

**The A B C's
of
Norwayne
Elementary School**



**A Handbook for
Parents & Students**

NORWAYNE LOCAL SCHOOLS 2023-2024

VISION

Norwayne Local Students will become self-confident, responsible members of the community. Our instructional program will provide the opportunity for each student to reach his or her potential and become a life-long learner.

MISSION

Norwayne Local Schools emphasize life-long learning by committing to high performance standards and focusing on the unique qualities of each child.

Dear Parents,

Welcome! The following pages of this Parent/Student Handbook include information regarding school policy, rules, and regulations that concern your children. Please read carefully and familiarize yourself and your child with the contents.

We look forward to working with your children and you during the course of the school year. If you ever have questions regarding school procedure, please contact the office. We would be happy to explain. We hope you have a great year with the Norwayne Schools.

Vince Sette, Principal
Nicole McQuate, Asst. Principal
Kim Suppes, Secretary

Norwayne Elementary School
286 South Main St.
Creston, OH 44217
(330) 435-6383

www.norwayne.net

***** Every day the thing to do is learn a little something new. *****

VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To ensure that no unauthorized persons enter buildings, all visitors must first report to the school office to receive authorization to visit elsewhere in the building.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

TABLE OF CONTENTS

Vision/Mission statements	Page 3
Letter from Principal	Page 4
Visitors to the schools	Page 4
Academic Policies	Page 6-7
Assemblies	Page 7
Attendance	Page 8-10
Bicycles	Page 11
Cell Phones	Page 11
Discipline/Rules & Regulations	Page 11-18
Dress Code	Page 18
Entrance Age	Page 18-20
Food Service	Page 21-24
Hazing & Bullying	Page 25-30
Health	Page 30-32
Library	Page 33
Lost & Found	Page 33
Parties	Page 33
Personal Possessions	Page 34
School Closings	Page 34
School Pictures	Page 35
Smart Watches / Devices	Page 35
Special Services	Page 35
Student Fees	Page 35-37
Telephone Calls	Page 37
Transfers	Page 37
Transportation	Page 37-39

ACADEMIC POLICIES

GRADING

The following grading scale is in effect at Norwayne Schools for grades 2-5. Grade cards/progress reports are issued four times each year or every nine weeks. In between issuance of grade cards, progress reports are sent home at about the 5th week of the grading period as needed.

KINDERGARTEN and 1st

A – Accomplished P - Progressing N – Not Progressing

GRADES 2-5

Percentages will be given for each grade.

A+	99-100	B+	91-92	C+	82-83	D+	72-73	R	0-64
A	95-98	B	86-90	C	76-81	D	67-71		
A-	93-94	B-	84-85	C-	74-75	D-	65-66		

HOMEWORK

Homework is schoolwork which is done outside the classroom. Its purpose is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences. Emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply for the sake of providing "busy work" for the student, nor shall it be given for disciplinary reasons. Homework assignments shall be evaluated in a proper and timely manner and shall become part of each student's grade assessment. Students with excused absences will be given the opportunity to make up their work. Teachers will provide the classroom materials that were missed when absent – worksheets, notes, tests etc.

ACADEMIC POLICIES (cont.)

The immediate purpose of a specific homework assignment shall include at least one of the following:

1. Strengthen basic skills.
2. Extend classroom learning.
3. Stimulate and further interest.
4. Reinforce independent study skills.
5. Develop initiative, responsibility, and self-direction.
6. Stimulate worthwhile use of leisure time.
7. Prepare for tests, quizzes, or discussions.

CONFERENCES

Three scheduled conferences are held throughout the year. Our main concern is to meet with parents who have children needing attention. As time allows, conferences will be scheduled for others. We encourage you to arrange a conference at any time you have any concerns. We want to keep parents informed about their children.

ASSEMBLIES

We hold several assemblies each year to provide students with both entertainment and cultural experiences. Some of these assemblies are financed through our school activity fund. Students are expected to behave in a courteous manner and show appreciation with applause. Misconduct will result in loss of future assembly privileges.

ATTENDANCE

By state law, the following reasons are acceptable as excused absences:

- Personal illness
- Illness in the family or death of a relative
- Quarantine of the home
- Approved work at home as a result of a family emergency
- Family vacation. Permission must be obtained in advance from the principal. Missed work should be arranged for completion.
- Medical appointments.
- Observance of a religious holiday.
- Extreme emergencies approved by the administration of the school.

If your child is going to be absent, we ask you to do one of the following:

- Call the Norwayne Elementary office at (330) 435-6383 to tell us your child is absent for the day.
- E-mail the office staff at nesattendance@norwayne.net
- Send a note with a neighbor child or one of your other children to be given to the school office.

If we do not hear from you, you will receive a phone call from the school asking about your child. This is now required by state law. **Your call will be appreciated**

as it saves time for the school office and will save you being called at work.

Students are considered unexcused until the office receives notice of their absence from a parent/guardian.

If phone contact is not made: Admittance to school following an absence must be accompanied by a written excuse signed by the parent or guardian. It shall state: the date, reason for absence, and date(s) absent. This excuse shall be given to the child's homeroom teacher. Please call the school on the morning of your child's absence.

Students who are absent more than 18 days (without medical authorization) may be considered for retention.

EXCUSED ABSENCE – This is a legal absence from school with school and parental permission. (Students will be given full credit for make up work if it is made up in the number of days the student was absent.)

UNEXCUSED ABSENCE – This is an absence from school for a reason acceptable to the parent but unacceptable to the school.

EXCESSIVE ABSENCES – This is defined as having 38 hours or more of excused or unexcused absences in 1 month or 65 or more hours in a school year. Excessive absences count both excused and unexcused absences.

* If a student is deemed to have excessive absences a letter will be sent home and a meeting may be called with parents to develop an attendance plan with the school which could result in the need for doctor's notes in the future for further absences.

ATTENDANCE (cont.)

TRUANCY – Any student who is absent for school without a parent's permission will be considered truant and disciplinary action will occur.

In the event of excessive absences, parents will be notified. Others who may be involved with excessive absences/truancy are: **COUNTY ATTENDANCE OFFICIALS, JUVENILE COURT, AND CHILDREN'S SERVICES.**

Under Ohio Law, a student is considered a habitual truant if he/she has any of the following:

1. **THIRTY (30) HOURS OR MORE CONSECUTIVE UNEXCUSED ABSENCES**
2. **FORTY- TWO (42) HOURS UNEXCUSED IN A SCHOOL MONTH**
3. **SEVENTY-TWO HOURS (72) OR MORE UNEXCUSED HOURS IN A SCHOOL YEAR**

ARRIVAL AT SCHOOL

Front doors will unlock for children at **8:46 am**. All children are to report directly to their rooms at this time. Children walking to school or being brought to school other than by bus should not arrive until **8:40 a.m.** as the doors to the gymnasium will not unlock until **8:40 a.m.** The tardy bell rings at **9:00 a.m.** If you bring your child to school after the **9:00 a.m.** tardy bell, you must sign-in your child at the office. We ask that cars not come behind the school anytime during the school day.

The following times govern absence from school:

Arrive between 9:00 and 9:05 a.m.	Tardy
Arrive between 9:05-10:55	¼ day absence from school (A.M)
Arrive between 10:56 and 12:41 p.m.	½ day absence from school (A.M.)
Leave between 12:42 and 2:26 p.m.	½ day absence from school (P.M.)
Leave after 2:27-3:45 p.m.	¼ day absence from school (P.M.)
Leave after 3:26	Tardy
Dismissal 3:45 p.m.	

ATTENDANCE (cont.)

THE ATTENDANCE/TARDY POLICY WILL BE ENFORCED FOR STUDENTS WHO LEAVE EARLY AFTER PARTIES, FIELD TRIPS, OR OTHER SCHOOL EVENTS (Unless notified by Administration).

THIS WILL IMPACT STUDENTS THAT ARE WORKING TOWARDS PERFECT ATTENDANCE.

Students may be absent 2 hours during the school day for a doctor appointment. It will not be marked against their attendance provided a note is turned in to the office from the Doctor's office verifying the appointment. That note needs to be turned in within that current 9 week grading period.

TARDINESS

Students who report to school after 9:00 a.m. but before 9:05 a.m. through no fault of the school transportation system or without a doctor/dentist appointment will be considered to have an unexcused tardy. Students arriving after 9:00 a.m. are to report immediately to the main office with their parents to sign in and to receive an admission slip to class.

Unexcused Tardy Procedures – Per Month

Tardy 1-5

- Warnings

Tardy 6 and above

- Meeting with principal (s) and possible lunch detention. Attendance plans may be initiated with parents for excessive tardiness.

No students will be considered tardy if they arrive late by school transportation; simply put our students cannot drive so our parents dropping off or picking up are asked to do so in the designated times to avoid tardiness.

LEAVING THE BUILDING

Your child is not permitted to leave the building or school property during school hours without the principal's consent. Extreme caution will be exercised in permitting pupils to leave the building. They will be excused to leave only with parents or upon confirmed approval of parents. All children must meet their parents in the main office/designated area before leaving the building. Parents are required to sign their child in and out in the office or designated sign out area at the end of school. If a relative or a friend is to pick up your child please provide the school (in writing) this information.

- B -

BICYCLES

Children riding bicycles to school are requested to observe safety rules. Once students arrive or leave school grounds they are to walk their bikes on the sidewalks due to the morning/evening traffic. Bicycles are not to be ridden behind the building and are to be parked in the bicycle rack at the front of the building upon arrival at school. Riding double is not permitted. The privilege of riding a bicycle will be denied if safety rules are not obeyed.

- C -

CELL PHONES

Students' cell phones should remain in their lockers/book bags at all times unless otherwise directed by a staff member. Students using their cell phones without permission will have the device confiscated until the end of the day. If the device is confiscated more than 3x times, the administration will become involved and parents will need to schedule a time to pick up the device. Further action may be taken.

- D -

DISCIPLINE/RULES & REGULATIONS

EXCERPTS FROM NORWAYNE BOARD OF EDUCATION

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

The Board of Education delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct.

The Board believes that the teacher-student relationship in the classroom, halls, on school property and at school sponsored activities should be one of mutual respect at all times. The teacher or respective staff person will be recognized as the person in authority at all times in the classroom, halls, buildings, or school grounds, and at school related events.

Each case of unacceptable behavior by a student will be handled individually. The classroom teacher/staff person will take the steps he/she feels are justified in

each situation. If the student does not respond to these measures, the teacher/staff person will then refer the student(s) to the appropriate school official -- normally the building principal.

A student's failure to comply with the requirements for student conduct outlined in the code of conduct/parent-student handbooks may result, depending on the seriousness of the offense, in suspension or expulsion from school. Discipline will always be administered in a reasonable manner.

PHILOSOPHY OF DISCIPLINE

The Board of Education requires that all students shall:

- a. be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b. exercise self-discipline;
- c. accept such discipline as would be exercised by a kind, firm, and judicious parent;
- d. attend classes punctually and regularly;
- e. be courteous to fellow pupils and obedient and courteous to teachers;
- f. be clean in person and habits;
- g. take such tests and examinations as are requested; and
- h. show respect for school property.

STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations, and to applicable provisions of law.

The Board has “zero tolerance” of violent, disruptive or inappropriate behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention that address student misbehavior.

Students and parents via students annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related/sponsored activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms

of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal/designee. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The above prohibited actions shall be printed in a handbook or other publication and made available to students and parents.

Principals shall not suspend a student, or recommend a student for suspension or expulsion, except as the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school-related activity off school grounds.

A student who violates these rules will be given an opportunity to appear at an informal hearing to explain his/her actions before the intended suspension or expulsion. A student who is suspended has the right of appeal of the decision to the Superintendent or his/her designee and the right to be represented in the appeal by a representative and to request that the appeal hearing be held in executive session.

Within 24 hours of the suspension, the student's parents, guardian, or custodian will be notified in writing.

STUDENT CODE OF CONDUCT

A good school environment is necessary for a quality educational program. The administration establishes such rules as necessary to maintain an environment free from disruptions. Behavior that tends to disrupt or is a violation of any rule may result in disciplinary action, including Saturday school, corporal punishment, in-school suspension, suspension, and expulsion.

Our students shall not:

1. **Damage property.** A student shall not cause or attempt damage or destruction to school property. Nor shall a student cause or attempt destruction to private property on school premises or during a school activity or event off school grounds.
2. **Cause disruption of the school.** A student shall not by use of force, violence, threat or coercion cause material disruption or obstruction of the educational process. A student shall not disturb, interrupt or detract from the educational process in a classroom or study hall by excessive talking, rudeness, insubordination or failure to follow the teacher's directions. Nor

shall a student cause the disruption of school or endanger the health, safety or welfare of the school's students and/or staff by setting firecrackers, causing a false fire alarm, or starting a fire.

3. **Assault or abuse any school personnel.** A student shall not verbally nor physically assault or abuse, or behave in such a way as could cause physical injury to a teacher, substitute teacher, student teacher, principal or any other authorized personnel during any period of time where a student is properly under the authority of school personnel. Nor shall a student verbally or physically assault or abuse or behave in such a way as could cause physical injury to another student during the school day or while under the school's authority during a school activity, function or event off school grounds.
4. **Have dangerous instruments or weapons in their possession.** A student shall not possess, handle, transmit or conceal any object which may be considered a dangerous weapon or instrument, or which may cause physical injury during any period of time when a student is properly under the authority of school personnel.
5. **Be insubordinate with their superiors.** A student shall be considered insubordinate by failing to comply with the reasonable requests, directions or authority of teachers, student teachers, substitute teachers, principals or other authorized school personnel during any period of time when a student is properly under the authority of school personnel.
6. **Possess, use, transmit, conceal or be under the influence of alcoholic beverages, illicit drugs, narcotics, and tobacco.** A student shall not possess, use, transmit, conceal or be under the influence of alcoholic beverages, illicit drugs, narcotics or tobacco while on school premises or during any period of time when a student is properly under the authority of school personnel such as during a school activity, function or event off school grounds.
7. **Be involved with thefts and law violations.** A student shall not attempt, cause or be involved in the theft of school or private property on school premises, during a school activity, function or event off school grounds. Nor shall a student violate any city, state or federal statute during any period of time when a student is properly under the authority of school personnel.
8. **Immorality, indecency, undesirable conduct.** A student shall not engage in or be a part of any activity that is immoral, indecent or undesirable. Nor shall a student's behavior or style of dress be immoral, indecent, undesirable

or of such a nature as to cause disruption of the educational process or be detrimental to the health, safety or welfare of the school and its students and staff.

9. **Be truant or have unexcused absences, leaving school grounds without permission.** A student shall not be truant or repeatedly absent (unexcused) from school, classes, study halls, or assigned detentions without an authorized legitimate and acceptable excuse or reason.
10. **Use inappropriate language.** A student shall not use profanity, vulgarity, or foul language while under the authority of school personnel.
11. **Have repeated violations.** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, principals or other authorized school personnel during any period of time when a student is properly under the authority of school personnel.

BUILDING CONDUCT

We believe that certain conduct is necessary for our students to maintain a school that is conducive to the learning process. The following general rules apply to all our students while at school.

1. No gum chewing.
2. No loud talking.
3. Walk in halls.
4. Students are not to loiter in halls or restrooms.
5. Absolutely no fighting!
6. Food shall be eaten only in the lunchroom unless for breakfast or a special occasion.
7. Profane or foul language will not be tolerated.
8. No name calling!

GYM RULES

The following rules and regulations are necessary for less confusion in the gym and to provide safety. These rules apply to recess and noon activities.

1. Stay away from the doors leading into the hall. Do not open the door unless you are leaving the gym. No one leaves the gym once you've entered unless you have specific permission to do so.

2. Playtime at noon may be split due to the number of students.
3. Do not kick or throw the ball hard enough to hit the windows or ceiling.
4. No wrestling or fighting.
5. No screaming.
6. In the gym children are to wear tennis shoes. Playing in stocking feet is dangerous.
7. Remember - there are a lot of other people in the gym. Be considerate of them.

LUNCHROOM CONDUCT

1. All children are expected to exhibit proper behavior and good manners at all times. Students are expected to remain seated until dismissed by a staff member.
2. Talking will be moderate. We will utilize our 0-4 sound system from our schoolwide PBIS conduct. All talking should remain between a 0 and 1 during lunch unless otherwise noted.
3. No throwing food.
4. Food will not leave the lunchroom unless otherwise directed by a staff member.
5. Students are not to handle other children's lunches or food.
6. Clean up your place after you've eaten.
7. If you spill or drop something, clean it up or ask for help.

PLAYGROUND RULES

1. Football - no tackle, pushing, roughing it.
2. No name calling, derogatory names.
3. Monkey bars - no flips or curl arounds on the high or low bars.
4. Slide - no standing, hanging over edge, going down backwards, trains, climbing the slide, or jumping off.
5. Swings – no jumping off, twisting, standing on seat, swaying crossways, and riding double.
6. Crossbars - no standing on top of them.
7. Tag ball - keep ball waist high and below.
8. Cheerleaders - no flips, round offs, or mounts. Stand up cheers only.
9. When playground is wet the playground supervisor will determine areas of play for the children.
10. No fighting, kicking, slapping, punching, tackling and wrestling.
11. No baseballs, hard balls, skate boards, or roller skates.

12. Fence - children are to stay away from the fence. No hanging on it, or trying to crawl over it. Openings are available.
13. Do not pick up, throw, or kick mulch. Mulch should not be dropped down the slide.
14. Climbing up or down the outside of the tubular slide is prohibited.
15. No climbing or walking across the top of the horizontal bar.
16. No standing on the railing, picnic tables, or benches.
17. Use of coats will be determined by playground supervisors.
18. Comet – Limit 3 persons at a time.

GRASS/PLAYGROUND RULES

Students are to stay on the grass.

1. Students are to stay away from the windows and remain in the fenced in area.
2. No climbing on the fence.

BEHAVIORAL MONITORING PROGRAM STEPS

The elementary uses a tiered system for teaching proper behavior as well as monitoring interventions and strategies when needed. Most students' behavior can be monitored by the tier 1 method alone. If it is determined that interventions or other strategies need to be put into place the team consisting of teachers, staff, and parents will put a specific plan into place and track it to see how it is working.

Positive Reinforcement: PBIS is utilized within the elementary school as we promote positive behaviors and want to reward these behaviors on a regular basis. Specific PBIS activities will be developed throughout the year and sent home via newsletters for parents to be aware of.

A student will be sent to the principal's office for any of the following situations:

- o **INSUBORDINATION**
- o **PROFANITY**
- o **FIGHTING**
- o **STEALING**
- o **ENDANGERING OTHERS**
- o **AFTER REPEATED MINOR OFFENSES (This is up to the teacher's discretion.)**

Possible Principal's Steps:

- ◆ Noon detention
- ◆ Student meets with Principal
- ◆ Plan of action to improve behavior/behavior contract

- ◆ Before or after school detention
K-2 30 minutes 3-5 30 minutes
- ◆ Parent conference
- ◆ In-school suspension
- ◆ Other possibilities: involve professional counseling, do a Functional Behavior Assessment (Tri-County form).

DRESS CODE

1. Students should be clean and neat in person and wear appropriate clothing at all times.
2. Shorts/skorts/capri pants are permitted to be worn throughout the school year. Students choosing to wear these items in colder weather will still be going out to recess. Additional clothing will not be provided by the office if these clothes are cold or get wet. No gym shorts, biker shorts, or cut-offs are permitted.
3. No tank tops, muscle shirts, bare midriffs, or sleeveless shirts. Shirts or blouses with offensive wording or pictures (as determined by administration) will not be tolerated.
4. Socks must be worn at all times as well as shoes. Sandals are permitted only if they have an ankle strap and socks must be worn. Socks are worn for safety reasons (steps and cuts). **Flip-flops, clogs, strapless crocks and backless tennis shoes are not to be worn to school.**
5. All clothing should be of reasonable length and in the bounds of good taste. Skirts and shorts should be fingertip length when arms are straight down at sides.
6. No writing on hands, arms, or clothing.
7. Hats, caps, or bandanas are not to be worn in class or in the lunchroom.
8. No make-up.
9. No chains (for wallets).
10. Hair, nail, or facial coloring or style that is considered excessive or draws undue attention or disrupts the educational process as determined by the school administration is unacceptable. What is appropriate for one gender may not be acceptable for the other.

- E -

ENTRANCE AGE

Children entering kindergarten must be five years of age by August 1. Children entering first grade must be six years of age by August 1 and have completed kindergarten or its equivalent. Kindergarten registration will be completed each spring.

Upon the request of the parents or guardian, each child who shall be either five years of age on or before August 1 of the school year for which admission is requested, in the case of kindergarten, or who shall be six years of age on or before August 1 of the school year for which admission is requested, shall be evaluated by means of an educationally accepted standardized testing program. The testing program shall be conducted and evaluated by a qualified testing authority, designated by the Superintendent or the Board.

Some of the rationale to be considered with respect to underage admission are as follows:

1. Underage admission standards should be established at such a level that children admitted shall possess, in the judgment of the best professional advice available, the advanced intellectual, social and emotional maturity necessary so that early admission shall not be harmful educationally, socially and emotionally nor diminish opportunity for growth and leadership experiences.

2. Results of research indicate that with rare exceptions children adjust more adequately and later achieve better, when in a class with children of like ages. Entering school early tends to bring social, emotional and academic difficulties that are minimized only when children show unusually high social and emotional maturity.

3. Boards of education should not adopt standards which qualify for admission of children who are average or even somewhat above average in development and maturity.

4. Although a school district must legally evaluate requests for underage admission to the first grade, boards of education operating kindergarten programs should establish educationally accepted standardized testing programs and policies for early admission to kindergarten.

5. In general, those children who can profit from underage admission and who may be penalized if early entrance into school is delayed fall within the upper five percent of the general population of first graders with respect to mental ability. (Students within the upper five percent with respect to mental ability generally are 14 to 16 months advanced in mental age or chronological age and have intelligence quotients of at least 125 to 130 on a deviation scale.)

6. The size of the kindergarten class in question shall have some bearing on the admission of underage children. Kindergarten classes should not exceed 25 to 30 students.

Should a child qualify for consideration for early admission in terms of his/her birthdate and in the thinking of his/her parent or guardian, in terms of being an exceptional child who might profit from early entrance, the following procedure is to be followed.

1. Parental Application

A written statement requesting an evaluation is made by the parents in which the reasons that the child should be considered for early entrance are stated.

2. Testing Program

Plans are made to provide the following services for prospective early entrants during the summer months:

- A. A group mental maturity measure may be used to screen for those who may meet the requirements.
- B. An individual intelligence test is administered to those who indicate mental maturity responses to be considered in the gifted range (above 125 I.Q.).
- C. Support readiness evidence is gathered regarding the social, emotional and physical characteristics of the child. This is done as part of the testing procedure. In addition, a preschool sample school experience may be set up to determine these factors. The results of this observation are annotated for the record. Immaturity in the areas of physical, emotional and social development are valid reasons for withholding acceptance.
- D. Parents are notified in writing as to the acceptance of the child.
- E. For children who qualify for acceptance to the early entrance program, school records are established to record the test results and to identify this student for study purposes as he/she progresses in school.

FOOD SERVICE

CAFETERIA

Nutritious breakfast and hot lunches are served at our school. For the 2022-2023 School Year breakfast and lunch is no longer free of charge. Milk is available for purchase for those carrying their own lunches. Lunch and milk prices are established annually by the Norwayne Board of Education and can be found noted below. If your child is going to eat a school lunch regularly, we encourage you to send in money for lunches weekly or monthly. Please put your money in an envelope with the student's name and teacher on it or use the online payment system to add money to their account.

Please note that there is now **only a \$10.00 charge limit** in the lunchroom.

Norwayne Local Schools have enrolled in <https://www.payforit.net/>. This service provides parents with a secure, fast, and convenient way to view and manage student lunch activity. Parents can sign up for low balance notifications, can view student's balance, and deposit money into their children's meal accounts. Note there is a transaction fee for online student deposits. Parents can also send in payment with their child. Please make checks payable to: *Norwayne Elementary School*.

Information on lunch/milk prices will be sent home at the beginning of the school year.

2022-2023 NES Breakfast and Lunch Prices

Breakfast = \$2.50

Lunch = \$3.00

Extra Items at NES

Student Milk = \$0.75

Pizza Per Slice (on pizza day) = \$2.50

Norwayne Local Schools participate in the government free and reduced lunch program. Parents are encouraged to fill out free and reduced forms if they feel they would qualify for these services. A new form must be filled out each year even if a family qualified in years past. Guidelines and applications are sent home at the beginning of each school year. If you feel you qualify, please apply.

LUNCH SCHEDULE

The serving times for classes will be announced at the beginning of the year.

FOOD SERVICE (cont.)

USDA NONDISCRIMINATION STATEMENT



United States Department of Agriculture

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FOOD SERVICE (cont.)

USDA NONDISCRIMINATION STATEMENT (cont.)



United States Department of Agriculture

USDA Nondiscrimination Statement (Continued)

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FOOD SERVICE (cont.)

USDA NONDISCRIMINATION STATEMENT (cont.)



United States Department of Agriculture

USDA Nondiscrimination Statement (Continued)

Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.

HAZING AND BULLYING

The prohibition against hazing, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES

Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. Posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening e-mails, web site postings or comments and instant messages;

- C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and:
- D. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

TEACHERS AND OTHER SCHOOL STAFF

Teachers and other school staff, who witness acts of harassment, hazing, intimidation and/or bullying, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, harassment, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by the student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is forwarded to the building principal/designee no later than the next school day.

COMPLAINTS

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information.

This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make as forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and an informal reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation and/or bullying.

SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES (cont.)

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, hazing, intimidation and/or bullying in other interactions with students.

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School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors complaints through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of harassment, hazing, intimidation and/or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors. Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES (cont.)

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline is included in such notification.

Reports to the Victim and His/Her Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator. Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a

complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of harassment, hazing, intimidation and/or bullying for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

HEALTH

HEALTH INFORMATION

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while their resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.

Fever: If a child's temperature is 100 degrees or greater, he/she should remain home for a minimum of 48 hours and the child has been without fever for a full 24 hours without the aid of medicine. Remember, fever is a symptom indicating the presence of an illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone. If a fever was present, please refer and follow the fever policy mentioned in the paragraph above.

Vomiting and Diarrhea: Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. Antibiotics ordered for an infection are to be taken until all medication is gone. Only when these directions are followed is a germ completely eliminated from the body.

Impetigo: Blister-like lesions, which later develop into crusted puss-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and the sores are no longer draining.

Pain: If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

Pinkeye: Redness and swelling of membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes have stopped.

Skin Rashes: A physician should evaluate skin rashes of unknown origin before your child is sent to school.

Strep Throat: Strep throat begins with fever, sore and red throat, puss spots on the back of the throat, tender swollen glands of the neck. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving full 24 hours of antibiotic therapy and until without fever or rest at home 1 to 2 days after strep infection.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a lice shampoo, and all nits have been removed.

Students will be checked for head lice by the school health nurse or by other school personnel at intervals or as the need is indicated during the school year. When students are found to have had lice or nits (egg cases) present in their hair, parents will immediately be called to pick up the infested students. Infested students must be properly treated and proof of treatment must be provided to the school before these students can be readmitted to class. Once returning to school, students need to be brought in by a parent/guardian to be rechecked by school personnel. Students' hair will be rechecked upon their return to school to ensure that they are free from lice and nits before they are readmitted to classes.

COVID-19: Norwayne Elementary will continue to follow federal and state mandates from the health departments in terms of quarantines and actions for those deemed as positive cases for COVID-19. We will continue to update the community of these changes as recommendations and guidance is always changing.

MEDICATION

The State Law is very specific as to how medicine shall be administered at school. As a result, the Norwayne District School Policy is quite specific as to how medicine will be administered. The policy and forms are sent home with each child at the beginning of the school year. Please refer to this policy. We will NOT administer medicine unless the policy is followed specifically!

1. A Norwayne District signed written request form shall be filled out by the physician for all prescription drugs before it will be administered by office personnel.
2. All medication as well as the signed medication policy form shall be brought to the school by the parent or guardian.

There are many other requirements to this law. The two listed above have caused the most misunderstanding. Be sure to understand the policy. If you have any questions, call the school office.

Whenever possible please arrange your medication schedule so it won't be necessary to take medication at school. Your help will be appreciated.

FIRST AID

The school attempts to provide an environment in which your child will be safe from accidents. If an accident does occur, first aid will be administered. First aid implies an ice pack, a simple bandage or the washing of a cut.

In the event an injury is of a more serious nature, parents/guardians will be called to come get their child. If parents can't be reached the child will be taken to a doctor or hospital based upon information supplied by you on the child's emergency authorization.

IMMUNIZATIONS

In order for a student to be admitted to school parents must submit satisfactory evidence that the correct immunizations have been or are in the process of being completed, or must file a certificate of exemption.

Records are maintained and if records show any deficiency in these immunizations you will be asked to complete them or your child can be dismissed from school until completed.

INSURANCE

Insurance which will afford your child protection while in school, at home, and on his way to and from school is available through the school. Enrollment forms will

be available online at www.norwayne.net at the beginning of the school year. All necessary forms and payment are filed directly with the company.

- L -

LIBRARY

The libraries are a reading and resource room that we are very proud of at Norwayne Schools. They must be kept quiet and orderly. No unnecessary talking or noise will be permitted.

The materials in the library belong to the school. You are expected to take care of them and will be held responsible for them. If they are damaged or lost, you will have to pay for them.

If you neglect to return your books on time, you will have to pay a fine of two cents on each book for each day it is overdue. If you are absent from school, you will not need to pay a fine if you return the book the first day you come back.

LOST & FOUND

Lost and found is located by the art room. We encourage you to please mark your child's clothes, sports equipment and toys with their names.

- P -

PARTIES

Due to our desire to limit these types of activities to attempt to keep the school running smoothly, the following parties are set each year. They are held at the end of the day and parents will be asked to assist with these parties.

The following room parties will be held each year:

1. Halloween party and costume parade (K-5)
2. Christmas party (K-4, 5th grade has a movie party)
3. Valentine party and exchange (K-4, 5th grade has a movie party)

The principal will set dates for these events and it is asked that no further requests be made.

Children are allowed to bring birthday treats for their classmates on their birthday. Please ask the teacher prior to bringing treats.

PERSONAL POSSESSIONS

In any group situation it is easy to have misunderstandings as to ownership of various items. Therefore, we ask that all items be clearly marked as to ownership. Be sure that all sports equipment and toys are clearly marked. Mark all coats on an inside label. If personal items such as toys, electronics, etc. are creating any problems in any way at school, your child may be asked to leave them at home. It goes without saying that knives, firecrackers, matches, or any such items are not to be brought to school.

- S -

SCHOOL CLOSINGS

In the event that school is closed/delayed for emergencies or weather conditions, please listen for the cancellation announcements under the name of NORWAYNE LOCAL SCHOOLS at:

WKVX 960 AM	WQKT 104.5 FM	WQMX 94.9 FM
WNCO 101.3 FM	WONE 97.3 FM	WGAR 1590 AM or 99.5 FM
T.V. Channels 3, 5, & 8		

Norwayne Local introduces access to an Emergency Notification System through a free service provided by Norwayne Local Schools Alerts. Currently the district utilizes the REMIND application for these services. This is an app you download on your device to remain up-to-date with different events. The district is currently offering TEXT AND EMAIL notification for district-wide emergency information. District Alerts will be used to provide schedule information such as announcements and reminders for parent/teacher conferences, grade card and interim dates, and any other information the Superintendent's office deems timely. Norwayne Local Schools Alerts will alert subscribers to delay and cancellation information only.

If you have changed cell phone providers or your cell phone number has changed, you will have to reapply to Norwayne Local Schools Alerts.

Please be aware you will be responsible for any charges that your cellular service provider charges to receive text messages. If you are unsure of these charges, please check with your cellular service provider. To subscribe to this service please visit- www.norwayne.net. Choose Elementary, then click on the Parent tab, click on the Norwayne Alerts Sign-Up tab for district news and/or "Norwayne Weather Alerts" for up-to-date cancellation/delay information.

SCHOOL PICTURES

School pictures will be taken in the fall. If for some reason you are not satisfied with your child's pictures please return the complete packet to the school immediately. Retakes will be scheduled. Spring pictures will be offered as an option to parents also.

SMART DEVICES (Watches, etc...)

Smart devices are becoming more prevalent in our daily lives. We strongly discourage the use of smart devices (watches, etc..) for recreational purposes during the school day. The use of these devices during the school day needs to be approved by teachers or another staff member. If a student is using the watch to communicate during the day without permission on multiple occasions the device will be taken and a time will be set up for parents to pick up from the office. Administration can require devices to be kept at home if continuous issues occur throughout the year.

SPECIAL SERVICES

Our school provides the following special services:

1. Reading Reinforcement and Replacement
2. Remedial Math
3. Hearing and Speech Therapy
4. IEP Intervention Class/Services
5. School Psychologist
6. Talented and Gifted Class
7. Occupational and Physical Therapy

STUDENT FEES

The Norwayne Board of Education charges students a fee for supplies as well as a technology fee for the use of chromebooks. The total for all fees for the year is

\$75.00. Fees are payable upon enrollment in school. School fees for materials are \$45.00, there is a \$5.00 STEM fee for (Kdg. – 5th), and the technology fee is \$25.00. A receipt will be issued to you when these fees are paid. Please keep this receipt for future reference. Those with fees unpaid will not participate in our track and field events at the end of the school year. Educational alternatives will be provided.

MATERIAL FEES

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

TECHNOLOGY FEE

Students have access to chromebooks at all times during the day. The district has committed to going to a 1-1 policy with the purchase of these devices. They allow the students to utilize different tools to access curriculum and other material in this day and age. The technology fee of \$25 covers the warranty in case of any damage or unforeseen issue with the hardware.

Students who take their chromebooks home will be given a school issued charger. If the charger is damaged or lost parents may be assessed a fee to replace the cost of the charger as this is not covered by the 25\$ tech fee itself.

FINES

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the general fund of the Board.

COLLECTION OF STUDENT FEES & FINES

The administration may establish regulations for the collection of student fees and fines.

Unpaid fees and fines may result in non-participation in extracurricular events such as track and field, parties, etc. unless parents/guardians have notified the school and a payment plan has been developed.

The criteria utilized for the determination of financial need will be eligibility for free or reduced lunch through the District's food services program. A waiver of confidentiality (free/reduced lunch program form) must be completed before a student's fee will be waived or reduced.

COLLECTION PROCESS

1. Administration will advise parents of fees due at the beginning of the school year.
2. Periodically, the district will send a letter and/or an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

- T -

TELEPHONE CALLS

School business should be confined to the limits of the school day, if possible. We do not call teachers from their classes unless an emergency exists. Teacher voice mail is now available. Frequent or lengthy phone conversations indicate the need for a parent teacher conference at school, and an appointment should be made.

Except in cases of emergency, children are not to be called to the telephone. The office staff will be happy to give your child a message.

Please inform us if your telephone number has changed.

TRANSFERS

If your family is changing your place of residence, be sure to contact the school well in advance so forms can be signed and all procedures taken care of if you are moving out of our school district. If you are moving to another address within our school area, please inform us of your new address.

TRANSPORTATION

Students riding the bus must be orderly and obey the driver. Poor behavior on the bus is a severe safety hazard. The privilege to ride the bus may be revoked if there are repeated discipline problems.

Students will be assigned seats on their buses. Students wanting to ride home on a different bus must have written permission from a parent. Students are to show the classroom teacher their written permission slip from their parents then bring the note to the office to be signed by an office employee. Students will not be permitted to call home for permission slips. They must bring them from home in the morning.

The following procedure will be followed in the event a child misbehaves. The driver will talk to the student about their behavior and possibly change seats. If further misbehavior continues the following will occur:

1st offense: The transportation director or building administrator will contact parents. This means your child **may** be removed from all buses for a period of time designated by the building administrator. Removal from buses means **parents** are responsible to see their child attend school.

2nd offense: This step means your child **will** be removed from the bus for a minimum of **three (3) school days or more** as determined by the transportation director or building administrator.

3rd offense: This step means your child **will** be removed from the bus for a minimum of **five (5) school days or more** as determined by the transportation director or building administrator.

4th offense: This step means your child **will** be removed from the bus for a minimum of **ten (10) school days or more** as determined by the transportation director or building administrator.

5th offense: Your child **will** be removed from the bus for the **remainder of the school year**. Removal from buses means the **parents** are responsible to see their child attend school.

BUS PROCEDURE

Due to the volume of changes that are requested, it has become necessary to implement the following in our bus district's procedure. All students riding Norwayne School busses will be allowed one AM pick-up and one PM drop-off location, but the AM must be the same everyday and the PM must be the same

everyday. We will not be alternating back and forth from different residences. The bus stop must stay consistent so your child has a safe routine to follow everyday.

EVENING DISMISSAL

Bus students are expected to leave on the bus unless a written statement by the parents is presented to the school authorities. Students are not permitted to leave the school grounds without permission. Pupils walking home from school should go straight home, using the sidewalks.

Parents picking up their children should get into the **Pick-up Line**. Also, when there are situations when a lot of students are being picked up we need those in line to stay as close together as is safe so that everyone can get into the parking lot. As parent/relative pulls up to the designated **Pick-up Area**, the children will be put in their car by an adult staff member. Once loaded, we need the parent to pull away safely as soon as possible to keep the line moving.

Parents picking their child up from school at the end of the day are required to use the visitors parking lot or the pickup line. At no times are parents to be in the south parking lot, which is used for bus pickup only. This prevents cars from interfering with the bus transportation pick up and dismissal.

If cars are in the south parking lot (volunteers, etc.) they are not to leave the parking lot until all buses have left the school at dismissal.