

Lordstown Elementary School



STUDENT/PARENT HANDBOOK 2023-24

<https://www.lordstown.k12.oh.us>

District Facebook: Lordstown Local Schools

Elementary Instagram @lordstownelem



PBIS Motto

P	Positive attitude
R	Respect
I	In control
D	Dedication
E	Excellence



2023-24 School Year

On behalf of the faculty and staff of Lordstown Elementary School, we would like to say welcome to our new families and to those who are returning. We are pleased you are a part of the Lordstown School community. We encourage your involvement and cooperation in making this year successful.

This handbook has been prepared to help answer many questions students and parents have concerning the activities, procedures, and guidelines for the successful daily operation of Lordstown Elementary. We believe that following these procedures will help us have an orderly school conducive to learning.

We encourage our teachers to keep our families updated about the progress of their children. We encourage any of our families needing to discuss issues that arise to be discussed first with the person closest to the issue. For example, a matter dealing with issues in the classroom would be discussed first with the classroom teacher. Below is some additional guidance if further discussion and exploration of the issue is required:

1. On matters dealing with instruction:
 - a. Classroom teacher
 - b. Elementary Principal: Mr. Zigarovich
 - c. Superintendent: Mr. Bonamase
2. On matters involving student discipline:
 - a. Classroom teacher
 - b. Elementary Principal: Mr. Zigarovich
 - c. Superintendent: Mr. Bonamase
3. On matters involving transportation:
 - a. Transportation Supervisor: Mr. Corley
 - b. Elementary Principal: Mr. Zigarovich
 - c. Superintendent: Mr. Bonamase

Our Mission

The mission of Lordstown Elementary is to nurture positive, productive, responsible members of society by providing diverse and challenging school experiences that enable students to be lifelong learners.

I look forward to watching our students grow each day. This is only possible by having effective communication with our staff, parents, and kids. Together we can achieve more. Thank you.

Sincerely,

Mr. Zigarovich
Elementary Principal

Elementary Schedule

Office Hours	8:00-3:30
Car and Bus Arrival	8:10
Breakfast	8:10-8:30
Classes Begin	8:30
Car Rider Dismissal	2:55
Bus Dismissal	3:00
Transportation	330-824-2001
Elementary School	330-824-2572
Superintendent	330-824-2535

SPECIAL PROGRAMS

SLD/CD (Specific Learning Disabilities/Cognitive Disabilities)

This program is designed for students who need specialized instruction in specific content areas. Each student has an Individual Education Plan that is written to meet each student's unique needs.

OT (Occupational Therapy)

This provides therapy for students with fine motor delays. Must be on a cognitive or speech-related IEP in order to be serviced.

PT (Physical Therapy)

Students who need assistance with gross motor delays receive therapy after being evaluated with parental permission.

Title 1 (Reading and Written Composition)

Our Title program in the primary grades is Leveled Literacy Intervention (LLI). The goal is to dramatically reduce the number of students who have extreme difficulty learning to read and write and to reduce the cost of these learners to educational systems. Leveled Literacy Intervention (LLI) is a small-group program designed to work as an additional safety net for children struggling with reading skills acquisition. **This program is in addition to the student's current placement in these areas. This is not a replacement program.** Title 1 is a federally funded program and the participants must meet the federal guidelines for eligibility. A multi-criteria assessment is used to determine eligibility.

Speech and Language Development

Children with speech and/or language difficulties are given extra help by our regularly assigned Speech Pathologist from the County Office. The students are placed in the program via a regular screening and also teacher referral. There is no placement unless there is parental consent.

Music, Physical Education, Library, Computers and Art

Children in grades K-6 attend these special programs at least one day per week.

Library

Library books and magazines may be checked out for a period of one week. Reference books may be checked out and kept overnight. The Lordstown Board of Education has established a Selection Policy for the choice of media materials. If at any time parents question materials in the media center, there is an approved plan to help parents make this inquiry. Contact the library media center or the office for assistance.

Camp Fitch

All students in grade 5 are offered the opportunity to spend 3 days and 2 nights at Camp Fitch, located in North Springfield, Pennsylvania. Camp Fitch offers fun, adventure and learning on the beautiful shores of Lake Erie. It offers an incredible natural environment, wonderful facilities, tremendous programs and activities such as hiking, fishing, equestrian/horse care, swimming (weather permitting), candle/butter making, and crafts. Students build friendships with others they may not have in a traditional school setting. Lordstown teachers chaperone and teach students during this time away.

Students begin fundraising in grade 4 to offset the cost of this trip. If, for some reason, a student will not be attending this school-sponsored event, parents are to make the Principal aware, in writing, two weeks prior to the scheduled date of departure. It is expected the child not attending camp report to school during the time the other students are away at Camp Fitch. They will be assigned school-related activities and instruction during this time.

If it is reported to the Principal that a student is misbehaving or refusing to listen to the adults in charge while at camp, the parent will be notified and expected to pick up his/her child from camp and return them home. **All monies are non-refundable.** The Camp Fitch trip is a privilege; therefore, any student who has behavior issues during the school year will not be permitted to attend. The building principal will make the final decision.

SCHOOL HEALTH

Parents can assure good nutrition, adequate rest, cleanliness, and medical and dental care. Although a good physical examination for each student is not required before entering the school year, it is desirable.

Children who come to school go outside to play during recess (weather permitting). No child stays inside just because a parent sends a note to the teacher. Special arrangements for children under doctor's care are made with the principal. Listen to the weather reports and dress your child accordingly. Provide your child with a hat, gloves, warm coat, and boots. Our teachers are very conscientious about checking the children's clothing before they take them outside. Recess is 20-30 minutes long. When the children have to bundle themselves up to go outside, the actual period outside is reduced.

Emergency Medical Forms

A completed Medical Emergency Authorization form must be on file with the school for each school year. It is important that the school have up to date medication information concerning the child and current phone numbers for people who are authorized to pick your child up in case of illness or injury.

Accidents and Illness

The school will make every effort to inform the parent of any accident or illness occurring at school that may need care or observation at home. If a student is ill or injured, a parent (or person designated on the emergency medical form) is called to pick up the child. Students are not taken home by school personnel. **ONLY INDIVIDUALS LISTED ON THE EMERGENCY CARD WILL BE PERMITTED TO PICK UP A CHILD FROM SCHOOL.**

In an effort to keep our school healthy, we are asking that you keep your child home if:

1. He/she has a fever at or above 100 degrees

2. Vomited during the night or before school
3. Awakened during the night complaining of an earache, headache, sore throat or other pain
4. Has a rash of an unknown cause.

If your child has experienced a fever, they are permitted to return to school after they have been fever-free for 24 hours without the aid of a fever-reducing medication.

Medication

To ensure your child's safety, students are not permitted to carry any medicine, prescription or non-prescription, on their person or in their belongings without the principal's permission. All medications must be kept in the clinic and administered by the administrator or designee. Students are permitted to carry their inhaler or Epi-Pen if given written authorization by the doctor and parent. A medication form (available through the office or on our website) must be completed by both the parent and the doctor for any medication administered during the school day. All medication must be in the original container labeled with drug, dose, and child's name. We ask that a backup inhaler or Epi-pen be kept in the Clinic in case the child forgets his/hers.

Cough Drops

Parental permission must be given, in writing, for a child to have cough drops or throat lozenges in his/her desk. Cough drops will not be dispensed via the Clinic.

Sunscreen

Parents may authorize their students to carry and self-apply nonprescription, topical sunscreen at school or at school events.

IMMUNIZATIONS

For the safety of all students, the following vaccinations are required by the Ohio Department of Health for children enrolling in school. The principal may remove a child from school if the student does not have the necessary immunizations or an authorized exemption.

- DPT: 4-5 doses. The last dose must be given after age 4
- Polio: 3-4 doses. The last dose must be given after age 4
- MMR: 2 doses.
- Hepatitis B: 3 doses.
- Varicella (Chicken Pox): 2 doses.

HEARING AND VISION SCREENINGS

The school nurse conducts hearing and vision screenings for students in grades K, 1, 3, and 5, and for any student that has failed their screening in the previous year. **If you would like to decline this screening you must send in a note opting out your child.**

EXCLUSION FOR COMMUNICABLE ILLNESS

Head Lice - The child may return to school following appropriate treatment and removal of nits. The administrator or designee will check the child upon return to school.

Pink Eye - Student may return after 24 hours of treatment as long as the eyes are not draining, red or bothering him/her.

Strep Throat - Students may return after 24 hours of antibiotic treatment if he/she is no longer running a fever and feels well.

ATTENDANCE

PARENTS ARE TO CALL THE SCHOOL WHEN A STUDENT IS ABSENT OR WILL BE LATE COMING IN (example: dentist, orthodontist, or doctor appointments). PLEASE CALL THE STUDENT CALL-OFF LINE AT 330-824-2572 BEFORE 8:30 A.M. TO REPORT THE ABSENCE. IF YOU DO NOT CALL, THE SCHOOL WILL CALL THE HOME TO VERIFY THE ABSENCE.

Tardiness

Tardy is identified as missed class time during the beginning of the school day. Any student arriving between 8:31 a.m. and 10:00 a.m. will be marked tardy. The child is to enter through the main office so that he/she may receive their tardy slip, which is their admittance to class. Although we believe our buildings are safe places for children, we request parents bring their child/children to the office to sign in when tardy. Students must be **in their classroom by 8:30 am** in order to avoid being marked as tardy. When a bus arrives late, the children will not be marked tardy.

Early Dismissal

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 homeroom teacher at the beginning of the day. The note will be sent to the office where the secretary will call the student to the office at the stated time. A parent/guardian must sign the student out in the office. No student may leave without prior approval from the office. **After school, the doors will be locked and students will not be permitted to re-enter the building for books, lunch boxes, etc.**

AM Tardy - Arrival between 8:31-10:00 am - students must obtain tardy slip from office

Half Day Absence - Any accumulation of 90 minutes

Perfect Attendance - No tardies, absences or early dismissals

Absences

Regular attendance is a prerequisite to good school work. Illness, contagious disease, family emergency, death, funerals and medical appointments are legitimate reasons for absence. 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 8:30 a.m. The person making the call should identify himself/herself and give the reason for the child's absence. This alerts school personnel of potential contagious diseases or other reasons for excused absence. If a parent does not call to report an absence and the secretary is unable to reach a parent by phone, at home or at work, the student must, upon returning to school, bring with him/her an excuse signed by a parent. The excuse should include the student's first and last name, dates of the child's absence noted, the reason for the absence given, and bear the signature of the parent. If the child has a doctor's appointment for any reason, the student must return to school with a doctor's excuse.

Excessive, unexcused absences will be addressed through the District's truancy policy. See the section below for more information about Ohio's new law on truancy effective for the 2017-18 school year, and how the District will implement it.

HABITUAL TRUANCY

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance. By using data to identify and assist students who may need extra supports and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools may not suspend or expel students for missing too much school. The district's policies outline interventions and plans for students who miss too much school. A district or

school absence intervention team, comprised of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Details of habitual truancy

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Unexcused absence for 30 or more consecutive hours;
 - b. Unexcused absence for 42 or more hours in one month; or
 - c. Unexcused absence for 72 or more hours in one year.
2. Includes 'excessive absences':
 - a. Absent without legitimate excuse for 38 or more hours in one school month with or without a legitimate excuse; or
 - b. Absent without legitimate excuse for 65 or more hours in one school year with or without a legitimate excuse.
3. Absence intervention teams to develop absence intervention plans for students who are habitually truant. Children will be assigned to an absence intervention team within 10 days of reaching a truancy threshold, and an absence intervention plan will be developed within 14 days of assignment. Parents will be invited to be part of the team, and will be notified of the absence intervention plan. Parent failure to respond to attempts to include them in addressing truancy will be evaluated regarding reporting to children's services. Parents may send a designee to participate on their behalf.
4. Parents will be notified within 7 days after reaching 38 hours of absence in one month (without a medical excuse) or 65 hours in a year (without a medical excuse.)
5. The District's truancy policy contains absence intervention strategies which may include but are not limited to counseling, requiring parents to attend truancy prevention and/or parent involvement programs, and filing a complaint in juvenile court.
6. A complaint in juvenile court will be filed on the 61st day after implementation of an absence intervention plan if the student has failed to make satisfactory progress on the plan.

VACATION POLICY

It is very important for students to attend school on a regular basis during the instructional year. Please make every effort to schedule family vacations during the summer months and around school holidays. When it is not possible to schedule vacations at these times, please write a note to the principal and classroom teacher in advance. **Please do not ask for student work in advance. All student work will be kept in the classroom until the student returns from vacation.** Assignments must be completed within a week's time. Students will be expected to take all tests given in his/her absence and complete all assigned projects. Parents must discuss any vacation plans which would cause the child(ren) to miss days of instruction in advance with the principal.

HOMEWORK

The assignment of homework is to be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is a flexible and individual instructional responsibility of the teachers in the school system. Purposeful homework varies from day to day with each student, depending on his/her educational capacity, potential, and needs. Whenever homework is given as an assigned oral or written responsibility, it will serve one or more of the following purposes:

1. Drill and practice skills introduced in the classroom.
2. Complete unfinished classroom assignments.
3. Projects of short-term or long-term nature.
4. Participation in research activities.
5. Extended reading for pleasure and enjoyment.
6. Guided reading of library books.

HOMEWORK MAKE-UP

Homework will **not be sent home** unless the child is absent 2 days or more. Requests for homework must be made a day in advance.

Students are allowed the same amount of time as their absence to make up their homework after returning to school. The student should contact the teacher as soon as possible after returning to obtain assignments.

End Of Day Pickup

Any parent wishing to pick up their child/children may do so in the back of the elementary building. Please display your name card on your visor to identify yourself so duty teachers can call your child/children. Please pull up completely so we can dismiss as many kids as possible. If you need to buckle your child in, please pull off to the side as to not stop the flow of traffic.

Any student needing to be dismissed before the 2:55 dismissal time or any student who needs picked up after school (who normally rides a school bus) will need a handwritten request from the parent at the beginning of the school day. Phone call requests are permitted, but must be made before 2:00. After that time, phone call requests and/or last minute changes will not be accommodated.

1. The Building Principal must approve any emergency requests.
2. Students being picked up during the school day will be dismissed to the main office and signed out by a responsible adult listed on the emergency medical form.

CAFETERIA

Once again, the Ohio Department of Education has announced that a USDA waiver will provide FREE breakfast and lunch to ALL district children. There will still be a charge for snacks and a la carte items. We still need everyone to continue to fill out the 23/24 free and reduced meal applications and turn them in to the district ASAP. The information collected on these applications play a critical role in district funding for our breakfast and lunch programs.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closings or delayed starting time will be announced over the local television stations and also via our automated telephone system. **Please do not call the TV stations or the school.** Telephone lines must be kept open for emergencies. Students at the elementary may not be dropped off earlier than 10:15 a.m. when under a 2-hour delay.

BUS/PARENT TRANSPORTATION

Students are to ride the bus to which they are assigned to and from school. The only exception to this rule is in the event of an EMERGENCY. Written permission for a bus change must be submitted to the elementary secretary in the morning for approval. If approved, a bus slip is prepared and given to the student at the end of the day who, in turn, gives it to the bus driver on the bus in which he/she will be riding. In case the note is disapproved, the student will be notified and the parent will be called.

School Bus Rules

These guidelines were developed with the assistance of students, parents and materials from the Ohio Division of Pupil Transportation, Department of Education, and school administration.

1. Load and unload from a bus at its designated stop only and in an orderly manner.

2. If a student misses the bus, the parent should make other arrangements for transportation to school. No student is permitted to get on the bus at a later stop. It is very unsafe for students to run alongside the road to try to catch the bus.
3. Pupils are permitted to ride only the bus assigned to them. The possible exception would be in the event of an emergency. Written permission slips for a bus exchange must be submitted to the secretary in the morning for approval. Please list your phone number if you feel there is a doubt regarding this request. **Requests for matters of convenience or to socialize after school will not be honored.** The reason for this rule is to minimize the possibility of overcrowding buses and relieve the driver of the responsibility of your child getting off at any other stop than your own.
4. Walk to your assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and recognize that he/she has a very important responsibility and that it is everyone's duty to help ensure safety.
6. Be courteous to fellow students and the driver.
7. Remain seated until the bus stops to walk to the front to exit.
8. Keep the bus clean and sanitary. No eating or drinking at any time.
9. Use an indoor voice on the bus. No loud talking, screaming, horseplay or profanity.
10. Keep head, arms, and hands inside the bus at all times.
11. No weapons, tobacco, alcohol, or drugs in their possession except for previously approved prescription medications.
12. Be absolutely quiet at all railroad crossings and other places of danger as specified by the driver.
 - Any child misbehaving on the bus will be denied the privilege of riding the bus by the proper authorities. Notice of such action will be given to the parents/guardians. The first bus suspension will be for one to ten days in duration. Further suspensions may result in bus suspensions for the remainder of the semester/year.
 - Long-term changes in bus service must be made in September and approved by the transportation supervisor.

Car Riders

All parents wishing to drop off or pick up their child in lieu of riding the bus MUST do so according to the information detailed below unless alternate arrangements have been made with the principal.

- When picking up or dropping off your child in the back of the building, please remain in line until you reach the drop off/pick up door. For safety purposes, parents are not to leave the line early and drive around cars where children are still exiting their cars. Please keep in mind that it is 15 mph on all school premises.
- Drop off will be at the **back** of the building between 8:10 a.m. and 8:30 a.m. Children are to be in their classroom at 8:30 am. Duty teachers have been instructed to close the back door promptly at 8:30 a.m. Students arriving after that time will need to be driven around to the front of the building and will need to enter through the front office.
- End of the day pick up will be at the **back** of the building at 2:55 p.m.

STUDENT FEES

- Students who lose or damage school books are required to pay the purchase or repair price of the book.
- Students who damage or lose library books are required to pay for the book at the current cost of replacement.

INTERIM REPORTS

Interim folders are distributed to all students in grades 1-6 at the midpoint of each reporting period. The folder will include information about the child's current progress. Please send inquiries to the teacher(s) when you see

the need for more information. The folders will also be used to send important school-home correspondence. Please sign the folder and return to indicate it was received.

REPORT CARDS

Report Cards are issued at the end of each nine week session for grades K-6. If you have questions or concerns, feel free to call the school or send a note to the child's teacher for a conference.

The Board has adopted the following grading scale for grades 1-6:

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

Kindergarten students will be graded as follows:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

In some subjects "O, S, U and N" will be used.

CONFERENCES

Conferences are scheduled twice during the school year. During these brief times, parent, teacher and child can cover goals, progress, strengths, weakness, likes, dislikes or personal traits. Parents are encouraged to attend both conferences to keep abreast of their child's academic and behavioral performance in school.

ACHIEVEMENT AWARDS

Students who have displayed significant achievement during the year are recognized for their accomplishments.

Recognition and encouragement are given to students for academic scholarship each nine weeks in grades 3-6. **Students who have earned a B average or better in their academic work including band/choir (grades 5-6) with no C's, D's or F's, or U's in art, music, or physical education are placed on the honor roll.**

Special Awards

- Honor Roll
 - Superior Honor Roll – All A's
 - Honor Roll – A's and B's;
- Perfect Attendance
- B.U.G. - An increase in one academic area without going down in any academic areas.

PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade is based on the following:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, social maturity
4. Attendance

Some students will benefit by staying another year in the same grade. At the end of the year, students will be promoted, advanced or retained by the principal. Parents will be consulted before the final decision is made. A student may be retained if two or more academic subjects are failed for the year. In grades 1-3, below grade level reading may be the basis for retention by the principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) require that a school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, schools may disclose appropriately designated "directory information" without consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in publications such as yearbook, honor roll, graduation program, etc.

Examples include: A playbill, showing your child's role in a drama; the annual yearbook; honor and other recognition lists; graduation programs; sports activity sheets or programs.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, also may be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 to provide military recruiters, upon request, with three directory categories—name, address, and telephone listing—unless the parents have advised the District that they do not wish to have such information disclosed without prior written consent.

*If you do not wish Lordstown Elementary School to disclose directory information, you must notify the district in writing by September 30.

Note: These laws are: section 9528 of ESEA (20 U.S.C.7908), as amended by the *NO CHILD LEFT BEHIND ACT OF 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the armed forces.

Notice for Directory Information

The District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degree, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior

5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or parents, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of the fact giving reasonable cause to believe that a violation of PPRA occurred.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

The schools in the school district seldom administer surveys, analysis, or evaluations in the eight areas above. When they do so, they customarily announce them in the building newsletter prior to the administration.

SCHOOL GUIDANCE COUNSELOR

A school counselor is a specially trained professional who:

- Talks with students individually and in groups
- Helps identify the needs of children
- Helps students relate to one another
- Promotes positive attitudes and values among students
- Helps people make better use of community resources
- Maintains student confidence
- Conducts classroom guidance activities in areas of a special need to reach all students

How does a student see the school counselor?

- Appointment made by the counselor or student
- Referrals: student, parent, teacher, staff, administration

Programs:

- **Family Support Group** - Provides students support due to the impact of divorce, separation, or loss of a loved one in the family.
- **Social Support Group** - provides students support with social abilities such as cooperation, tolerance, respect, self-worth, communication skills, anger/stress management, conflict resolution, and empathy.
- **Classroom Counseling Program** - Educates students through a set of classroom meetings that highlight discussions of making good decisions, self-esteem, bullying, and personal safety such as good touch/bad touch.
- **Classroom Discussions** - provides support to particular classrooms on various issues as needs arise.
- **Big Brothers, Big Sisters** - Mentoring program that matches high school students with elementary students grades K-4.

PARTIES AT SCHOOL

The school calendar includes dates when students will have classroom parties. These events are to be as much a learning experience for children as the daily routine of work. Extra parties are not permitted unless approved by the office for a justifiable reason. All parties are under teacher supervision and may include volunteer parent help:

Halloween - includes a school parade of costumed students (Kindergarten thru 4th grade)

Christmas – classroom party

Valentine’s Day - exchange of Valentines is the highlight

Any parents wishing to exclude their children from taking part in the scheduled social activities may do so by contacting the student's classroom teacher. Arrangements will be made for alternate plans. If students are absent from the building, the time away from school must be counted according to our School Attendance Practices.

Birthday Parties

Birthdays are very special to our students at Lordstown Elementary and we will recognize all students’ birthdays with an announcement and a special birthday pencil from the office. Due to several reasons such as severe allergies, messes in classrooms, loss of instructional time, and added expense and inconvenience for families, outside birthday treats will NOT be permitted. Please do not send in cupcakes/cookies/treats as staff has been instructed to send them home with students.

No excessive treats, decorations, or props/birthday parties are permitted. Student addresses will not be provided by the school, but invitations for an at home party may be distributed at school as long as all the girls and/or boys are given an invitation without excluding any students in the class.

ADVERTISEMENT OF OUTSIDE EVENTS

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hour notice is required to ensure that the Principal has the opportunity to review and approve the announcement or posting.

SCHOOL EQUIPMENT AND FACILITY USE

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

PERSONAL PROPERTY

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.

Students are not to bring cell phones, iPods, MP3 players, eReaders, gameboys or other portable electronic devices. Valuables such as jewelry, radios, headphones, and other electronic music devices and speakers should not be brought to school. The School may confiscate such items and return them to the student's parents. The school will not be responsible for personal property that is lost or stolen.

Students are not permitted to bring cell phones to school or any elementary school-related function, i.e., Camp Fitch. Parents will be required to make arrangements with the Principal to obtain a confiscated phone. Progressive forms of discipline will apply to students disregarding this policy.

1. **First Offense:** Warning note sent home
2. **Second Offense:** After-school detention (parents will need to arrange transportation home for the student)
3. **Third Offense:** Saturday detention at the high school (7:30 am to 11:30 am)
4. **Fourth Offense:** Increased Saturday detentions served
5. **Fifth Offense:** Suspension

PETS

If a child wishes to bring a pet to school for any reason, they must have advance permission of their teacher and the principal.

STUDENT RECORDS

Parents have the right to review their child's educational records. Requests to do so should be made in writing to the principal at least two school days in advance. They may also request amendments to the child's educational records in the event they believe them to be inaccurate or misleading. Requests for amendments should be tendered to the principal, in writing, with an explanation why the request is sought.

FIRE/TORNADO/ DRILLS

The School complies with all fire and tornado safety laws and conducts drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly movement to a safe place.

TRANSFER

If your family is changing its place of residence and plans to transfer from Lordstown Elementary School, please notify the school office. School records will be transferred within fourteen days to the new school district.

DRESS CODE

Lordstown Elementary School believes that good grooming, proper attire and personal hygiene contribute to a positive learning environment. It is impossible to cite every possible dress code violation. In general, clothing that serves to distract from the learning environment is not acceptable. Students may be isolated, or sent home until proper attire is provided. The building principal will make the final decision.

Tops:

- All tops must cover the waist and must be long enough to cover properly when seated. (no midriffs)
- Shirts must cover the shoulders and reach the point where the shoulders and arms meet. **No tank tops or tank dresses.**
- The area under the armpit should not be exposed.
- Clothing which is revealing in nature is not permitted (see through material, low necklines, tight fitting shirts).
- Boys are not permitted to wear muscle shirts, tank tops, see through or mesh shirts unless worn over an opaque garment.
- Inappropriate decals, slogans or illustrations that make reference to alcohol, sex, drugs, double meanings, or are demeaning to racial, ethnic or religious groups are not permitted.
- No outerwear may be worn indoors during school (coats, hats, etc.).
- All tops worn with leggings must be 6" from the knee in length (no short tops with leggings).

Shorts, Skirts and Pants:

- Shorts and skirts must be loose fitting and approach the knee in length (no short shorts or mini skirts).

- No tight fitting clothing is permitted (**no yoga pants, spandex, Lycra, or biker shorts**).
- Leggings may be worn only with a top that extends 6" from the knee in length (no short tops with leggings).
- No excessive sagging or drooping of pants or any sleep wear.
- Ripped, torn clothing or jeans with holes are not permitted.

Feet, Face, Hair & Body:

- No piercing is permitted except the ears.
- Hats, caps, inappropriate headgear, chains and dog collars are not permitted.
- Sunglasses only if medically prescribed by a doctor.
- Hair/braids of an unnatural color and extreme hair styles are not permitted (ex. no mohawks).
- No footwear that is unsafe or inappropriate for school (no flip flops, heel heights over 2 inches or heelys)
- All shoes/sandals must have a back strap (no flip-flops).
- **NOTE:** Please label all clothing items, lunch containers, and backpacks. Please place an extra set of clothes in backpacks to have when needed.

STUDENT CODE OF CONDUCT

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school staff and administration to maintain a positive learning environment. Due process ensures that disciplinary action is imposed after review of the facts and/or special circumstances of the situation.

Students who do not comply with school rules may receive consequences that include but are not limited to: forfeiting privileges, writing assignments, change of seats, lunch detention, Saturday school, exclusion from school activities, loss of monthly behavior incentives, classroom removal, suspension or expulsion. No student will be suspended or expelled except in accordance with board policy which includes an informal hearing with the administrator at which time the student will be notified of the charges and given an opportunity to make a defense. Students who are suspended from school will not receive credit for work completed. The age of the student, severity of the misconduct, repetition or accumulation of various infractions, inappropriate language and behaviors, including but not limited to harassment and bullying, are considered when assigning a disciplinary action.

School rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation.

The following list includes the major areas that may result in disciplinary action and an explanation of each behavior. The absence of a behavior or any specific action from the list **does not mean** that such conduct does not violate the discipline code or cannot be punished.

Handling Behaviors

Lordstown Elementary will have a level-based system for handling behavior issues. Below is the system, as well as, the instructions to handle the behaviors.

Level 1 Behaviors:

- Inappropriate Language (cursing)
- Physical Aggression (not keeping hands to selves)

- Defiance, disrespect Etc.
- Lying, cheating
- Teasing, Taunting (physical or verbal)
- Disruption, excessive talking
- Dress Code Violation
- Not prepared for class

Action 1: Teacher should give the students a verbal warning and be handled in the classroom. Can be noted via various classroom systems.

Action 2: If behavior continues, the classroom/specials teacher will contact the parent. This contact will first be a phone call, but if no contact is made, a note that is to be signed and returned by the parent should be sent home. Consequences may be given at this point.

Action 3: If the behavior does not cease, contact the parent again. Let the parent know that the student is on watch, and you and the student will be creating a behavior plan together. The teacher, student, and parent will all sign the behavior plan.

Level 2 Behaviors:

- Abusive Language(threats, offensive comments)
- Fighting (actions that cause a visit to the nurse)
- Forgery
- Theft
- Property damage (irreversible destruction of school property)
- Violation of technology guidelines

Action 1: Teacher should contact parents and student should be referred to the office. Teacher will fill out a referral when sending this student to the office. Consequences will be given. If the student stays in the classroom they may be put in a special location or another classroom.

Level 3 Behaviors:

- Arson
- Bomb threat, false alarm
- Use, possession of weapons
- Use, possession of drugs

Use, possession of alcohol

Action 1: Level three behaviors are to be reported immediately to the office. Consequences of these actions will include the students being removed from the class or school for a period of time that will be issued by the principal. The principal will contact and tell the parents. Police may be notified as well.

BULLYING/HARASSMENT/MENACING/HAZING

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying may be physical, verbal (oral or written), electronically transmitted, psychological, (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these examples. Some examples of bullying are:

Physical—hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal—taunting, malicious teasing, insulting, name calling, making threats.

Psychological—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation.

Cyber-bullying—the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm another.

Cyber-bullying includes, but is not limited to the following:

- * Posting slurs or rumors or other disparaging remarks about a student online, via messaging, social media, or chat ;
- * sending e-mail or instant messages that are mean or threatening, excessive, or unwanted;
- * using a cell phone to take and send embarrassing photographs of students without consent;
- * posting misleading or fake photographs or information about students online, via messaging, social media, or chat.

If, after appropriate investigation, the Board of Education finds that any employee or student has violated any part of the Aggressive behavior, bullying and harassment policy, prompt corrective action will be taken in accordance with any applicable agreements, District policy, and/or state law.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic locations).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

“Hazing” is defined as doing any act of coercing another, including the victim to do any act of initiation to any student or other organization that causes or creates a substantial risk or causing mental or physical harm to any person.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Students and all employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

(R.C.2307.44, 2903.31)

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student may be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every potential act of inappropriate behavior that may occur, inappropriate behaviors that are not listed will be addressed as necessary by staff. Two (2) types of discipline are possible; informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It may include (but is not limited to):

- Writing assignments
- Change of seating or locations
- Before school, lunch time or after school detention
- In-school discipline
- Saturday school

Detentions:

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. Afterschool detentions are from 3:00 - 4:00. The student or his/her parents are responsible for transportation.

In-School Discipline:

Saturday school will be in session from September to the end of the school year in the high school commons area. Assigned students will attend a continuous four hour period (7:30 am to 11:30 am) during which time they will be permitted one 10-minute break. Each student is responsible to arrive with sufficient educational materials to keep busy during this study period.

A student missing any portion of his/her assigned time in detention, in-school discipline or Saturday school may be given an additional four hour period. Failure to timely serve detention, in-school discipline or Saturday school assignment(s) may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District policies and guidelines on suspension and expulsion.

The following rules apply to detention, in-school discipline or Saturday school:

- Students are required to have class assignments with them.

- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designed seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed unless medically necessary.
- Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the tests that he/she has not yet passed.

Transportation to and from Saturday school is the parent’s responsibility.

FORMAL DISCIPLINE:

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student’s attitude and behavior that contributed to the incident that gave rise to the student’s expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

If a suspension occurs at the end of the school year, an alternative punishment may be imposed for the number of hours remaining on the suspension. The alternative consequence, which may include community service, will begin the first full weekday of summer break. The Principal will select an appropriate alternative consequence as required.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School’s jurisdiction, he/she may be subject to school disciplinary action for infractions of school rules, as well as referral and reporting to local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, and is not subject to appeal.

Suspension from School:

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within two days after receipt of the suspension notice. The

request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal:

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 in a classroom or elsewhere on the school premises, the Superintendent or Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School:

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board policy, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to

the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right that the hearing held in executive session.

Within two days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education, or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Suspension of Bus Riding/Transportation Privileges:

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is at school or a school event if there is a reasonable suspicion that the student is in violation of law or school rules. A search also may be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided cubbies, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police.