

# **NORTON CITY SCHOOLS**



## **2024/2025 Student Handbook**

**NORTON ELEMENTARY SCHOOL**

3390 S. Cleveland-Massillon Road | Norton, Ohio 44203

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

# NORTON CITY SCHOOLS

4128 South Cleveland-Massillon Road, Norton, Ohio 44203 | Phone (330) 825-0863

## Board of Education

<b>Jennifer Bennett</b> , <i>Member</i>		<a href="mailto:jbennett2@nortonschools.org">jbennett2@nortonschools.org</a>
<b>Elisa Staats</b> , <i>Member</i>		<a href="mailto:estaats@nortonschools.org">estaats@nortonschools.org</a>
<b>Mark DeDomenic</b> , <i>Member</i>		<a href="mailto:mddomenic@nortonpanthers.org">mddomenic@nortonpanthers.org</a>
<b>Cindy Webel</b> , <i>Member</i>		<a href="mailto:cwebel@nortonschools.org">cwebel@nortonschools.org</a>
<b>Chris Inks</b> , <i>Member</i>		<a href="mailto:cinks@nortonschools.org">cinks@nortonschools.org</a>

## Central Office Administration

<b>Bryan Farson</b> , <i>Superintendent</i>	330-825-0863	<a href="mailto:bfarson@nortonpanthers.org">bfarson@nortonpanthers.org</a>
<b>Amy Olivieri</b> , <i>Director of Curriculum</i>	330-706-2730	<a href="mailto:aolivieri@nortonpanthers.org">aolivieri@nortonpanthers.org</a>
<b>Terri Horton</b> , <i>Student Services Director</i>	330-706-2733	<a href="mailto:thorton@nortonpanthers.org">thorton@nortonpanthers.org</a>
<b>Tricia Ebner</b> , <i>Gifted Coordinator</i>	330-825-3828	<a href="mailto:tebner@nortonpanthers.org">tebner@nortonpanthers.org</a>
<b>Angie Wagler</b> , <i>Coordinator of Technology</i>	330-825-0863	<a href="mailto:awagler@nortonpanthers.org">awagler@nortonpanthers.org</a>
<b>Stephanie Hagenbush</b> , <i>Treasurer</i>	330-825-2114	<a href="mailto:shagenbush@nortonpanthers.org">shagenbush@nortonpanthers.org</a>

## Student Enrollment, Transportation Services, Food Services, and Health Services

<b>Jill Applebee</b> , <i>EMIS/Enrollment</i>	330-706-2723	<a href="mailto:japplebee@nortonpanthers.org">japplebee@nortonpanthers.org</a>
<b>Pauletta Gemind</b> , <i>Transportation Supervisor</i>	330-825-2226	<a href="mailto:pgemind@nortonpanthers.org">pgemind@nortonpanthers.org</a>
<b>Judy Johnsen</b> , <i>Food Services Supervisor</i>	330-825-5607	<a href="mailto:jjohnsen@nortonpanthers.org">jjohnsen@nortonpanthers.org</a>
<b>Tina Longworth</b> , <i>District Nurse</i>	330-825-7300	<a href="mailto:tlongworth@nortonpanthers.org">tlongworth@nortonpanthers.org</a>



## NORTON ELEMENTARY SCHOOL

3390 South Cleveland-Massillon Road, Norton, Ohio 44203 | Phone (330) 825-3828

### Main Office

<b>Brady Sackett</b> , <i>Principal</i>	Ext. 532400	<a href="mailto:bsackett@nortonpanthers.org">bsackett@nortonpanthers.org</a>
<b>TBD</b> , <i>Assistant Principal</i>	Ext. 532401	<a href="mailto:TBD@nortonpanthers.org">TBD@nortonpanthers.org</a>
<b>Svetlana Perovic</b> , <i>Secretary</i>	Ext. 532403	<a href="mailto:sperovic@nortonpanthers.org">sperovic@nortonpanthers.org</a>
<b>Bethany Saunders</b> , <i>Secretary</i>	Ext. 532404	<a href="mailto:bsaunders@nortonpanthers.org">bsaunders@nortonpanthers.org</a>

The school office is open from **7:55 a.m. to 3:40 p.m.** each day school is in session.

### Student Support Services

<b>Marly Taylor</b> , <i>School Counselor</i>	Ext. 532407	<a href="mailto:mtaylor@nortonpanthers.org">mtaylor@nortonpanthers.org</a>
<b>Kate Weaver</b> , <i>School Counselor</i>	Ext. 532466	<a href="mailto:kweaver@nortonpanthers.org">kweaver@nortonpanthers.org</a>
<b>Lindsay Akers</b> , <i>School Psychologist</i>	Ext. 532408	<a href="mailto:lakers@nortonpanthers.org">lakers@nortonpanthers.org</a>
<b>Katie Richter</b> , <i>School Psychologist</i>	Ext. 532319	<a href="mailto:krichter@nortonpanthers.org">krichter@nortonpanthers.org</a>

# Welcome to Norton Elementary School!



## District Mission

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

## Vision of the District

### **EVERY CHILD, EVERY DAY**

All members of the Norton Elementary School Staff are responsible for comprehending and fulfilling the expectations and policies in this publication. Consistent application of procedures will have a positive impact on the quality of instruction and integrity of the institution. Norton Elementary School programs are administered without regard to race, color, national origin, sex, or disability.

## Strategic Plan

### 5-YEAR STRATEGIC PLAN

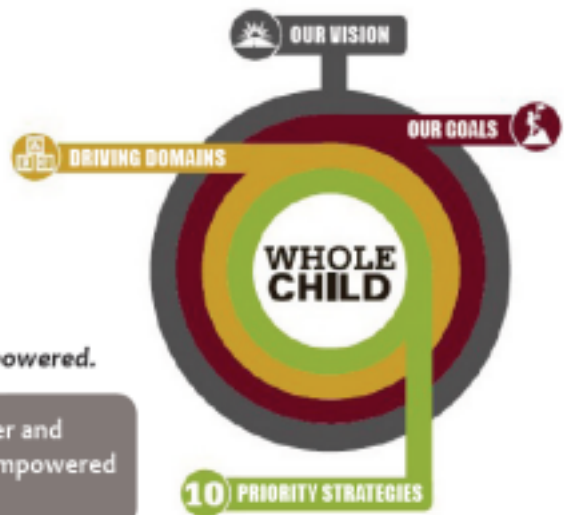


WWW.NORTONSCHOOLS.ORG

### EVERY CHILD EVERY DAY

*In Norton City Schools, each child is challenged, prepared & empowered.*

**VISION:** In Norton City Schools, each child is challenged to discover and learn, prepared to pursue a fulfilling post-high school path, and empowered to become a resilient, lifelong learner who contributes to society.



#### DRIVING DOMAINS:

- Foundational Knowledge & Skills**  
Strategy 1 / Strategy 2 / Strategy 3 / Strategy 4
- Well-Rounded Content**  
Strategy 5
- Social/Emotional Learning**  
Strategy 6
- Educator Leadership & Support**  
Strategy 7 / Strategy 8 / Strategy 9
- Fiscal Resources & Facilities**  
Strategy 10

#### OUR GOALS:

- Norton City Schools will increase the percentage of high school graduates who, one year after graduation are:
- Employed
  - Enlisted
  - Enrolled
- Norton City Schools will increase the Performance Index by 1 point annually from 2020-2025.

#### PRIORITY STRATEGIES:

1. Standards-based learning
2. Assessments gauge all learning domains
3. Develop literacy skills
4. Expand quality early learning
5. Increase students access to all disciplines
6. Meet needs of the whole child
7. Highly effective teachers & leaders
8. Principal support
9. Teacher instructional support
10. Funding, efficiency & opportunity



# THE PANTHER WAY



**Adapt**



**Persevere**



**Contribute**



**Think  
Critically**



**Communicate**



**Be  
Responsible**

# THE PANTHER WAY



## Contribute

**Our students:**

- Act with integrity and empathy while demonstrating personal accountability and make positive contributions to the world.
- Actively pursue opportunities that make a positive difference in the lives of others.



## Be Responsible

**Our students:**

- Act honestly and demonstrate care for the interests of the larger community and greater good.
- Honor commitments and own the outcomes, whether positive or negative.



## Persevere

**Our students:**

- Exhibit steadfastness in achieving success despite difficulty, opposition, and/or failure.
- Embrace the idea that failure is part of success and quickly pivot to keep moving forward.



## Think Critically

**Our students:**

- Understand the “bigger picture” and propose solutions that are mindful to the impact they may have on other parts of the system.
- Consistently improve the quality of one’s own thinking by skillfully analyzing, assessing, and reconstructing.
- Apply disciplined thinking that is clear, rational, open-minded, and informed by evidence.



## Communicate

**Our students:**

- Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
- Listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions.
- Use communication for a range of purposes and audiences (e.g. to inform, instruct, motivate, and persuade).



## Adapt

**Our students:**

- Work effectively in a climate of ambiguity and changing priorities
- Demonstrate agility in thoughts and actions.
- Respond productively to feedback, praise, setbacks, and criticism.
- Understand, negotiate, and balance diverse views and beliefs to reach workable solutions.
- Demonstrate flexibility when acclimating to various roles and situations.

# Daily Operations

## School Day

The student day at NES is from 8:55 a.m. until 3:25 p.m. Students may not enter the school building until 8:25 a.m.

8:25 a.m. – 8:55 a.m.	Breakfast Served
8:45 a.m. – 8:55 a.m.	Students report to class
8:55 a.m.	Tardy Bell
3:25 p.m.	Dismissal

## Visitors

We welcome parent/guardian involvement and encourage your support. For the safety of all students and staff, we ask that visitors follow the following procedures upon arrival.

- Report to the office by entering the building through Entrance A (northwest set of doors).
- Sign in at the office by presenting a valid form of identification (state ID, driver's license, military ID, etc.), and obtain a visitor/volunteer tag. Any visitor in the building who does not have a name tag will be asked to report to the office.
- Please do NOT go directly to a classroom, the playground, or the bus line.
- Anyone wishing to visit or conference with staff must schedule an appointment prior to coming to the school in order to prevent any classroom interruptions. Parent-teacher conferences are held on designated conference nights, before/after school, or during a teacher's planning time.
- Visitors are not permitted to carry a weapon on school property in accordance with Ohio Revised Code 2923.122.
- Once you have completed your visit, please sign out at the office.

## Emergency Forms (Final Forms)

Vital information is contained on all emergency forms, and it is required by law that this information be on file in the office. All forms are now electronic via Final Forms. If there is a change of information, please make the necessary changes via your [Final Forms account](#). **Only persons listed as emergency contacts will be allowed to sign a child out of school.**

## Student Fees

Students will be charged school fees each year. All fees must be paid as soon as possible. Failure to pay fees, fines, etc., will result in the withholding of a student's report card, according to Ohio Revised Code 3313.642. If there is financial hardship, please contact the principal. Online payment is available through the district website [www.nortonschools.org](http://www.nortonschools.org), (under PARENTS). Payment may also be made by check (made out to Norton City Schools), sent in a clearly marked envelope, with the student's name.

## Restroom Expectations

To provide clean and safe restrooms for all students, we ask students to follow these expectations:

1. Wait your turn quietly.
2. Wash your hands and clean up after yourself.
3. Use toilets, urinals, and sinks correctly.
4. Give privacy to others.
5. Use the restroom in a timely manner.

## Cafeteria Expectations

Students are expected to consume all food and beverages in the cafeteria. To provide a relaxed, but orderly environment for students to eat their breakfast or lunch, we ask students to follow these expectations:

1. Practice proper table manners.
2. Respect others' personal space.
3. Clean up any spills or messes.\*
4. Throw all trash in the trash barrels.\*
5. Use quiet voices.
  - \*Students who do not comply will be assigned clean-up duty and/or assigned other building-level consequences.
  - Free and reduced lunch applications are available in the main office. Qualifying families should return the completed applications to the office as soon as possible. **A new application must be filled out each school year.**

## Playground Expectations

Students need to be prepared to spend 20-25 minutes on the playground each day. Severe weather conditions may prohibit outdoor recess and the students will remain indoors. Playground aides monitor the students' safety and the students are instructed as to proper behavior and procedures. Students must stay in the designated playground area and may not leave without permission from a playground aide. In an effort to provide a safe place to play for all students and to avoid injuries, these playground expectations have been established:

1. Students must be properly dressed for all weather types. (Winter—warm coat, hat, gloves and change of shoes/boots.)
2. All playground equipment must be used properly and in a safe manner.
3. Keep hands, feet, and objects to yourself.
4. Proper language is expected at all times.
5. Resist the urge to tackle.
6. Children may not throw anything that might hurt another person, such as a hard ball, mulch, sticks, snowballs, or ice.
7. Listen to the playground aides; be sure to report serious problems to playground aides.
8. Take turns and share.
9. Put equipment away.
10. After recess, all classes must line up quickly, quietly, and remain orderly as they enter the building.

## Morning Care

Our school day begins at 8:55 a.m. With that in mind, Latchkey is offered for those needing morning care.

- **Latchkey**—This program is offered by Latchkey Kids, Inc., and is housed in the gymnasium of Norton Elementary School. Their hours of operation are from 6:30 until 8:50 a.m. They also offer an after school program from 3:25 until 6:00 p.m. Please call Latchkey Kids, Inc., at 330-825-3959 for more information.

## School Bus Transportation

If your student has the opportunity to ride a school bus, please take advantage of this service. The bus garage is responsible for assigning all bus routes. The buses will run the routes set each and every school day. Contact the bus garage for any busing information 330-825-2226. While on the bus, students are expected to follow the expectations and procedures set forth by the bus drivers. The following guidelines are posted on all buses.

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.

## Bus Discipline

<p><b>Section A</b> An item checked in this column indicates that there is a discipline problem on the school bus. <b>1st Offense:</b> warning <b>2nd Offense:</b> 5 day suspension of bus privileges.* <b>3rd Offense:</b> 10 day suspension of bus privileges.* <b>4th Offense:</b> Bus privileges suspended for the year.* <b>*LENGTH OF THE SUSPENSION IS SUBJECT TO THE DISCRETION OF THE ASSIGNED DISCIPLINARIAN.</b></p>	<p><b>Section B</b> An item checked in this column indicates there is a serious problem on the school bus. <b>NO WARNING ISSUED.</b> <b>IMMEDIATE SUSPENSION FROM THE SCHOOL BUS.</b>  <b>LENGTH OF THE SUSPENSION IS SUBJECT TO THE DISCRETION OF THE ASSIGNED DISCIPLINARIAN.</b></p>
<p>___ 1. Failure to remain seated ___ 2. Refusal to share seat ___ 3. Refusal to obey driver ___ 4. Bus abuse (marking, littering) ___ 5. Eating on the bus ___ 6. Profanity, obscene remarks or gestures ___ 7. Other misconduct _____</p>	<p>___ 1. Tobacco (in any form) <b>Immediate suspension from the school bus</b> ___ 2. Lighting matches or lighter <b>Immediate suspension from the school bus</b> ___ 3. Damaging bus - Pay for damage <b>Immediate suspension from the school bus</b> ___ 4. Pupil poses a danger to persons or property or a threat to the safe operation of the school bus. (i.e. fighting or horse play, possession of a weapon, alcohol or chemical substances). <b>Immediate suspension from the school bus</b></p>



## Car Rider Transportation

For the safety of students, staff, and those in the vicinity of NES, please adhere to the following car rider procedures.

- From 7:55 a.m. until 9:00 a.m. and 3:00 p.m. until 3:30 p.m., all incoming traffic must make a right-hand turn off of Cleveland-Massillon Road (no left turns). This will allow our buses to enter the campus safely and will ease the traffic congestion on Cleveland-Massillon Road.
- After turning into the NES parking lot, traffic should pull immediately to the right side of the parking lot and enter the fenced area (follow arrow markings). As traffic arrives, fill up lane 1, once it's full, proceed to lane 2, etc. Please make sure those pulling in through the gate have enough room to proceed to lanes 3 and 4.
- At the directive of the staff, please make your way around the turn at the end of the lane. Students can be dropped off using the sidewalk next to the building.
- Special Note: Latchkey Kids, Inc. requires parents to sign in and sign out their students. Those dropping off/picking up students at Latchkey Kids, Inc., must park along the fence.



# Grades and Reporting

## Grades

There are two semesters and four grading quarters (two per semester) during the school year. Report cards for students in first grade are compiled and distributed at the end of each semester. Report cards for students in second through fourth grades are compiled and distributed at the end of each grading quarter. Parents are encouraged to access student grades and progress through Progress Book (<https://www.nortonschools.org/ProgressBookforParents.aspx>). Grades on student work are determined by the individual teacher as outlined by district guidelines for grading and reporting. District guidelines for grade and reporting can be viewed on our district website at <https://www.nortonschools.org/GradingReporting.aspx>.

## Homework

Often it will be necessary to complete assignments at home. Homework needs to be completed and returned as assigned by the teacher. Homework is an integral part of the learning process. It not only provides an opportunity for students to practice skills learned at school, but also it helps prepare students for success on assessments (tests, quizzes, projects, etc.) . Students are expected to record homework assignments in their student planners. Parents are encouraged to ask for and examine the planner. Monitoring your child's homework via Progress Book is a great way to keep your child on track.

# School Safety

## Safety Drills

In accordance with State law, the school will conduct various safety drills throughout the school year. These drills include, but are not limited to: fire, tornado, lockdown, rapid dismissal, etc. Specific instructions on how to proceed during a drill will be provided to the students by their teachers.

## School Closing

In the event of a school closing or delay, accurate information will be made available to parents and staff members through the School Messenger phone calling system (to the phone number(s) provided at the beginning of the school year), the district website and social media, and the following television and radio stations: WKYC TV 3, WEWS TV 5, FOX TV 8, WUAB TV 19. These stations are notified as soon as the decision is made.

# Personal Electronic Devices and Social Media

## Personal Electronic Devices

Unless given permission to use personal electronic devices, all devices must remain in the students' lockers during the school day. Students will be permitted to use electronic devices only under the direction of the teaching staff and administration. The district's Acceptable Use Policy will govern all devices while in use on school property. Students are solely responsible for devices that are brought onto school property. The school/district will not be responsible for lost, stolen, or broken items. Students that have electronic devices confiscated forfeit their right to privacy. Code of conduct violations involving electronic devices may be searched for inappropriate photographs, text messages, etc. Any inappropriate information collected from an electronic device may result in further consequences. No administrative time will be spent on locating lost or stolen devices that were not properly stored in students' lockers.

## Social Media

Social networking sites are an effective method to communicate and exchange information. There have been times that school personnel and/or law enforcement agencies are made aware of derogatory, vulgar, threatening or profane comments posted on students' social media accounts. School personnel and/or law enforcement agencies then determine if further action is needed. **Social networking sites (Facebook, Twitter, Instagram, Vine, SnapChat, TikTok, YouTube, etc.) do require students to be 13 years old in order to have an account.** If your child has an account, we suggest you monitor the posts and pages regularly. It is also suggested that you have log-in and password information for your child's accounts. At this developmental age, social media and cell phones are frequently misused. Please model for your children appropriate and positive uses of social media and cell phones.

# School Attendance

## Attendance

Regular school attendance is required by law for any minor child under the age of eighteen. Good attendance is encouraged, as it is closely related to academic achievement and a positive attitude towards school. Communication between the home and school is essential to ensure the proper exchange of information regarding academic attendance and progress of students.

- It is the student's responsibility to attend class.
- It is the parent's responsibility to send their student to school and report the student's absence from school.
- It is the school's responsibility to provide a quality education and promote punctuality and good attendance habits.

As mandated by House Bill 410, student absences are recorded in hours. Therefore, the following absence definitions are significant regarding student attendance.

- **Excused Absence or Tardy**—ORC 3321.04 indicates the following are considered excused absences. (Note: Students who sign in between 8:55 a.m. and 10:00 a.m. are considered tardy.)
  - Personal illness
  - Illness in the family
  - Quarantine of the home
  - Vacation\*
  - Death of a relative (limited to 3 school days)
  - Observance of a religious holiday
  - Professional appointment with written verification from a physician, dentist, or court official. (There is a two-hour maximum for excused appointments.)
  - School-sponsored or sanctioned activities approved by the school administration
  - Emergency circumstances which in the judgment of the school or district administration constitute a good and sufficient cause for absence from school
  - Other situations as determined by the school administration
- **Unexcused Absence or Tardy**—ORC 3321.04 indicates the following list are examples of absences considered to be unexcused. (Note: Students who sign in between 8:55 a.m. and 10:00 a.m. are considered tardy.)
  - Oversleeping
  - Car trouble, traffic conditions, etc.
  - Missing the bus
  - Parent does not contact the school within one school day of student absence
  - Other situations as determined by the school administration

- **Excessively Absent**—ORC 3321.191(C)(1) defines a student as excessively absent when a student is absent with or without legitimate excuse from school under one of the following two scenarios:
  - Absent thirty-eight (38) hours in one school month
  - Absent sixty-five (65) hours in a school year
  - Once a student reaches an Excessively Absent threshold, written notification is mailed to the parent/guardian. All absences, regardless of the reason, are considered unexcused unless written documentation is provided by a medical provider or court professional.
- **Habitually Truant**— ORC 2151.011(B)(18) defines a student as habitually truant when a student is absent without legitimate excuse from school under one of the following three scenarios:
  - Absent thirty or more (30+) consecutive hours
  - Absent forty-two or more (42+) hours in one school month
  - Absent seventy-two or more (72+) hours in one school year

## Reporting Absences

- **Attendance Hotline**—All absences must be reported by calling the Attendance Hotline 330-706-2760 prior to 10:25 a.m. To be in compliance with Senate Bill 321, the “Missing Child Law,” the school will contact the parents/guardians of children who are marked as an unexcused absence from school. It is our intent to ensure the safety of the child through such contact.
- **Late Arrivals**—Students arriving after 8:55 a.m. must report to the office with the parent/guardian to sign in.
- **Early Dismissal**—A written note signed by the parent/guardian is required if the child is being dismissed during the school day. Parents/guardians will report to the office and provide proper identification to sign out the student. Students will only be released through the office.
- **Medical/Dental Absences**—Parents/guardians are urged to make medical/dental appointments for students outside of school hours. If an appointment is made during the day, written verification from the physician or dentist must be provided to the school.
- **Vacations**—The school does not encourage the practice of taking students out of school for family vacations; however, the school recognizes that certain circumstances make this necessary. Vacation requests during the school year must be approved by the building principal. Parents must present the request in the form of a letter or email noting dates of absence and return date to school. All requests must be made five (5) school days prior to the anticipated absence.

# Student Health & School Health Services

## Clinic

Medical personnel (Health Aide, CMA, LPN, or RN) are available throughout the school day. Medical personnel can provide basic first aid, will administer medications, and will complete/oversee vision and hearing screenings. The district nurse will supervise all medical personnel.

## Illness

If a child is ill, please keep the child at home. Should a condition persist, consult your physician. Children with a fever of 100° or higher, have vomited or had diarrhea within 24 hours, have an undiagnosed rash, have an eye infection, have active head lice or nits a quarter inch from the scalp, or have been in the hospital/ER should remain home until the symptoms have cleared for 24 hours without medication or are released by the attending physician. If a child becomes ill or injured at school, the school nurse will contact the parent/guardian. If the need arises, parents will be contacted according to the Emergency Medical Authorization Form on file and asked to pick up their child.

## Medications

For students who require medication to be dispensed at school, the following policy is in effect.

- Medication shall not be carried, stored, or self-administered by the student.
- Both Board of Education Policy and State law require a signed Medication Administration Record Form on file before any medication can be dispensed at school. Both parent and prescribing physician signatures are required for prescription and/or over-the-counter medications.
- All medications, prescription or OTC, must be in their original containers with original labeling and must be transported to/from the school clinic by the parents/guardians of the student.
- Students shall not carry inhalers, epi-pens or diabetic supplies unless the student has an Asthma, Allergic Reaction, Seizure, or Diabetic Action Plan Form completed by the prescribing physician on file with the school, for the current school year.
- All forms listed above are available in the clinic or online at [www.nortonschools.org](http://www.nortonschools.org), under PARENTS, then FORMS.
- Students possessing medication not registered will be subject to disciplinary actions appropriate for drug and alcohol violations. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered violations of the Drug Prevention Policy and of the Student Code of Conduct.

## Screenings

This school year, vision and hearing screenings will be completed for students in grades 1 and 3. These are state mandated screenings. Vision or hearing screenings will be completed for new students and may also be done as a result of a school staff or parent/guardian referral in any grade. Any parent/guardian who wishes to exempt their child from the screenings must contact the district nurse by calling 330-825-7300, ext. 532105.

## Immunizations

The Ohio Revised Code (3313.67) requires that the following immunizations be obtained for school enrollment. Students who do not have the required immunizations will be excluded from school per Ohio State Law until such record is provided. You must provide an immunization record verifying the month/date/year for each of the following:

- 5 doses of Diphtheria, Tetanus, Pertussis (DPT)—Dose 5 required if 4<sup>th</sup> dose given prior to 4<sup>th</sup> birthday
- 4 doses of Polio Vaccine—Dose 4 required if 3<sup>rd</sup> dose given prior to 4<sup>th</sup> birthday
- 2 doses of Measles, Mumps, Rubella (MMR)
- 3 doses of Hepatitis B vaccine series
- 2 Varicella (Chicken Pox vaccine) or documentation of having disease

A student may be exempt from immunizations due to religious beliefs, good cause, or medical reasons under the Ohio Revised Code (3313.671). The Immunization Exemption Form is available online at [www.nortonschools.org](http://www.nortonschools.org), under PARENTS, then FORMS, and must be signed by the parent/guardian.

## Food Donations for Parties and Celebrations

We recognize the importance of celebrating birthdays and other events with classmates at school which at times may require parents to bring in special treats or small gift items. In the event that a parent wants to bring in a food item to share with the class, **the food items must be store bought or purchased from a professional store/restaurant. Food items should come with an ingredient list and the parent should contact the school to inquire about any allergies prior to bringing food items.**

# Use of School Property

## Lockers and Desks

Students are responsible for the care of their assigned locker and desk. Lockers and desks are property of the Norton Board of Education. Students will not place stickers, writing, or etchings either inside or outside of lockers/desks. Spirit signs, posters, etc., must have prior approval from the school administration before being posted on lockers. The Norton Board of Education or its designees (school administrators) reserve the right to search the lockers, desks, person, and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety.

## Technology

Students use technology tools to complete research, practice skills, and create projects. The use of technology is governed by the Board-approved Acceptable Use Policy. Students and parents/guardians must sign the agreement before the student may use any school technology. The policy outlines acceptable uses, responsibilities, and consequences for misuse. Copies are available in the school office or online ([www.nortonschools.org](http://www.nortonschools.org), under PARENTS, then FORMS).

## Telephone

Students are discouraged from asking to place phone calls from the office or classroom phones except in emergencies and with staff permission. Students are not permitted to use or carry cell phones during the school day.

## Textbooks

Students are asked to care for the textbooks/curriculum materials for which they are assigned during the school year. Students will be assessed fines for lost or damaged textbooks.



# Student Code of Conduct

## Student Rights and Responsibilities

Students attend Norton City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. This code published in conformity with the Ohio Revised Code specifies the school's expectations. Students have a right to just treatment from the school and its employees. The school in turn has a right to expect positive behavior from students. Each school administrator is authorized to develop those rules and regulations necessary to the operation of each building which are not included in the system wide rules and regulations.

The following rules apply to student behavior or conduct at school, on school property, on school buses, and during attendance at any school-related activity or event. Conduct which causes or may cause disruption or interference with any school function or may interfere with the health, safety, well-being or rights of other students or staff members is prohibited.

Teaching personnel are responsible for managing student behavior and discipline problems that occur within their scope of responsibility. Teachers may call on other school personnel to assist them in discharging these responsibilities. Teachers may refer students to the building administration who is then responsible for determining further disciplinary action. Referrals may be made to the appropriate law enforcement agency in regard to suspected criminal offenses.

An administrator may deal with student misconduct in a variety of ways, including but not limited to counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, in-school suspension, out-of-school suspension, and recommendation for expulsion.

The following conduct/behavior may subject a student to disciplinary action:

### **RULE 1—INSUBORDINATION**

Students shall not fail to respond to or implement a reasonable request by school personnel. Disrespect toward school personnel will be regarded as insubordination. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be considered insubordination.

### **RULE 2—DISRUPTION OF SCHOOL**

Students shall not, by use of violence, intimidation, bullying, passive resistance, poor sportsmanship, attitude, public display of affection, or any other means, cause disruption to school or school-related activities.

### **RULE 3—PROFANITY/ABUSIVE LANGUAGE/OBSCENITY**

Students shall not speak or write vulgar, profane, derogatory, demeaning, or abusive language or make a vulgar, profane or abusive gesture toward students, school personnel, or authorized visitors. See Student Dress Code and Acceptable Use Policy for Technology for other violations pertaining to profanity and obscenity.

### **RULE 4—HORSEPLAY/RECKLESS BEHAVIOR**

Students shall not engage in acts of pushing, shoving, throwing objects or other types of reckless behavior.

### **RULE 5—NON-ATTENDANCE (Class Cuts, Leaving School, Truancy, Unexcused Tardiness, etc.)**

Students are expected to be on time and attend all classes per the student's schedule. Students shall not be absent from any portion or all of his/her regularly scheduled classes or other mandatory activities without school authorization. Students shall not leave school grounds unless permitted by school authorities. Approval to leave school grounds must be obtained in the office prior to leaving. Students shall not be late to school and may only be excused for a school-approved reason (per Attendance Policy) by a written note or telephone call from a parent/guardian.

### **RULE 6—DRESS CODE VIOLATIONS**

Students will adhere to the Dress Code which is designed to promote an appropriate learning environment. Students' clothing should be "work-place" appropriate.

**RULE 7—PLAGIARIZING/FALSIFICATION**

Students shall not fraudulently affix parents', guardians' and/or other authorities' signatures on notes or any school related forms. Students shall not interfere with correspondence forwarded for the information/use of parents or guardians. Students are not permitted to use or possess passes, school letterhead or other school forms unless authorized by school personnel. Lying, cheating and plagiarism are also considered acts of fraud.

**RULE 8—FAILURE TO COMPLY (WITH ASSIGNED DISCIPLINARY OR DIRECTIVES OF ADULTS)**

Students must comply with disciplinary action assigned by school district personnel. Failure to serve assigned disciplinary action will result in further consequences, which may rise to the level of expulsion. Co-curricular participation or other school-related activities are not acceptable reasons for rescheduling assigned discipline.

**RULE 9—TECHNOLOGY/COMPUTER USAGE**

Students will adhere to the Acceptable Use Policy for Technology (see Board Policy) which is designed to promote a constructive learning environment. Students and parents must sign the agreement before students work on any computer.

**RULE 10—EATING OUTSIDE CAFETERIA/FOOD AND BEVERAGES**

Food and beverages are to be consumed in the cafeteria and only during lunch periods. All other areas are off-limits, including classrooms, locker rooms, hallways and stairwells. Restaurant food may not be delivered to students during the school day.

**RULE 11—N/A**

**RULE 12—TRANSPORTATION BEHAVIOR**

Students are obligated to follow all reasonable requests by school personnel while in transport by bus or other school approved vehicle.

**RULE 13—N/A**

**RULE 14—VIOLATION OF RULES/OTHER SITUATIONS**

A student shall not violate the policies of the Board of Education or school rules or regulations. Each student is responsible for becoming familiar with those items. The school administration has made every attempt to develop rules and regulations to create a positive learning experience for all students of Norton City Schools. If a situation occurs which is not covered in the Student Code of Conduct, it is the duty of the school administration to take prudent and responsible action to protect the education process from disruption.

**RULE 15—FIGHTING/PHYSICAL CONFRONTATION**

Fighting, hitting and/or unauthorized touching is prohibited. In addition, students may not provoke or promote such activities. Instigators will also be subject to disciplinary action.

**RULE 16—TOBACCO-RELATED OFFENSES**

Students shall not use or possess tobacco or tobacco-related products including "vapes".

**RULE 17—THREATS, INTIMIDATION, BULLYING, CYBER BULLYING, HARASSMENT AND HAZING**

Students shall not threaten, coerce, intimidate, harass and/or haze. This includes but is not limited to implied, verbal, cyber, written and/or physical threats/harassment. Students shall not threaten, coerce, intimidate, harass, bully and or haze school personnel at any me. (See Hazing Policy)

**RULE 18—DRUGS AND ALCOHOL AND RELATED PARAPHERNALIA**

Students shall not use, possess, sell or transfer alcohol, drugs, narcotics, or other mood altering substances - including counterfeit or look-alike drugs or drug related paraphernalia. Students under a physician's care must register all medications with the Main Office/School Nurse.

**RULE 19—SEXUAL HARASSMENT**

Sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, which may be verbal, cyber, visual, or physical contact. The definition is very broad and includes but is not limited to: displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking



their exit, assaulting a person or other acts adjudicated as harassment by the school administration. Students should report any incidents to a teacher, counselor or school administrator.

**RULE 20—VANDALISM**

Students shall not cause or attempt to cause damage, defacement or abuse to school facilities, equipment and/or property of the school district, school personnel or students.

**RULE 21—FALSE ALARM, BOMB THREATS, FIRE ALARMS**

Students shall not cause threats or create false alarms that may affect the safety and/or well-being of the individuals at the school.

**RULE 22—FIRE AND EXPLOSIVE-RELATED OFFENSES**

Students shall not use or possess matches, lighters, fireworks or other explosive devices. The unauthorized use of fire is strictly prohibited. Students violating Rule 22 are subject to expulsion.

**RULE 23—WEAPONS/INSTRUMENTS OF VIOLENCE**

Students shall not use or possess any object considered a weapon, a look-alike weapon, a converted weapon or any instrument of violence. Students violating Rule 23 are subject to expulsion.

**RULE 24—N/A**

**RULE 25—THEFT, BREAKING AND ENTERING, OR UNAUTHORIZED POSSESSION**

The unauthorized use of computer technology, possession of school property or other's private property is prohibited. Students shall not enter locked, secured or unauthorized areas of the Norton City School District at any time. In addition to disciplinary action, the district may report the incident to the Norton Police Department.

**RULE 26—ATTEMPT**

The attempt to commit any of the offenses set forth in the Student Code of Conduct shall be punishable in the same manner as the offense itself.

**RULE 27—REPEATED ACTS OF MISCONDUCT**

If any student commits any of the offenses listed in the Student Code of Conduct repeatedly, the misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.

**Degrees of Remediation**

An administrator may deal with student misconduct in a variety of ways, including but not limited to counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, in-school suspension, out-of-school suspension, and recommendation for expulsion. The degree of consequences will be determined by the individual violation.

- Detention—Lunch or recess may be served for detention if minor infractions occur.
- In School Suspension—This remediation is assigned for disciplinary problems associated with violations of the Student Code of Conduct. Students assigned to ISS will complete assignments provided by their classroom teachers.
- Out of School Suspension—This remediation is assigned for more severe violations of the Student Code of Conduct. Out-of-school suspension is generally assigned for fighting, threats, intimidation of staff, and/or other serious offenses. Out-of-school suspension may also be assigned for cumulative violations of the Student Code of Conduct. Students are not permitted on school grounds or in the school buildings, and cannot attend any school functions during the suspension. Students receiving out-of-school suspension are expected to make up missed schoolwork. If the student submits work of passing quality the day she/he returns, the student's class average will not be affected. If the work is not of passing quality or not submitted upon return, zeros (0) will be assigned. The student and/or parent are responsible for obtaining and returning all assignments.
- Expulsion—This remediation will exclude a student from Norton Elementary for up to 80 academic days. This disciplinary action is a decision of the Superintendent of Schools or his/her designee. Students may submit make-up work for teacher review but will not receive any academic credit (zeros assigned for all work).

# Dress Code

**“Training students to dress for a workplace environment.”**

Norton Elementary School is committed to providing a safe, appropriate, educational environment for students. In general, school dress should ensure health, welfare, safety, and enhance a positive image of our students and our school. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. **Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted (Sixth Circuit Rule 206).** Dress that constitutes a threat to the student’s health and safety distracts from the educational process, damages school property or presents immoral public display shall be prohibited.

Norton Elementary School expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. The school administration shall enforce these guidelines equally and reserves the right to make final decisions regarding the dress code.

## **ACTING IN LOCO PARENTIS, THE SCHOOL ESTABLISHES THESE GUIDELINES:**

Apparel that has any stated or implied reference to alcohol, drugs, tobacco, sex, gangs, cults, symbols of death, violence or obscene language is not permitted. Any dress or statement that causes, intends to cause, or is likely to cause a hostile, intimidatory, degrading, offensive, harassing, or discriminatory environment is prohibited.

Clothing must be worn as designed: all undergarments are to be covered. Suggestive, revealing, skin-tight or see-through clothing is not permitted. Clothing that is ripped, torn or contains any holes above the knee will not be permitted.

**Pants** - Pants are to be secured and underwear covered, even when seated. Baggy, saggy or oversized clothing that compromises the safety of students is not permitted. Pajama bottoms are not permitted (except for designated PJ days). Leggings/yoga pants must be covered with a mid-thigh top or sweatshirt.

**Shorts, skorts, and skirts** - Please make sure skirts/shorts are mid-thigh length.

**Shirts and tops** - These must be long enough to be tucked in and stay tucked inside the pants, shorts, skirts, or shorts. Tops and bottoms must overlap at all times, including when arms are raised.

**Outdoor coats, jackets, and gloves** - These are not to be worn in the building. These must be stored in student lockers during the school day. Outdoor coats/jackets are defined as any coat/jacket with an interior lining or fleece lining in the body of the garment.

**Sunglasses and head coverings** - Items such as hats and/or bandannas are not permitted to be worn inside the school building unless approved by the Principal, physician, and/or the school nurse. These items are to be removed when entering the building and placed in lockers. They are NOT to be carried around all day.

**Foot apparel** - Flip flops and slides are permitted. It is recommended to wear appropriate shoes for recess and gym class.

***No single dress code can address changing style or fads. The building Administrators shall make the final determination whether the student’s dress or garments meet the school’s requirements. School uniforms (i.e. cheerleaders, football, etc.) and “special event” days approved by the Principal are exempt for certain portions of the code. Violators of the dress code will be required to change. If unable to get appropriate clothing from home, the student will be placed in the in-school suspension room. Repeat violators will face more serious***

*consequences.*

# Student Hazing Policy

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

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

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

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

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities. O.R.C. 2307.44, 2903.31, 3313.661

<b><i>Bullying</i></b>	<b><i>Conflict</i></b>
Imbalance of power—not friends	Equal power—friends
Happens repeatedly	Happens occasionally
Strong emotional reaction on part of the victim	Equal emotional reaction
Bully feels power	Both people feel the same
No remorse—Blames victim	Remorse
Seeking power or control	Not seeking power or attention
No effort to solve problem	Effort to solve problem