-and-tell, you must obtain permission from the Principal prior to bringing animal(s) to school

Assemblies:

- Staff are required to actively monitor students during assemblies and address behavior issues that may arise.

Attendance:

- Student attendance is a state requirement.
- It is your responsibility to take accurate attendance of students for all of your assigned responsibilities.
- Failure to keep accurate attendance records may result in disciplinary action.
- **Policy: JEE**

Bullying and Hazing:

- Staff who witness acts of hazing, bullying and/or dating violence as defined above, must immediately notify the building principal/designee of the event observed, and promptly file a written incident report.
- **Policy: JFCF-R**

Calamity Days/Emergency School Closing:

- The alert notification system is used for school closings.
- In the event of any emergency that closes our system or building, such as weather, breakdowns, etc. The quickest and most reliable information will be given on the district Facebook page WEWS-TV (Channel 5), WKYC (Channel 3), FOX-8, and WOIO (19). These stations will be called and given the information directly, and they are quick to respond.
- If you do not receive messages from the alert notification system, please contact the Treasurer's Secretary.
- **Policy: EBCD, EBCD-R**

Camera Surveillance:

- In an effort to keep our buildings as secure as possible for our students and staff, we have placed security cameras in the hallways of all buildings that house students. Cameras are also located in parking lot areas. Cameras give us some ability to view these areas should an unsafe situation develop.
- **Policy: ECA, ECA-R**

Cell Phones - Staff Usage:

- Staff should never use personal cell phones or personal electronic devices to conduct personal business when they are in the presence of students.

Chain of Command:

- In order to ensure efficient communication, it is important for all staff to follow the chain of command in his/her respective buildings.
 - Norton Primary School Mr. Eric Morris
 - Norton Elementary School Mr. Brady Sackett
 - Norton Middle School Mrs. Trisha Snowden
 - Norton High School Mr. Ryan Shanor
- Any concerns from the Board of Education should be directed to Mr. Bryan Farson.

Classroom Care:

- Norton has dedicated custodians. The main task of the custodians is to keep the buildings clean.
- Every staff member and student plays an important role in helping with this task. Please practice good housekeeping with your students. We want everyone to take pride in the cleanliness of our buildings.
- **Please clean up after yourselves!**

Classroom Expectations:

- Every teacher should develop a set of expectations for students in their classroom.
- Expectations should be clearly posted in the classroom and on any online format that will be utilized by staff members
- Safety Procedures should also be posted in every classroom.

Classroom Parties:

- All classroom parties should have the permission of the building principal prior to the event.
- Please be mindful of any food allergies that may affect participants.
- Be sure to clean up after yourself!
- **Policy: IGDC**

Communication:

- Email:
 - All employees have a school email account. It is accessible from school, home, or anywhere that has internet access.
 - Email accounts should be checked at least twice daily. Weekly notes will be sent via email.
 - Emails should be answered within 24 hours during the work week.
 - Do not open emails in front of students.
 - Personal emails are not appropriate for school email accounts.
 - Remember that any email correspondence on your school account can be subpoenaed in the event of a lawsuit or legal dispute.
- Emergency:
 - Do not talk to the media in the event of an emergency. If contacted, notify the Superintendent's secretary immediately and direct them to the Superintendent's office for comments.
- Phone Calls
 - All messages should receive a response within 24 hours during the work week.
 - When making a phone call via school phone, always leave a message.
 - Your direct line is not always represented on caller ID.
- Positive:
 - Teachers should be aware of the importance of proactive and positive communications with families. Participating in positive communication with families is strongly encouraged.

Confidentiality:

- All staff members are expected to maintain the highest degree of professionalism relating to the confidentiality of student information gained throughout the course of performing duties or from material contained in school records. Please use the shredder for discarding confidential paperwork.
- Avoid using students' personally identifiable information in emails.
- Staff should take the necessary steps to ensure the confidentiality of students' grades. Be especially careful to close ProgressBook tabs/windows on teacher computers when not in use.
- Staff should be sure to close Gmail tabs/ windows on teacher computers when not in use.

Counseling of Students:

- Norton City Schools takes the mental well being of our students very seriously. We employ school counselors, school psychologists, and provide outside contracted services to our students.
- Staff members who are not licensed to counsel students should not have individual or small group counseling sessions with students.
- If you feel that a child is in need, please contact either your school administrator or school counselor, so that they can further assist that student and direct them to the proper individual or group.
- Remember, employees are mandated reporters. If you see or hear anything from a student that should be reported, refer to **mandatory reporting/child abuse** on page 10.

Dress Code:

- The Board retains the authority to specify the following dress and grooming guidelines for staff.
- All staff members will, when assigned to district duty, including extracurricular activities:
 - be physically clean, neat and well-groomed;
 - dress in a manner reflecting their professional assignment and
 - dress in a fashion that is commonly accepted in this community.
- **Policy: GBCC**

Drug Free Workplace/Substance Abuse:

- The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and wellbeing of the nonuser, as well as the user.
- Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace.
- "Workplace" is the site for the performance of any work done in connection with the district. The workplace includes any district building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off district property) or any school-sponsored or district activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of district authorities.
- As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. Notification should occur no later than five days after such conviction.
- Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

- All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.
- A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.
- **Policy: GBP, EB, EEACD, GBCB, GBE**

Emergency Procedures:

- All emergency procedures should be clearly posted in each classroom.
- Plans should be made available in your substitute folder.

English Learners:

- A tutor who specializes in working with students who are English Learners (EL) assists students in our district. This tutor is a great resource for tips on helping students who are English Learners. Please consult the tutor when working with these students.
- For further support please contact your building principal or the Director of Student Services.

Equal Opportunity Employment:

- Norton City Schools is an Equal Opportunity Employer. This means that we will not discriminate nor tolerate harassment in our employment opportunities, educational programs or activities for any reason including discrimination on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, transgender identity, age or genetic information. This policy affirms Norton City School Districts' commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees to take advantage of opportunities for promotion as they occur.
- **Policy: AC, ACA, ACB, GBA, GCC**

Family Medical Leave Act:

- The Board provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of unpaid family and medical leave in a 12-month period. The Board continues to pay the district's share of the employee's health benefits during the leave. In addition, the district reinstates the employee to the same or an equivalent position after the employee's return from leave.
- In complying with the FMLA, the district adheres to the requirements of applicable State and Federal law.
- **Policy: GBR, GBR-R**

Fees and Money Collected:

- Any money collected must be turned in to the appropriate building secretary within 24 hours of receipt along with proper documentation.
- Please be sure that money is kept in a secure location at all times.
- Money should never be deposited in a personal bank account.
- **Policy: DM**

Field Trips and/or Special Events Activities:

- Field trips can be of educational value when planned as a motivating or culminating experience to classroom work. Approval by a principal (and the superintendent for overnight trips) is required. Fill out a field trip request form.
- Anytime you will be doing anything different than the normal school day or regular activities, please notify the administrator and the office. Often parents will come in to pick up their children and we need to know where to find your class. If a change in schedule has not been scheduled and approved by your building administrator, it should not take place.

- Permission slips are necessary for anything that occurs outside the building and for some programs that are inside the building. When you go on walking trips you should notify parents. Request a reply only if the parents do not want their child to go. For any activity requiring the use of a school bus, permission slips must be returned for each child. Bus requests must also be completed and approved.
- **Policy: IICA-R**

Gifted Services:

- Norton City School District is required to identify students who are gifted and/or talented and notify the parents.
- Gifted/talented students need differentiated curriculum, instruction and support services in order to fully develop their cognitive, academic, creative and artistic abilities or to excel in a specific content area, including opportunities to exceed grade level academic indicators and benchmarks.
- Do you feel that a student in your classroom may be gifted/talented? Would you like professional development on how to work with gifted students? If so, please contact your building principal or the District Gifted Coordinator.
- **Policy: IGBB**

Grading Scale -Grades 3 -12:

- **Policy: IKA**

98-100	A+	87-89.9	B+	77-79.9	C+	67-69.9	D+
93-97.9	A	83-86.9	B	73-76.9	C	63-66.9	D
90-92.9	A-	80-82.9	B-	70-72.9	C-	60-62.9	D-
						0-59.9	F

Grant Writing

- Pre-Grant Applications must be completed by any individual or group applying for a grant that would directly benefit Norton City Schools' students, staff, or related programs.
- The goal is to ensure that the district is able to support and sustain the grant before, during, and after the application process. Grants often have stipulations that require additional district funding, technology purchases, and/or support.
- If this form is not submitted prior to the application process, the **district could potentially deny the grant**. If the grant is pre-approved, applicants must provide the district with a copy of the application, budget details, and all pertinent information.
- [Click Here for Pre-Grant Application](#)

Health Services

- We have one full-time school nurse, **Tina Longworth, RN**, in our district, and several health aides. Please ask them questions about any health concern you may have about a student in your classroom, whether it be about medication, diabetes, or even personal hygiene.
- Health information can also be accessed via DASL.
- One or more of your students may have a health plan related to allergies, asthma, diabetes, or another health condition. If you have one of these plans, please check with the school nurse or building principal as soon as possible to be sure you understand the plan in place.

Homeless Students (McKinney-Vento):

- Please be aware of the characteristics of homeless students. If you suspect a student may be homeless, contact your principal immediately. The district is obligated to provide services and support.
- **Policy: JECAA, JECAA-R**

ID Badges:

- Norton City Schools will provide an identification badge for each employee. All employees are required to wear the Board provided identification badge at all times during the workday including field trips and other off-site activities.

IEPs / 504s:

- It is the responsibility of the teachers and district to implement the plans and provide accommodations, modifications, and support in accordance with the IEP or 504. The teachers and district must meet the terms or they are in violation of the law.
- If you have any questions, contact an intervention specialist or administrator immediately.
- Ignorance is not a legally defensible excuse for failure to implement a plan.

IEP / 504 Meetings:

- If you are invited to an IEP or 504 meeting, please prepare in advance, confirm the location of the meeting, and arrive on time.

Inventory Removal

- Equipment that has been purchased by the district must be properly discarded by the District.
- Employees must check with the building administration or the technology department before disposing of any items purchased by the district.
- **Policy: DID**

Lesson Plans:

- Only Ohio's Learning Standards and Board approved curriculum will be taught.
- Plans must be available upon request from the building administrator.
- Plans should be written and organized so that a substitute teacher could easily come in and teach your class.

Mailboxes:

- Each employee has a mailbox located in their building(s). These should be checked at least once per school day.
- Traveling teachers should check their mailboxes in each of their buildings.
- Students are **not** permitted to access teachers' mailboxes or be in the teacher's lounge or workroom.

Mandatory Reporting/Child Abuse:

- As an educator, you are legally responsible for reporting to Children's Services **any suspicion** of child abuse. It is not your responsibility to determine the extent or validity of suspected abuse. That responsibility belongs to Children's Services; you **must** make the call. Please inform your building administrator of your suspicions. To make a call to Children's Services, you should have either the building principal, assistant principal, school counselor, or school psychologist with you. If none of the people listed are available, you can ask a colleague to sit in with you while you make the call.
- **Policy: JHG**

Online Fundraising Campaigns / Crowdfunding:

- All crowdfunding campaigns must be reviewed by and receive prior approval from the Superintendent.
- **Policy: IGDFA (Also GBIA)**

Personal Children:

- If you have a child who attends Norton City Schools, it is important that you remember when you are here, you are at work. You should not go to your child's classroom, lunch room, or recess to see your child unless it is an emergency or preapproved by the classroom teacher. Your child should not have access to restricted areas meant for staff. We do not want your child overhearing private / confidential conversations

Personal Planning:

- Personal planning time should be used for making parent contacts, collaborating with colleagues, planning grade-level events, IEP meetings, making copies, preparing lessons, assessing student work, and examining data.
- Permission must be granted by the building principal if a teacher wishes to leave the school premises during planning time. Staff must sign out when leaving the building and sign in upon return.
- Planning time is not intended as early dismissal from the contractual workday.

Privacy and Protections:

- Staff members should not be meeting one on one with students behind closed doors unless they are meeting with an administrator, school counselor or school mental health professional.
- **Policy: JM, GBH**

Professionalism:

- As an employee of Norton City Schools, it is important that you think about how you present yourself at school and outside in the community. Remember that you should not speak negatively about the district or school on social media or out in the community. You want to be a positive representation of Norton City Schools.
- **Policy: GBCB**

Public School Works:

- All staff will receive an email in August with required courses. Each staff member is responsible for completing the courses in Public School Works by October 31st.

Purchase Orders (Purchasing of Items for School / Classroom):

- Any item being purchased for the school or classroom must have a purchase order in place prior to placing the order.
- Purchases made without a purchase order can be denied.
- **Policy: DJF**

Resident Educator:

- The Ohio Resident Educator (RESA) Program is a two-year induction system of support and mentoring for new teachers. Successful completion of the residency program is required to advance to a five-year professional educator license.
- Contact the Director of Curriculum and Instruction or the district RESA Coordinator for further information.

Restrooms / Locker Rooms:

- Staff should not enter restrooms or locker rooms without announcing their presence.
 - However, staff may enter restrooms or locker rooms without announcing if they suspect a code of conduct violation.
- Staff members are prohibited from using student restrooms during the school day. Every building has sufficient restroom facilities for staff and these are to be utilized during the school day.

Searches:

- Staff members should never conduct a search of a student's belongings.

- If you feel that a student has violated the code of conduct, please contact your building administrator and they will conduct the search.
- **Policy: JFG, JFG-R**

Safety/Accidents/Injury:

- It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.
- All work related accidents are covered by Worker's Compensation Insurance pursuant to the law of the state of Ohio. All workplace injuries or illnesses are to be reported immediately to your supervisor, building principal, director of athletics, and/or district treasurer. An incident report shall be completed at the time of the reporting of the injury or illness. **Policy: GBE**

Sexual Harassment:

- The district does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The district is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator, Mrs. Amy Olivieri.
- **Policy: ACAA**

Smoking/Vaping:

- The Board prohibits the use of tobacco by any staff member at all times within any enclosed facility, vehicle or property owned, leased or contracted for by the Board.
- **GBK, KCG, KGB**

Social Media - Staff Usage:

- Social media is an excellent way to communicate the great things happening at Norton City Schools, but it can also be very hurtful and destructive if used in a negative manner. Although your personal social media account belongs to you, professional conduct on these platforms is expected, as this is an extension of you and your position as a school employee. The Ohio Standards for the Teaching Profession 7.1 states: Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct. a) Teachers meet their ethical and professional responsibilities with integrity, honesty, fairness and dignity. b) Teachers separate their personal beliefs from their professional interactions with students and families. c) Teachers understand and follow district policies and state and federal regulations.
- Employees' personal use of social media should not damage the district's reputation, its employees, or its students and families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.
- **Policy: IIBHA, JM, GBH**

Staff Attendance:

- This school year we will continue using the AESOP procedure for all call offs. If you are calling off for that school day, and it is after 6:00 AM, please notify the building principal. If you know in advance that you will be absent, you can call/log into AESOP directly and schedule your day and the requested sub.
- A link to AESOP is located on the Norton City Schools web page under 'Staff Only' (bottom right). You can also use the following web address: www.aesoponline.com/login2.asp.
- **Classified Staff:** Remember that you must complete your absence online in the portal as well.

Staff Gifts:

- It is the policy of the Board that staff members may accept gifts of nominal value from students or parents.
- Staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor.
- In addition, staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the district, or a vendor with whom the district is doing business, whereby an individual staff member receives compensation in any form for services rendered.
- Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as electronics, discount certificates, travel vouchers, tickets, passes, and other such things of value.
- In the event that a staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that they received such compensation and shall thereafter promptly transmit said compensation to the Treasurer.
- **Policy: GBI**

Staff Valuables:

- For security reasons, all employees should store their personal items in a safe and secure location. The district is not responsible for items that may become missing or stolen.

Student Records:

- Students' cumulative records will be kept in the office or records room and are confidential documents. They may be viewed only by those in direct contact with the student. Teachers may remove student files from the office; however, they must be returned to the office before the end of the teacher work day. Students' cumulative files may never be removed from the building or left in a classroom overnight.

Student Safety:

- Threat Assessment
 - A threat is a communication of intent to harm another individual that may be spoken, written, gestured, or expressed in some other form. An intent to harm someone is considered a threat and must be taken seriously. A threat assessment must be conducted to determine if the threat is substantive or transient.
 - Contact the following individuals as necessary: assistant principal, school counselor, school psychologist, school resource officer, or the Director of Student Services.
 - Complete the [district threat assessment decision tree](#).
- Risk Assessment
 - If you are aware of anyone experiencing suicidal thoughts, refer to the [district suicide/self-harm flowchart](#).
 - Contact the school counselors or psychologists, who will complete the [district suicide threat incident report](#).
 - Suicide Threat Incident Reports can only be completed by those who have been trained.

Student Supervision:

- Students should never be left unsupervised inside a classroom or outside of the classroom in the hallway.
- If you must leave your classroom due to an emergency situation, ask the closest staff member to supervise your students.
- All staff members should assist with hallway supervision in the morning, between classes, and at dismissal.

Substitute Teacher Plans:

- All teachers should have a substitute teacher folder. The folder should be kept on the desk in an obvious location so a substitute can find it easily.

- Each folder must contain:
 - Complete lesson plans with enough detail so a substitute teacher can follow the lesson
 - Current roster for each class
 - Current schedule (bell schedule, duties, etc.)
 - Current seating charts for all classes
 - Classroom expectations
 - Classroom behavior plan
 - Any special instructions about daily procedures
 - Names of students who have medical concerns
 - List of responsible students
 - Outline of safety procedures (emergency evacuation drill, fire drill, tornado drill, etc.)

Technology Purchase

- Pre-Technology Purchase Forms must be completed by any individual or group wishing to purchase any technology (desktops, laptops, TVs, monitors, software, adapters, iPads, tablets, etc.) that would directly benefit Norton City Schools' students, staff, or related programs.
- The goal is to ensure that the district is able to support and sustain the purchase before, during, and after the purchase is made. New technologies often require additional district funding and/or support (cables, network access or Wi-Fi, software, etc.)
- If this form is not submitted prior to the purchase, the district could potentially deny the grant or request that the technology be removed from the district. If the new technology is pre-approved, applicants must work alongside the technology department to obtain quotes and suitable technology for the district.
- [Click here for Pre-Technology Purchase Form](#)

School Start Times 2023-2024

NORTON HIGH SCHOOL	TIMES
Teacher's Day Begins	7:10AM
Student's Day Begins	7:20AM
Student's Day Ends	2:20PM
Teacher's Day Ends	2:30PM
NORTON MIDDLE SCHOOL	TIMES
Teacher's Day Begins	7:15AM
Bus Unloads	7:20AM
Student's Day Begins	7:35AM
Student's Day Ends	2:35PM
Teacher's Day Ends	2:45PM
NORTON ELEMENTARY SCHOOL	TIMES
Teacher's Day Begins	8:20AM
Bus Unloads	8:45AM
Student's Day Begins	8:55AM
Student's Day Ends	3:25PM
Teacher's Day Ends	3:35PM
NORTON PRIMARY SCHOOL	TIMES
Teacher's Day Begins	8:35AM
Bus Unloads	9:00AM

Student's Day Begins	9:05AM
Student's Day Ends	3:35PM
Teacher's Day Ends	3:45PM