

**Lowellville Elementary School  
Grades K-6**

**STUDENT/PARENT HANDBOOK 2018-2019**

**LOWELLVILLE ROCKETS**  
LOWELLVILLE, OHIO



The Lowellville Elementary School community, staff, students, and families are dedicated to creating a learning organization which promotes a positive environment conducive to high achievement, where quality teaching and learning experiences occur, thus, aiding all participants in becoming lifelong learners prepared to successfully interact in the global society of the 21st century.

*The purpose of this handbook is to give general information about the operation of Lowellville Elementary School. It is not an attempt to recreate the Lowellville Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook please contact the elementary school administrator.*

**Superintendent**

Dr. Eugene M. Thomas

**Elementary Principal**

Mr. Dennis Hynes

**Assistant Principal**

Mr. Tim Pancake

**Guidance**

Mrs. Dena O'Neill

**BOARD OF EDUCATION**

Mr. Sam Ramunno, President  
Mr. Michael Palumbo, Vice President  
Mr. James Alfano  
Mr. Brian Wharry  
Mrs. Stephanie Yon

## ELEMENTARY STAFF

### **Kindergarten**

Ms. Rena Firmstone  
Mrs. Ronda LaMont

### **First Grade**

Mrs. Angela Higgins  
Mrs. Renay Choma

### **Second Grade**

Mrs. Michele Perry  
Mrs. Diane Nord

### **Third Grade**

Mrs. Laraine Matisi  
Mrs. Amanda Long

### **Fourth Grade**

Mrs. Alayne Commings  
Mr. Jared Van Kirk

### **Fifth/Sixth Grade**

Mr. David Olson  
Mrs. Debbi Sanders

### **Fifth/Sixth Grade**

Mrs. Julie DiLoreto  
Mrs. Stephanie Havrilla

### **Music**

Mr. Robert Antonucci  
Ms. Mellissa Gapsky

### **Physical Education**

Ms. Robbin Carlos  
Mr. Robert Ballone

### **Title I**

Ms. Alina Angelilli  
Mrs. Nicole Firmstone

### **Literacy Coach**

Ms. Mary Ann Davis

### **Secretaries**

Mrs. Stefanie Buhecker  
Mrs. Angel McLaughlin

### **Special Education**

Ms. Barbara Jamis  
Mrs. Julia Donofrio

## REPORTING TO SCHOOL

Students should not arrive at school before 7:10 a.m. because no teacher or staff member is assigned supervision before that time. The District cannot be responsible for children's actions or safety before those times, but all regulations apply to students from the time they set foot on school grounds until the time they leave.

Under no circumstances should elementary students be in the gym, classroom, or cafeteria area prior to 7:10 a.m. or after 2:45 p.m., unless directed to do so by the Principal or staff member on duty.

Students may not leave school grounds once they have come to school or have been dropped off by the bus. Bus riders must enter the school immediately and stay there. Car riders and walkers should not arrive before 8:00 a.m. All students should report directly to the cafeteria upon arrival.

Breakfast is served for all elementary students at 7:45 a.m. in the cafeteria.

## DAILY TIME SCHEDULE

Grades K – 6

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8:05 a.m. - 2:30 p.m.

2:30 p.m. Buses leave

### BREAKFAST TIME

7:45 – 8:05      Grades K - 6

### BREAKFAST PRICE

Full breakfast    \$.50  
Reduced            \$.30

### CAFETERIA LUNCH TIMES

Grades K - 1      11:35 - 12:05  
Grades 2 - 3      11:45 - 12:15  
Grade 4            12:15 - 12:45  
Grades 5 - 6      12:25 – 12:55

### LUNCH PRICE

Grades K - 6      \$2.00  
Reduced Price    \$.40

### FREE AND/OR REDUCED BREAKFAST/LUNCH

A form explaining eligibility is sent home with each child. Return the completed form to school by October 1<sup>st</sup> each year. The school will notify the parents if the family is eligible.

### HALLWAY PHONE / CELL PHONES

A phone is located in the office for student use in case of an emergency. Elementary students are not permitted to use the hallway phone or personal cell phones during the school day (Reference to BYOT Policy).

### SCHOOL GRADING SCALE

90 – 100 = A or O  
80 – 89 = B or S+  
70 – 79 = C or S  
60 – 69 = D or S-  
59 – 0 = F or U

### ATTENDANCE

School attendance is an important factor in a child's achievement. Children are not to be taken out of class or kept home except for:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays
6. Emergency set of circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school

If a student is absent for any of the above reasons, the following steps should be taken: A parent is to call the school before 9:00 AM (330-536-8426 ext 163). The person making the call should identify himself/herself and give the reason for the child's absence. This alerts school personnel of contagious diseases. **When the child returns to school, he/she must bring with him/her an excuse signed by a parent.** The excuse should include: date(s) of the child's absence, the reason for the absence given, and the signature of a parent. This absence will still be an UNEXCUSED absence unless a doctor's note or a valid copy of a prescription is

presented to the attendance officer within 48 hours of the student's return to school, or if the absence meets any of the criteria listed below:

\*According to state law, the following criteria qualify as **EXCUSED ABSENCES**:

1. Illness with medical verification
2. Recovery from an accident
3. Required court attendance with verification
4. Death in the family
5. Observation of a religious holiday
6. Quarantine
7. Other emergencies or circumstances, which, in the judgment of the Superintendent, constitute good and sufficient cause for absence from school.

Please do not ask for homework to be sent home unless the child is absent **2 days or more**. Requests for homework must be made before 9:00 AM.

Students will be responsible for making up missed work. The number of days allowed for make-up work is the number of days absent. This can be quite a load for an elementary student who has missed a lot of school. Parental cooperation in this instance is appreciated.

### **ABSENCE**

Absence for any reason other than those cited above is unwarranted and is considered an **UNEXCUSED** absence, even when a parental call off is made. While it is sometimes necessary to schedule doctor or dentist appointments during school hours, it is suggested that this not be done on a regular basis.

### **Habitual Truancy**

- 30 consecutive hours without a legitimate excuse
  - 42 hours in one month without a legitimate excuse
  - 72 hours in one school year without a legitimate excuse
  - 38 hours in one month regardless of excuse. (*Parents will be notified in writing*)
  - 65 hours in one school year regardless of excuse. (*Parents will be notified in writing*)
- \*Any questionable pattern of attendance will be checked by the building principal and may be referred to the County Attendance Officer.*

### **TARDINESS**

The school day begins at 8:05 a.m. All students must be in their homeroom by this time. If a student is tardy, he/she are to go straight to the attendance officer located in the main office.

A student is permitted to be tardy twice within a grading period and still receive perfect attendance for that grading period. A student is considered to be tardy between 8:05 a.m. and 8:20 a.m. Reporting to the school after the tardy window will result in a partial absence. If a student is tardy a third time within a grading period, the parent/legal guardian will receive a phone call from the attendance officer. Students will receive a detention from the attendance officer upon receiving his/her third tardy and fourth tardy. A student will receive a Saturday detention for a fifth tardy. This policy resets every grading period. Once a detention for tardiness is issued, perfect attendance cannot be attained.

## VACATIONS

Parents often cannot control the dates of their vacations; however, such days do not constitute legal absence from school according to state law. Students who go on vacation will be considered for **EXCUSED** absences only if the following conditions are met:

1. A Vacation Request Form must be filled out by the parents and returned to the Principal's office for approval at least one week before the first day of the absence.
2. Students must be on vacation with their own parents.
3. Parents and students must make arrangements with all teachers for missed class work and assignments prior to leaving for vacation. This may only be done BEFORE or AFTER school hours and not during the regular class period.
4. Students **MUST** have a passing grade in all classes when the form is presented to the teacher prior to the vacation.
5. Excused vacations **WILL NOT** be granted during any state testing window.

## SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

**Students must be in attendance at school the entire of an extra-curricular event; One-half (1/2) of the day when excused by the Principal or excused for the purpose of medical treatment or therapy. An excuse from the physician or therapist must accompany the student upon arrival. These requirements must be fulfilled before permission will be granted to participate in after-school activities. A half-day is from 8:05 a.m. to 11:20 p.m. or from 11:15 a.m. to 2:30 p.m.**

## MEDICAL SIGN OUT PROCEDURE

If a child must be excused early from school, a note from the parent stating the reason and the time to be picked up shall be presented to the home-room teacher at the beginning of the day. **Children must be picked up in the main office.** Children will be not be called to the office until the parent arrives to sign them out. Due to the interruption of the school day these requests should be for emergency only.

## IMMUNIZATIONS

The following vaccinations are required by minimum standards established by the Ohio Department of Health for children enrolling in school:

- ❖ **Diphtheria, Tetanus, Petrussis (DTP, DtaP, DT, Td):** A minimum of 4 doses are required. If the 4<sup>th</sup> dose was administered before the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is **required**.
- ❖ **Poliomyelitis (OPV, IPV):** A minimum of 3 doses are required. If the 3<sup>rd</sup> dose was administered before the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is **required**.
- ❖ **Measles, Mumps, Rubella (MMR):** 2 doses are required for entry into Kindergarten.
- ❖ **Hepatitis B Vaccine series:** A minimum of 3 doses are required.

## SCHOOL NURSE

A part-time nurse is employed by the Lowellville Schools. If a child becomes ill, every effort will be made to help the child. If the child's temperature is high, or the child is experiencing continuous discomfort or pain, the family will be notified. It is required that your child's emergency medical form be completed and kept on file with the office so that we may contact you quickly if necessary. If your child has a fever, and/or serious cough, vomiting, etc., do not send him/her to school and expose the other children and staff members.

## EYE AND HEARING TESTS

The Mahoning County Health Department tests the hearing of grade one and grade three each year, plus any referral from teachers of other grades. Also, the vision of all the students will be checked by our nurse.

## MEDICATION

***Parents are required to bring medications to school and give them to the school nurse. Students are not permitted to carry them to and from school.*** To ensure your child's safety, it is required that any prescription medications be kept in their original container. All over-the-counter medications and prescription medications must be accompanied by a physician's note. All medication is kept and dispensed through the office. A medical form may be picked-up in the Lowellville School Office.

## EXCLUSION GUIDE FOR COMMUNICABLE DISEASE

1. CHICKEN POX  
Exclude 7 days from appearance of blisters until all lesions are dry.
2. HEPATITIS  
Doctor's written release required.
3. IMPETIGO  
Exclude until 24 hours after antibiotic treatment begins.
4. MEASLES  
Exclude at least 5 days from onset of rash.
5. MONONUCLEOSIS  
Exclude if fever, systemically ill or physician's advice.
6. MUMPS  
Exclude 9 days from onset or until swelling subsides.
7. PEDICULOSIS (Head Lice)  
Exclude until initial shampoo completed and all nits removed.
8. CONJUNCTIVITIS (Pink Eye)  
Until discharge has ceased.
9. RING WORM  
Until under treatment.
10. STREP THROAT, SCARLET FEVER  
Readmit 24 hours after antibiotic treatment begins.
11. SCABIES  
Until treated.

## SCHOOL CLOSING

It is the parents' responsibility to make arrangements for the supervision of their children for early dismissal and/or in the event that there is an unexpected school closing. Certain conditions, including extremely inclement weather, may necessitate cancellation of school or a delay in starting time. Parents are advised to listen to one of the following Youngstown area television stations if they suspect a change in the school day: WFMJ (21), WKBN (27), WYTV(33), etc. School closings will also be announced through our ALL CALL system and social media outlets.

\*If school will be dismissed early for all students, it will be announced through the ALL CALL system.

## **BUS CONDUCT**

The bus driver is responsible primarily for the safety of those students on the bus. Students who misbehave take the driver's attention away from where it should be--traffic and road conditions and the safe loading and unloading of students. Therefore, bus misbehavior cannot and will not be tolerated. Students are reminded that buses are "**school property**" and therefore, all other rules, regulations and disciplinary actions apply to misconduct in addition to specific penalties for bus misconduct as described in the following (reference O.R.C. 3301-83-08):

1. **Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.**
2. **Students must wait in a location clear of traffic and away from the bus stop.**
3. **Behavior at the school bus stop must not threaten life, limb, or property of any individual.**
4. **Students must go directly to an available or assigned seat so the bus may safely resume motion.**
5. **Students must remain seated, keeping aisles and exits clear.**
6. **Students must observe classroom conduct and obey the driver promptly and respectfully.**
7. **Students must not use profane language.**
8. **Students must refrain from eating and drinking on the bus except as required for medical reasons.**
9. **Students must not use tobacco on the bus.**
10. **Students must not have alcohol or drugs in their possession on the bus.**
11. **Students must not throw or pass objects on, from or into the bus.**
12. **Students must carry on the bus only objects that can be held in their laps.**
13. **Students must leave or board the bus at locations to which they have been assigned unless they have parental permission and administrative authorization to do otherwise.**
14. **Students must not put head or arms out of the bus windows.**
15. **Guidelines will be formulated for the use and storage of equipment and other means of assistance required for handicapped students.**
16. **Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.**
17. **Only students who are registered bus riders will be transported. NO other students will be transported unless arrangements have been made prior to being transported.**
18. **The bus driver reserves the right to make a seating chart.**

## **ITEMS BROUGHT TO SCHOOL**

At times, children will want to bring something to school that is related to the course of study or has some other educational value. Although we encourage this, items which are expensive, irreplaceable, or of great personal or family value should not be brought to school as they might be stolen, lost or broken. The child is responsible for the item that is brought to school.

**DO NOT ALLOW CHILDREN TO BRING ANY GLASS OBJECTS OR ITEMS IN GLASS CONTAINERS ON THE SCHOOL BUS!!**

Hard balls, frisbees, etc. should not be brought to school as they are not permitted on the playground. Due to the number of students on the playground at one time, any toys which could be considered a threat to another student (eyes especially) should not be brought to school.

**\*PETS SHOULD NOT BE BROUGHT TO SCHOOL UNLESS PRIOR ARRANGEMENTS ARE MADE BY THE TEACHER AND THE PARENT.**

## PERSONAL APPEARANCE GUIDELINES - UNIFORM CODE

### FEMALE STUDENTS

**BOTTOMS** - Solid navy, black or beige/tan jumpers, skirts, dress slacks, skorts and dress walking shorts must be no shorter than three inches above the knee. All bottom apparel must fit appropriately. None of the following will be permitted; spandex pants or shorts, jeans, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, mini-skirts, tight-fitting shorts or hip huggers. *Shorts/Pants that are frayed, even if they are manufactured in that manner are not permitted. Shorts/Pants that have strings (other than drawstring), ropes, bungees or chains are not permitted.* No name brand tags may be larger than 1"X1". Khaki green and khaki gray pants are not acceptable. *Leather or leather-like material is not permitted. Transparent or tight fitting clothes are not permitted. Yoga pants and look-a-likes are prohibited. Jean shorts are prohibited.*

**TOPS** – All tops must be solid white, navy, black or beige/tan in color. Blouses, turtleneck tops, and polo shirts with a collar are permitted. Solid white, navy or beige/tan sweaters or sweatshirts may be worn when a collared shirt is worn underneath or if they have a collar attached. No hoods, V-neck style shirts or blouses or shirts with words, pictures, or emblems no larger than 1"X1" of any kind are permitted. *A 1"X1" logo or the words Lowellville or Lowellville Rockets is permitted.* Cardigan sweaters and vests are permitted when worn along with a collared shirts. *Sweaters, sweatshirts, fleece tops must have a banded bottom. V-neck or low cut shirts or tops are not permitted even if they have a collar. Sleeveless tops are permitted if the edge of the top is in line with the shoulder. Leather or leather-like material is not permitted. Transparent or tight-fitting clothes are not permitted. Accessories should be of uniform color (Blue, Beige, White, Black).*

**HOSIERY** - All female students must wear solid white, navy or beige/tan socks, pantyhose, or knee-highs. No student can be without one of the above.

**FOOT APPAREL** – *Dress shoes, athletic shoes and sandals are permitted. All foot apparel must be worn with socks. All shoes or sandals must have a back or strap around the heel. If crocks are worn must have a strap and fit appropriately. There is to be no trading/mixing shoes worn.*

### MALE STUDENTS

**BOTTOMS** – Solid navy blue, black or beige/tan trousers are permitted. Dress walking shorts must be no shorter than three inches above the knee. All trousers and shorts must fit appropriately and be worn at the waist. None of the following will be permitted; spandex pants, jeans, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, or tight fitting shorts. *Shorts/Pants that are frayed, even if they are manufactured in that manner are not permitted. Shorts/Pants that have strings (other than drawstrings), ropes, bungees or chains are not permitted.* No name brand tags may be larger than 1"X1". Khaki green and khaki gray pants are not acceptable. *Leather or leather-like material is not permitted. Transparent or tight fitting clothes are not permitted. Sweatpants with pockets are prohibited. Jean shorts are prohibited.*

**TOPS** – All tops must be solid white, navy, black or beige/tan in color. Dress shirts with a collar, polo shirts with a collar, mock turtleneck and turtlenecks are permitted. Navy, white, beige/tan solid sweaters or sweatshirts are permitted as long as a collared shirt is worn underneath. No hoods, V-neck style shirts or shirts with words, pictures or emblems no larger than 1"X1" of any kind will be permitted. *A 1"X1" logo or the words Lowellville or Lowellville Rockets is permitted.* Optional tops permitted to be worn with any of the above approved shirts are as follows: Solid white, navy or beige/tan V-neck sweaters or sweatshirts, crew neck sweaters or sweatshirts, cardigan sweaters or vests (these are only permitted when worn along with a collared shirt). *Sweaters, sweatshirts, fleece tops must have a banded bottom. V-neck or low cut shirts or tops are not permitted even if they have a collar. All shirts and tops must have sleeves. No tank tops or muscle shirts. Leather or leather-like material is not permitted. Transparent or tight-fitting clothes are not permitted.*

**HOSIERY** – All male students must wear solid white, navy or beige/tan socks.

**FOOT APPAREL** – *Dress shoes, athletic shoes and sandals are permitted, and must be worn with socks. All shoes and sandals must have a back or strap around the heel. If crocks are worn must have a strap and fit appropriately. There is to be no trading/mixing shoes worn.*

\*Lowellville spirit / team sports shirts are only permitted on Friday.

\*T – shirts worn under a uniform must be school colors with no patterns. No pink, turquoise, light blue, orange, etc.

## **CODE GUIDELINES/ DRESS UP OR DRESS DOWN DAYS**

1. Choice of clothing should consider good taste, cleanliness and self-respect. No see-through or provocative clothing should be worn. Cut-off shorts and blouses with bare midriffs, tank tops, muscle shirts, headbands, and bandannas are not acceptable and are not permitted. Appropriate undergarments should always be worn. Ripped or torn clothes are not permitted. **Pants are not to be worn backwards or inside out. The “baggy” - “saggy” look is not permitted. (The garment must be worn above the hips). Sweat pants are not permitted. Shirts must be worn as designed.**
2. Hair (**must be a natural color**), make-up, jewelry, and shoes must be worn in such a manner as to promote student safety and provide an appropriate environment for learning. Shoes with laces must be tied for safety’s sake. Male students are permitted to wear earrings provided that the earrings are small stud or small hoop style only. Students may not display any other form of body piercing at any time in Lowellville Schools.
3. Hats, sunglasses, gloves, coats, and outdoor jackets are not appropriate inside the building. Sport coats and suit coats, however, may be worn.
4. Spandex bicycle shorts, cut-off shorts, soccer shorts, tennis shorts, lingerie-style shorts and Umbro shorts are not appropriate and are not permitted.
5. Clothing with advertising or a display of an illegal or immoral nature is not permitted, including, but not limited to, alcohol or tobacco products or controlled substances. Shirts with suggestive, double meaning, and/or profane symbols or pictures are inappropriate and are not permitted.
6. For physical education courses, shorts, cut-offs, sweatpants, and sweat tops may be worn. Socks, T-shirts and pants of some kind, and proper footwear must be worn in gym classes.
7. The Principal may waive parts of this section for picnics, athletic events, field trips, or for other good reasons. Student should follow these rules at all other school activities unless advised by the Principal.
8. Teachers are responsible for the initial enforcement of these guidelines, and students who violate them should be sent to the office. The Principal will make individual decisions in interpreting the guidelines, using his or her own judgment.
9. Students who do not follow these guidelines may be sent home to change if necessary, and all time missed may be made up in detention.
10. Each year, if deemed necessary, the Principal shall appoint and chair a committee representing students, parents, and teachers. The committee shall meet at the call of the Principal to determine the appropriateness of new, different, or unusual styles of dress and/or grooming which are not addressed herein.
11. Mustaches may be worn. Beards and other forms of facial hair are prohibited.

Please be advised that it is impossible to identify or predict all extremes of dress, i.e. type or length of shorts, length or appearance of hair, etc. The final decision on any questionable types of dress will be made by the Principal.

## **ZERO TOLERANCE**

No form of violent, disruptive or inappropriate behavior, nor excessive truancy, which is more than **10** days of unexcused absence will be tolerated. Drugs, look-a-like drugs, alcohol, steroids, and tobacco in any form will not be tolerated. Strategies ranging from prevention to intervention shall be used to address student misbehavior.

## **HARASSMENT & BULLYING**

Anti-Harassment, Anti-Intimidation or Anti-Bullying

*As per Ohio Legislative House Bill 276, the Ohio State Board of Education Anti-harassment, Anti-intimidation or Anti-bullying Model Policy, and this School District’s Board of Education Policy.*

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (pda), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated, or bullied in any way should report it immediately to the building personnel.

## **DISCIPLINARY PROCEDURES**

The Lowellville Local School Board of Education recognizes the right of each student to an education. Inherent in this right is the responsibility of each student to act in such a way as not to interfere with the rights of others to the same opportunity.

School personnel, parents, and students have the responsibility to develop and maintain an orderly and safe school environment. Our primary goal is to provide positive experience to influence positive student behavior.

When certain behaviors are recognized as inappropriate and unacceptable the Code of Student Conduct will be followed to outline the consequences of the negative behavior. **This code is merely a guide. The administration has final say in all discipline procedures.**

Appropriate and reasonable disciplinary action will be taken for offenses not specified in this Code of Conduct because it is impossible to itemize all acts of student misconduct. The main areas of conduct which will lead to disciplinary action are listed below. Behavior which can be considered improper for an atmosphere conducive to learning shall be divided into two categories: minor infractions and major infractions.

### **MINOR INFRACTIONS**

1. Tardiness (unless habitual)
2. Verbal abuse (name calling)
3. Dress code or uniform violation
4. First time any class period is skipped or any portion thereof
5. Eating food, drinking beverages or chewing gum in the school outside the cafeteria
6. Bringing electronic devices or cameras to school unless granted permission by the Principal (i.e. for class projects)
7. Failing to follow proper procedures in the cafeteria (i.e. cleaning tables, returning trays)
8. Failing to follow class rules and regulations as described by the teacher
9. Failing to follow the bus conduct rules as specified in this handbook
10. Use of personal cell phone to call home during school day

Minor Infractions may be corrected as follows:

1. Teacher/student conference.
2. Teacher contact the parent(s).
3. Denial of privileges.
4. Detentions may be assigned at any time.

\*Excessive detentions and/or failure to serve will result in Saturday detention and/or suspension.

Failure to contribute to the common good of all or interfering with the rights of other students and/or teachers may result in a detention(s). Detentions may be given for, but not limited to, the following behaviors:

1. Disrespectful treatment of a staff member or another student.
2. Deliberate disruption of the learning process.
3. Destruction of personal and/or school property.
4. Failure to obey the rules in the student handbook.

Detention slips are to be signed by a parent or guardian and returned to the detention teacher on the day in which the student is to serve detention. The date is written on the detention slip. Detention for students will be held from 7:30 a.m. - 8:00 a.m. in room 2. Failure to return a signed detention slip or to report for detention or to come to detention late will result in serving a second detention. After a student has accumulated 5 detentions a conference may be set up with the parents, teacher and Principal to determine ways to help the student. **\*Saturday Detentions may be assigned by the administration.**

Major Infractions will follow the procedure for suspension/expulsion and removal as outlined in the Code of Student Conduct (School Board Policy #701). A copy of the Code of Student Conduct is available upon request.

**MAJOR INFRACTIONS**

1. Second violation of any minor infraction
2. Disruption of the normal school process. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or through any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.
3. Damage, destruction or theft of school or private property. A student (or other persons) shall not cause or attempt to cause damage to private or school property.

Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.

4. Assault, fighting, threatening, harassing, intimidating, causing or attempting to cause physical injury to any person, inciting panic.  
**(First Offense: 1-3 days out-of-school suspension; Second Offense: up to 10 days out-of-school suspension, expulsion recommended)**
5. Chemical/Alcohol abuse

The Board of Education acknowledges that student use or possession of alcohol/drugs may result in the illness termed chemical dependency. The Board desires to aid in preventing the development of such dependency and avoid the accompanying disruption of a student's education program. Thus, to promote an alcohol and drug free school, the Board supports the adoption and enforcement of regulations which prohibit student contact with alcoholic beverages, intoxicants and drugs of abuse during the times the student is subject to the authority of school officials. Use of a substance in such a manner as to cause intoxication is prohibited.

- a. Selling of drugs on or near school property will result in expulsion. (Lowellville Schools fall under the Drug Free/Gun Free School zones, therefore, federal law will enter into any convictions).
- b. Possessing, using, transmitting, concealing or consuming any alcoholic beverage, intoxicant, pills of any kind, counterfeit controlled substance or look-alikes or any of the drugs of abuse is prohibited. Students shall not consume any alcoholic beverages, intoxicants or drugs of abuse at any time before a student's arrival at school or at a school sponsored or related event or activity.
- c. Possessing, using, transmitting, selling or concealing any drug abuse instrument or paraphernalia is prohibited. (for example: hypodermic needle, syringe, water pipe, roach clip).
- d. A student shall not be "under the influence" of an illegal/harmful drug, alcoholic beverage, mood altering chemical, or substance represented as a mood altering substance. "Under the influence" is defined as manifesting before a school official signs of chemical misuse such as, but not limited to, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for a particular student such that school officials are led to uncover further evidence of the chemical misuse.
- e. Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, counterfeit controlled substance or look-alikes, synthetic or other substances that could modify behavior. (Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered to be in violation of this rule).
- f. The police will be involved with each occurrence of suspected substance use and/or possession and all confiscated materials will be turned over to them for their professional analysis. In addition charges will be filed through the proper court system.

**A student that is in violation of the drug/alcohol policy will be suspended for ten (10) days out-of-school. Within five (5) days after suspension a recommendation for expulsion will be made by the Principal.**

6. Possession of Dangerous Weapons\*

Students are prohibited from bringing a firearm to a school operated by the Board of Education or onto any other property owned or controlled by the Board. If a student violates this policy, the Superintendent shall expel the student from school for a period of one calendar year. The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the District. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

1. The reduction is required by State or federal laws governing special education students.
2. The age of the student and its relevance to the punishment.
3. The prior disciplinary history of the student and the student's intent.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an

explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are also prohibited from bringing a knife to a school operated by the Board, onto any other school property owned or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School District or in which the District is a participant. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to handle. If a student violates this policy, the Superintendent shall expel the student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The expulsion may also be for a duration of one (1) year for possessing a firearm or knife at a school or on any other property owned or controlled by the Board or at an interscholastic competition, an extracurricular event, or any other school program or activity which firearm or knife was originally brought onto school property by another person. The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

1. The reduction is required by State or federal laws governing special education students.
  2. The age of the student and its relevance to the punishment.
  3. The prior disciplinary history of the student and the student's intent.
7. Criminal Offenses: The Superintendent may expel a student from school for a period not to exceed one (1) year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in O.R.C. § 2901.01(A)(5) or serious physical harm to property as defined in O.R.C. § 2901.01(A)(6) while the student is at school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. The expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.
8. Bomb Threats: The Superintendent may expel a student from school for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.
9. Possessing, co-possessing, or using tobacco in any form -vapes, smokeless and non-smokeless – lighted or unlighted.
- a. A student found guilty of using, possessing, or co-possessing tobacco in any form the first time in school buildings or on school grounds will receive a three (3) day suspension.
  - b. A student found guilty of using, possessing, or co-possessing tobacco in any form the second time in school buildings or on school grounds will be suspended from school for ten (10) days. Within five (5) days after suspension a recommendation for expulsion will be made by the Principal.
  - c. A student found in violation of the tobacco policy will have his/her name referred to the police in accordance with S.B. 218 Youth Possession.
10. Truancy and failing to comply with attendance procedures (a second offense of skipping any class period will constitute a truancy).
11. Leaving the school building or grounds without permission from authorized school personnel.

12. Forging, using, altering or stealing of school related documents.
13. Insubordination - Disregard of reasonable directions or instructions from teachers and other authorized school personnel or disrespect to school personnel.
14. Gambling. Gambling is prohibited.
15. Unauthorized publications and/or distribution of materials.
16. Harassment, vandalism, physical or other disruptive behavior toward school personnel during non-school time may subject a student to school discipline.
17. Wrongful discharge of an alarm system
18. Unauthorized use of fire and/or explosives, including possession of lighters or matches.
19. Obscenity or profanity - verbal, gestural, written or pictorial.
20. Extortion.
21. Gross misbehavior.
22. Use of possession of electronic devices, laser pointers, cell phones, and other electronic communications devices, etc. on school property.
23. Hazing-any act or participation in an act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student.
24. Sexual harassment-sexual attention that is unwanted or unwelcome and that includes, but is not limited to the following: unwanted touching, pinching, petting, verbal comments of a sexual nature, sexual name calling, subtle pressure for sexual activity, repeated propositions for dates and unwanted body contact.
25. Merchandising. Students shall not offer any item for sale without prior approval from the Principal.
26. Academic Dishonesty or cheating (automatic failure of the assignment).
27. Computer sabotage-Any intentional act that hinders the normal operation of a computer.
28. Violation of computer acceptable use policy.
29. Any conduct on district buses which applies to major infractions.
30. Driving in an unsafe manner.
31. Theft.
32. Violation of Federal or State Statutes.
33. Aiding and assisting another student in violation of major infraction.
34. Unauthorized use/misuse of school equipment.

Behavior considered major by the Principal may subject the student to in-school suspension, suspension out-of-school, expulsion or referral to juvenile authorities. (Except as otherwise set forth in this Policy) The building Principal has the authority to determine the seriousness of an infraction and may administer suspensions that he/she feels appropriate.

**First Major Infraction** - The first major infraction will result in one (1) day suspension.

**Second Major Infraction** - The second major infraction will result in three (3) days of suspension. A conference must be held between the parent and the principal.

**Third Major Infraction** - The third major infraction will result in a ten (10) day suspension with recommendation for expulsion.

\*\*Students who receive an out-of-school suspension will be permitted to make up their work and receive full credit. It is the student's responsibility to return their assignments to the principal(s) before 7:45 a.m. (High School) or 8:05 a.m. (Elementary) on the day they return from their suspension. Any work submitted after the deadline will not be accepted and zero credit will be given.\*\*

When a student commits a major infraction, the Principal may recommend expulsion. In addition, the Principal may recommend appropriate intervention by other authorities. **In extreme cases the administration may recommend maximum suspension even if the infraction is the first of the student.**

If it is determined that the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the Principal may impose emergency removal from school, then suspend the student or recommend expulsion.

Parents who resist a student serving in-school suspension may, in a conference with the Principal, request in writing that the student serve his/her suspension out of school. The days will be counted as out of school suspension.

### **PROCEDURES FOR SUSPENSION**

The Principal shall be empowered to suspend a student (in-school or out-of-school) for up to ten (10) school days.

Prior to suspension the Principal shall give the student an "Intent to Suspend" letter which gives notice of the alleged infraction. Immediately thereafter an informal hearing will be held. The nature of the evidence will be presented against the student and the student will have the opportunity to explain his/her actions. At the close of this informal hearing the Principal will determine whether the student is to be suspended or the charges dropped.

If the student is suspended, the Principal shall make an effort to contact the parent/guardian by telephone to inform him/her of the suspension. Within twenty four (24) hours an official notice of the suspension shall be mailed to the parent/guardian.

The notice to the parent/guardian shall include the following: reason(s) for the suspension, the length of suspension, the right of the student and/or parent/guardian to appeal the suspension to the Board of Education/Designee, the number of school days that student/parent/guardian has to appeal the decision of the Principal to the Board of Education/Designee, the right of representation in all appeal proceedings. If the student is sixteen (16) years of age or older and the suspension was based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code the notice shall include: (1) a statement that the suspension may be subject to an extension by Juvenile Court Order under Division (F) (1), (2) of Section 3313.66 of the Ohio Revised Code; and (2) a statement that the Superintendent may seek the student's permanent expulsion from school if the student is convicted of or adjudicated a delinquent child for a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code.

During periods of in-school or out-of-school suspension the student will be suspended from all extra-curricular and athletic activities.

### **PROCEDURES FOR EXPULSION**

Except for expulsions of one (1) year, the Superintendent shall be empowered to expel a student for up to eighty (80) school days.

The Principal shall write a letter to the Superintendent requesting the student be expelled. The letter shall contain the reason(s) for the expulsion.

The Superintendent shall notify the parent/guardian in writing of the intent to expel the student. Notification shall include:

- a. Reason(s) for the expulsion.
- b. A statement that the student and his/her parent, guardian, custodian or representative have the right to appear in person before the Superintendent or his/her designee upon request to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or his/her designee may utilize the service of legal counsel if deemed appropriate.
- c. The date, time and place to appear.
- d. If the proposed expulsion is based on a violation of division (A) of §3313.662 of the Ohio Revised Code and if the student is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

The time and place of the hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given unless the Superintendent grants an extension of time.

Following the hearing the Superintendent shall arrive at a decision and notify both the parent/guardian and the Principal in writing with a copy to the Treasurer. The notice shall be mailed within one (1) school day of

the decision and it shall include information concerning the reasons for the expulsion; the parent/guardian's right to appeal the decision to the Board of Education, the number of days to ask for the hearing, the right to representation to such an appeal and the right to request the hearing be held publicly or in executive session. If the student is sixteen (16) years of age or older and the expulsion was based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code, the notice shall include (1) a statement that the expulsion of the student may be subject to an extension by Juvenile court order under Division (F)(1), (2) of Section 3313.66 of the Ohio Revised Code; and (2) a statement that the Superintendent may seek the student's permanent expulsion from school if the student is convicted of or adjudicated a delinquent child for a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code.

If at the time an expulsion is imposed there are fewer than eighty (80) days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If the expulsion is for more than twenty (20) days or for any period of time the expulsion will extend into the following semester or school year, the Superintendent shall provide, in the notice to parent/guardian, information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. This information shall include the names, addresses and phone numbers of the appropriate public and private agencies.

## **PROCEDURES FOR EMERGENCY REMOVAL**

### **Emergency Removal by a Teacher**

1. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student under his/her supervision from curricular activities, but not from the premises.
2. During school hours the student must be sent to the office.
3. If a teacher makes an emergency removal, the reason(s) for the removal must be submitted in writing to the Principal, as soon as practicable after the removal.
4. If it is intended that the pupil be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
5. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
6. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
7. The hearing shall be held in accordance with the suspension procedures in this Policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.
8. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reason(s) for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

## **Emergency Removal by an Administrator**

1. If a student's presence poses a continuing danger to persons to property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove a student from curricular activities or from the school premises.
2. If it is intended that the student be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
3. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
4. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
5. The hearing shall be held in accordance with the Board's suspension procedures unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.
6. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reasons for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

## **ZERO TOLERANCE**

No form of violent, disruptive or inappropriate behavior, nor excessive truancy will be tolerated. Drugs, look-a-like drugs, alcohol, steroids, and tobacco in any form will not be tolerated. Strategies ranging from prevention to intervention shall be used to address student misbehavior.

## **PARENT-TEACHER CONFERENCES**

Two parent-teacher conferences are scheduled for all parents each school year. They are held in October and February. Specific dates and times will be sent to you via *district all-calls, teacher newsletters and the school's website*. Every teacher has a daily planning time. If you need to speak to a teacher please call 330-536-8426 to schedule an appointment.

## **TREATS**

Treats may be brought to school for special occasions. Please check with the classroom teacher to arrange a convenient time. We define a treat as candy or something simple, inexpensive, and easy to distribute in the classroom. Treats may not be accepted if prior arrangements have not been made and/or if the treat is not easily distributed.

## **PARTIES**

Teachers may have parties at their discretion. Details will be sent home by the teacher. Students are not permitted to organize "surprise" parties for their teachers. Distribution of invitations for student parties is not permitted at school unless ***all*** students receive an invitation.

## **SALES IN SCHOOLS**

Students or groups are not authorized to sell items at school. All fund raising or related sales must be approved by the Principal.



## **PARTNERS WITH TEACHERS**

Schools alone do not educate children. Education is a partnership between home and school. Parental involvement in the school's program often results in improved student achievement. Parental involvement indicates to children that education is important.

Some ways you can provide support are to:

- indicate that school is important
- encourage good attendance
- visit with your children's teachers
- call or visit the school if you are concerned about a child's particular school experience
- visit the teacher when children are not happy about school
- find out why and work together to solve the problem
- check homework for neatness and completeness (Do not do homework for children)
- check with teachers for ways you can help you child
- work as a volunteer in the school
- join the Parent-Teacher Organization

\*The Principal has the authority to make a decision on any unforeseen situations or incidents not covered by this handbook or code of conduct. The Superintendent shall be informed and, if necessary, appropriate action to amend this handbook shall follow with Board of Education approval.