

WELCOME TO HILLTOP ELEMENTARY SCHOOL

Welcome to our Hilltop Elementary School and a new year of learning! We look forward to working with you and your student to help this year to be a successful and fruitful learning experience. We know that it is important for us to work together and to support each other to maximize academic, social and emotional growth and inspire future years of learning.

This handbook was developed to answer questions you might have about procedures, dates and rules in our building. It is also aligned with our Board of Education policy guidelines. Our intent is to help you and your student better understand your rights and responsibilities. Our responsibilities are many, but together we can work to ensure a successful school career for every child. Parents and students are requested to read through this handbook and discuss the material together. It is our hope that this handbook will serve as a reference for you throughout the year.

We recognize and appreciate the importance of developing a partnership between school and home. Communication is a crucial component of any partnership. Two-way communication between school and home should be established early in the year to develop positive relationships between parents and teachers. We invite you to contact us with any questions or concerns that you may have concerning your child's education. If we can be of assistance at any time during the school year, please call us at (330) 533-9806.

Together we will help your child reach their fullest potential.

Sincerely,

Michael Flood
Principal, Hilltop Elementary School
mflood@canfieldschools.net

Canfield Local Schools Vision Statement

We will create an educational environment which challenges each student to achieve at their highest potential, leading to top 10 rankings in Ohio by 2022.

Canfield Local Schools Mission Statement

As a community, we educate, motivate, and innovate for individual lifelong success.

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

Revised 6/20

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DISTRICT INFORMATION

2022-2023 Elementary Conference Dates:

November 17 & 21, 2022 **4:00-7:00 pm**

February 9 & 15, 2023 **4:00-7:00 pm**

District Phone Numbers

Superintendent	330-533-3303	Mr. Joseph Knoll
Director of Curriculum	330-533-3303	Mr. John Vitto
High School	330-533-5507	Mr. Michael Moldovan, Principal
		Mr. Richard Shields, Assistant Principal
Middle School	330-533-4019	Mr. Judd Rubin, Principal
	330-533-5544	Mr. Joe Maroni, Assistant Principal
C.H. Campbell	330-533-5959	Mr. Travis Lavery, Principal
Hilltop	330-533-9806	Mr. Michael Flood Principal
Athletic Office	330-533-5341	Mr. Michael Cochran, Athletic Director
Special Services	330-533-6219	Mr. Spalding (Civil Rights Compliance Officer)
Bus Garage	330-533-3832	Mr. Larry Kabetso

ACADEMIC INFORMATION

Communications to Parents

A positive relationship between school and home is critical to the success of students. To promote this relationship parents are free to contact the school at any time with any questions and/or concerns. You can do this by contacting the school offices. Questions and concerns will be addressed in regards to your child. Please understand that FERPA only allows us to discuss information relating to your child. Permission slips must be signed before communicating via e-mail and/or when communicating with anyone other than a student's parents. Information can be obtained by calling the office or by contacting the homeroom teacher. Conferences are held two times a year. However, you are free to contact a teacher at any time to arrange a student concern meeting.

Our school web page is another means of home school communication. Daily activity calendars, classroom information, academic expectations, student accomplishments, photographs and video presentations can be viewed daily. Registration materials can also be accessed on the web.

Canfield Local Schools will utilize an all-call system to keep families informed. One primary number per family will be designated as the primary number for these calls.

Conferences

We urge you to accept our invitation to confer with your child's teachers. Children are dismissed twice during the school year for this purpose. A parent-teacher conference is a two-way communication, which brings together a child's school life and his home life and reveals how seriously one can affect the other. Working together and discussing a child's interest, attitudes, habits, fears, and problems can lead to an improved educational program and an increased learning on the part of the parent, teacher, and child.

Conferences other than those scheduled can be initiated at any time during the year by either the parent or the teacher. A call to the office will initiate the proceedings.

Grade Cards

A sincere attempt is made to continually inform parents of their child's progress. Written reports are sent home four times during the school year and supplemented by two scheduled conferences.

Grading Scale for Grades K-4

Met Expectation (M)	85 --100
Progressing Toward Expectation (P)	70 -- 84
Below Expectation (B)	69 and below

ATTENDANCE POLICIES**Attendance and Tardiness**

It is the belief of the Canfield Local Schools that regular school attendance is vital to the academic, personal, and social needs of all students. Regular attendance promotes good citizenship, responsibility, character, and personal integrity. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. **Students and families are reminded that attendance is part of the student's official transcript.** With this in mind the following policy has been adopted. (See Canfield Local School Policy 5200)

Canfield Local Schools recognizes three different types of absences:

	Definition	Documentation	Make Up Work
Verified	Absence due to a doctor's visit or court appearance.	<ol style="list-style-type: none"> 1. School secretary is notified by 10:00 am. <p>AND</p> <ol style="list-style-type: none"> 2. A signed, dated note from a physician or court official is returned to the office within 24 hours of return to school. 	<p>All work may be made up after a verified absence.</p> <p>It is the student's responsibility to make arrangements with the teacher.</p> <p>All work is due within the number of days that were missed.</p>
Excused	Absence due to personal illness, family illness, death in family, approved vacation or other reasonable situations as determined by administration.	<ol style="list-style-type: none"> 1. School secretary is notified by 10:00 am. <p>AND</p> <ol style="list-style-type: none"> 2. A signed, dated note from a physician or court official is returned to the office within 24 hours of return to school. 	<p>All work may be made up after an excused absence.</p> <p>It is the student's responsibility to make arrangements with the teacher.</p> <p>All work is due within the number of days that were missed.</p>
Unexcused/Truancy	Absence from school without a legal reason*	No documentation is provided or reasons given do not meet the standards set forth for verified or excused absences.	No work will be allowed to be made up and the student will receive no credit for days missed.

*The Board and the Ohio Administrative Code consider the following factors to be reasonable excuses for time missed at school:

- a) Personal illness (a written physician's statement verifying the illness may be required)
- b) Illness in the family necessitating the presence of the child
- c) Quarantine of the home
- d) Death in the family
- e) Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f) Observation or celebration of a bona fide religious holiday
- g) Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- h) Such good cause as may be acceptable to the Superintendent
- i) Medically necessary leave for a pregnant student in accordance with Policy 5751
- j) Service as a precinct officer at a primary, special or general election
- k) College Visitation (with verification)

Absences are counted as excused if the attendance secretary was notified the day of the absence by the parent or guardian or the student brought in a signed, dated note from the parent or guardian within 24 hours of his/her return to school. ***If a student misses thirty-eight or more hours in one school month, or sixty-five or more hours in a school year a physicians excuse or other valid legal document will be required for absences to be excused.*** Students who are absent from school due to illness but are seen in or around the school or in the community during the school day could have their absence marked as unexcused.

Unexcused Absence

When a student is not reported off and all attempts to contact a parent/guardian were unsuccessful the student is unexcused. These absences count in truancy calculations.

Excessive Absenteeism

House Bill 410 provides that "in the event that a child of compulsory school age is absent **with or without legitimate excuse** for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy." A student's excessive absence may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, restricted privilege, and /or possible court action. Students with excessive absences in specific class may lose academic credit for those courses or be retained in the current grade.

Truancy

Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the above stated forms of permission will be considered "out of the building - unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed "habitually truant" if the student is absent without excuse for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed "habitually truant" will be required to comply with school adopted policies and procedures to address the student's truant behavior. If a student is habitually truant and the student's parent/legal guardian failed to cause the student to resume attendance, the Superintendent may file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy. In addition, truancy may result in loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, and restricted privilege.

School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

Late Arrival to School

It is understood that there are unforeseen reasons causing a student to be late to school. Students arriving at school after **8:45 AM** must be accompanied by a parent and sign in with the secretary and receive a note to class. Please do not drop your child off unaccompanied. Excessive tardiness may result in the development of an attendance intervention plan.

Make Up Work Policy

Each type of absence has specific guidelines regarding make up work.

- a) **Excused Absence:** All work may be made up unless the student violates the "Excessive Absence Policy". In these cases make up work will be denied. **It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work.**
- b) **Truancy/Unexcused Absences:** No work will be allowed to be made up and the student will receive no credit for those days missed.

Note-As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. There are exceptions. Examples:

- a) If a student is absent on a Monday, and returns to school on Tuesday, he/she is expected to have all make up work completed by Wednesday.
- b) If a student is absent on the day of a test, he/she is expected to take the test on the day of return.
- c) If any project or paper is due on the day of an absence, it must be turned in on the day of return.
- d) If a student arrives late with an **excused tardy or absence** on the due date of an assignment, he/she must turn in the assignment **that same day.**
- e) If a student leaves school with an excused absence on the due date of an assignment, he/she must turn in the assignment (paper, project, etc...) to the teacher **before leaving school.**
- f) If a student is absent or tardy unexcused, he/she will not be permitted to make up work.

The teacher has the latitude to make special arrangements when extraordinary circumstances occur. It is up to the student to speak to the teacher about any special arrangements.

Request to Leave School Early/Illness

Students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness, 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. **With illness the student must first report to the nurse's office and be evaluated.** In the case of emergency, requests must be approved by the administration or school secretary. In all cases, whether or not a student is 18 year of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. **All sign outs not verified by the administration/secretary will be treated as truancy with appropriate penalties assessed.**

Signing Students Out

Children will not be released to anyone during the school day other than a parent (or parent's agent). Anyone who is to take a child out of school other than a parent must have a note signed by the parent. The person taking the child must sign the child out of school.

If one parent has been awarded custody of the student in a divorce settlement, the parent of custody shall inform and provide documentation to the school of any limitations in the rights of the non-custodial parent. Without written notice, the school will presume that the student may be released into the care of either parent.

All children being picked up after school should go through the Hilltop pick up loop. Please display your Loop Pass so staff can release your student to you. Please drive slowly and be courteous to other drivers.

Please call the school office before 12:00 p.m. if you are planning to pick up your child at the end of the school day. Any changes to your child's dismissal or transportation plans must be communicated to the school office. Please do not ask for your child to be released before our regular dismissal time unless it is an emergency.

Vacations

The Canfield Local Schools realize that some parents can't control the dates of their vacations. We also realize that many problems can arise from leaving children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- a) Students must arrange with the building administration one week in advance for all excused vacations.
- b) The student must make arrangements with his or her teachers regarding make up work.
- c) If the vacation is not properly approved the absence may be unexcused.
- d) Although excused, vacation absences count towards excessive absences.

BULLYING AND HARASSMENT POLICY

Anti-Harassment, Anti-Intimidation or Anti-Bullying

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

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

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

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

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

DRESS CODE

The Canfield Local Schools believe that the dress and appearance of the student is the basic responsibility of the parent or guardian. It is the purpose of this code to ensure that the educational process may occur without interruption. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency, which enhance the process of education. With this in mind the following guidelines are offered to ensure the optimal learning environment for all students.

1. Clothing must be generally clean and in good repair. No torn, cut, ripped or frayed clothing is permitted.
2. Shirts, blouses, and all tops must have sleeves that cover the entire shoulder and the top part of the arm. Mesh or see through tops are prohibited.
3. Appropriate undergarments must be worn at all times.
4. Hats, sweatbands, bandanas, scarves, sunglasses, or any garment that covers the head are not to be worn or carried during the school day. They should be secured in a locker or approved area. Sweatshirts with hoods may be worn but the hood may not cover the head.
5. Facial jewelry or visible body piercing will not be permitted with the exception of the ears. This includes but is not limited to any piercing or jewelry on or about the face such as nose, eyebrows, tongue and lips.
6. Pants must be worn at the waist (no undergarments should show) and may not be oversized or under sized. Sleepwear or flannel lounging pants are prohibited. Because of age appropriateness, climate, and varying activities the elementary and middle schools do allow student to wear shorts that reach a little above the knee during certain times of the school year. This is at the discretion of the administration. Because of the variety of activities, appropriate footwear must be worn at all times.

Gym classes may require athletic shoes. Elementary students are asked to wear boots for recess in inclement weather. Slippers may not be worn. Shoes with wheels may not be worn. Socks must be worn at all times.

7. Coats, jackets, or any garments considered as wear for outdoors may not be worn or carried during the school day. Because of varying temperatures students are strongly urged to keep a sweater in their locker to compensate for the uncomfortable conditions. Because of safety concerns in the middle school and high school, book bags or like items must be secured in lockers or designated areas.
8. Wallets with chains, spiked jewelry, or any item or garment which poses a safety risk is prohibited.
9. Clothing or accessories with writing, pictures, or slogans referring to or suggestive of inappropriate, derogatory, or offensive language, alcohol, drugs, tobacco, or obscenity are prohibited.
10. Hair color or style that is disruptive or distracting to the learning environment is prohibited.
11. Book bags should be sturdy and yet lightweight. Book bags with rollers have proved to be dangerous in the hallways at dismissal and when entering the building.
12. Any student whose appearance, as determined by the administration, is distracting or disruptive to the optimal learning environment will be considered in violation of this code. All dress code violations will result immediate correction with possible disciplinary actions.

Marking of Clothing

Please mark all outerwear including jackets, sweaters, caps, hats, gloves, boots, and scarves. Lunches and lunch boxes should also be marked with your child's name. A permanent marker serves this purpose well.

EMERGENCY/SAFETY PROCEDURES

Student safety is of the utmost importance to us. After reviewing emergency situations, our Safe Schools Committee has developed the following drills to be practiced at school. Practice drills are very important because they help the children develop routines for emergencies. Drills are handled in a very calm manner. When necessary, time is provided for students to talk about situations before and after such drills.

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff member immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

Emergency Closing of School

When schools are closed because of bad weather or other calamity, the announcement will be made using the all-call system as well as local media (radio, TV, etc.). Families should consult local media for information concerning cancellations or delays. If school is delayed, classes will begin later and conclude at the normal time.

Evacuation Drill

Rapid Dismissal Drills are held throughout the school year. If a situation would occur during the school day, students are expected to leave the school in an orderly manner and follow their classroom teacher to an assigned "safe zone", as defined in the school safety plan. If a situation would occur at dismissal, students would exit the building, quickly and quietly, and board their bus.

Fire Drills

Directions for drills are posted in each classroom. When the fire alarm is sounded, students are to stand and leave the classroom in a quiet, orderly manner. They should go immediately to the designated area and wait for the principal to signal them to return to the building.

School Safety Drill

Canfield Local Schools has adopted a new strategy for emergency situations known as A.L.I.C.E.. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. Prior to implementing A.L.I.C.E., lockdown procedures involved the staff locking their doors, moving the students to a part of the room where they could not be seen, and quietly remaining there until an "all clear" announcement was given. A.L.I.C.E. offers a different philosophy in light of recent school violence. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

School Delay

In the case of inclement weather, the Superintendent may announce a two-hour delay of school. This information will be communicated the same as an Emergency Closing of School. In the case of a school delay, buses will pick up your child two hours later. The day will end at the normal dismissal time. Schedules will be amended to accommodate the delay.

Tornado Drill

Directions for a tornado drill are posted in each of the rooms. Students will be directed to go to a safe place in the room. A tornado alert is a serious concern because lives are at stake if the proper procedures are not observed.

ENROLLMENT PROCEDURES

Transitions to new schools can be difficult. We encourage parents to contact the school if any student is having difficulty with this process. We have a sincere interest in the safety and well-being of our students, which we know you share. Therefore, we request the following information, required by law, to enroll your new students:

- Proof of legal custody
- Proof of residency
- Birth certificate (a passport, attested transcript of a birth certificate, baptism certificate or other religious record showing place and date of birth, transcript from a hospital, or birth affidavit can be used)
- Health records
- Previous school address/information
- Social security card

It is important to present this information prior to a student's entry to the school. However, if the information is not presented to the school within 30 days of the student's entry date, the student will be removed from school until such information is provided.

Withdrawal/Transfer

Parents must notify the Principal about plans to transfer their child to another school as soon as possible. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

GENERAL INFORMATION

Advertising

Any item that is going to be distributed on school property must be approved by the Superintendent in advance.

Asbestos

In accordance with EPA regulations, this school has been inspected for asbestos-containing material and building occupants must be notified as to the presence of asbestos. Friable asbestos within the building may increase the risk of adverse health effects if asbestos fibers become airborne in concentrations exceeding background levels. Asbestos containing material is present in all Canfield Schools. A record of the inspection report, diagrams of the location(s) of asbestos-containing materials, and other pertinent information contained in the school's asbestos management plan is available for review in the respective office of each building. For further information, please contact Mr. Don Adams, at the Office of the Canfield Board of Education at (330) 533-3303.

Equal Education Opportunity

In compliance with (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973 and (4) of the OCR Vocational Educational Guidelines, we are notifying all Students, Parents, Employees, and General Public that the Canfield Local School District has adopted a non-discrimination policy on the basis of race, color, creed, handicap, religion, sex, ancestry, national origin, or social or economic background. Any complaint regarding this non-discrimination policy should be referred to our Administrative Assistant, 100 Wadsworth Street, Canfield, Ohio, telephone (330) 533-3303.

The Board of Education has established procedures for processing student grievances related to this nondiscrimination policy. Copies of the Grievance procedures are available from the Administrative Assistant.

Fees

The blanket fee for all grades is \$20.00. Parents will be notified when the fee is due. School Fees are waived, per Ohio Revised Code 3313.642, for any student that qualifies for free lunch status.

Workbooks and textbooks are the responsibility of the student. If they are lost or damaged, an appropriate charge will be made.

A fee, not to exceed \$30.00, will be charged for all returned checks.

Field Trips

Field trips are school-sponsored activities for Hilltop students only. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The student code of conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent(s) does not give permission for the students to attend.
- Students who violate school rules may lose the privilege to go on field trips.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For enrollment information contact the school office.

Insurance

School insurance is available at the beginning of the school term for a nominal fee. Parents should check the protection features carefully before purchasing. It should be noted that school insurance will not cover any claim that is covered by other insurance which the family may carry.

Library

The library is available for all students. The library books are the property of Canfield Local Schools. Students are responsible for returning books in the appropriate condition.

Lost and Found

Students who find lost articles are asked to take them to the office so they can be claimed by their owner. Lost and found is located in the Lobby.

Newsletter

Hilltop's monthly newsletter, The Hilltopper, is sent home with students at the beginning of each month. The newsletter lists coming events and activities that will be occurring during the month. It also informs parents about school information and any change taking place. It is important for parents to read the newsletter as this is the main written communication from the school as a whole to the home.

Notice of Directory Information

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require your school district to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want your school district to disclose directory information from your child's education records, including disclosure for all marketing activities, without your prior written consent, you must notify the District in writing by September 15th. Your school 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
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Date of attendance
- Grade level
- The most recent educational agency or institution attended

Section 9528 of the ESEA (20 U.S. 7908, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-109), the legislation that provides funding for the Nation's Armed Forces.

Notification of Public Records 8310 - Public Records

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Ohio for inspection and reproduction. The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C.. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C.. 149.43.

The public records of this District shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact nonpublic/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). The request for records need not be

in writing. The requester shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgment by the District shall also be in writing.

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

Those seeking public records will be charged only the actual cost of making copies. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain e-mails that relate to public business and shall copy them to their business email account(s) or to the records custodian.

The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain portions of personnel records.

A School District Records' Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

Notice of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights to the student's education records. These rights are:

1. The right to inspect and review the student's educational records, within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. A School official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request the amendment of records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the School Principal, clearly identify the part of the record

they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by the parent or eligible student, a School official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception exists when a school official needs to review an education record in order to fulfill his or her professional responsibility. The School also discloses education records without consent to officials or another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office of FERPA is the same as the Family Policy compliance Office in Washington, D.C. 20202-4605

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

If you have a question about how your school district complies with FERPA, please contact your building principal or central office.

Parent Teacher Association

Hilltop Elementary has a very active and involved P.T.A. Family memberships are available at a very reasonable cost. The P.T.A. provides services to the school and children by sponsoring events such as classroom parties, assemblies, Family Fun Night, Dinner with Dad, and a school yearbook. Parents can volunteer to serve in many capacities to help the P.T.A. program.

An active, strong P.T.A. is essential in keeping the lines of communication between home and school open. Your family membership and participation will add to the effectiveness of the organization.

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 have your child opt 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 embarrassing to the student and his/her family.
3. Sexual behavior and attitudes
4. Illegal, antisocial, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income (other than that required by law to determine eligibility 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 PPA 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 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**

School Hours

Grades K – 4

8:45 a.m. to 3:30 p.m.

Students will not be permitted to be dropped off at school prior to 8:30 a.m. The school doors will be locked until this time. The school will not be held responsible for any injury, etc. that would occur to students arriving before 8:30 a.m.

Telephone

Students will not be called to the telephone or permitted to call home unless it is an emergency. Students who need to use the phone should report to the office.

Visitors/Deliveries to Students

Visitors are welcome at our school. Please stop at the main office to register upon entering the building. The office cannot and will not accept personal gifts or “greetings” to students. Do not have gifts, flowers, balloons, or personal greetings delivered to the school. Visitors will only be permitted to visit the destination stated upon arrival. Exclusive of assigned classroom volunteers, parents are not permitted to visit classrooms during school hours.

Volunteers

We invite interested parents, grandparents, aunts, uncles, community members, and friends to volunteer at school. A volunteer need not have had previous teaching experience. Volunteers will be assigned to tasks with which they feel most comfortable. It is highly recommended that all volunteers receive background checks. Background checks may be obtained at the Mahoning County Educational Service Center (MCESC) at a cost of \$60. Please contact the MCESC to schedule an appointment.

Volunteers are used in the classroom, library, and office and always to help children. If you are interested in being a volunteer, please contact the school office or sign up at the volunteer sign up meeting. Volunteers are asked to sign in and out in the office and to wear proper identification. The State of Ohio requires that all school volunteers be fingerprinted.

LUNCH PROGRAM

The cost of an elementary lunch is \$2.70 per day. CVMS and high school lunch prices are \$2.95. Milk and extra items listed on the menu are available to purchase daily when purchasing a lunch. Students are assigned a lunch number which is entered into our schools point of sale system.

Visit our website for menu downloads, nutritional information, payschoolscentral (online payments) website link, food allergy info and application information for our lunch program <http://canfieldlocalschoolsfoodservice.com/> and our YumYummy mobile app.

We are pleased to provide **FREE & REDUCED MEALS** for all students who qualify. It’s simple to apply and we accept applications all year. All applications remain confidential. Call 330-533-5507 ext. 2411 for more information or download an application on our website.

[Canfield Local Schools’ lunch charge policy](#)

Canfield School Food Service Department has adopted this policy to govern situations when students do not have lunch money or when lunch accounts have insufficient funds.

The district shall inform students and parents/guardians in writing of the Districts policy regarding meal charges in each school’s policy handbooks. Account balance information is readily available to parents and the lunch staff.

Meal charges are as follows:

1. **Grades K-4th** Up to ten (10) lunches may be charged.
2. **Grades-5-12th** Up to five (5) lunches may be charged.

*No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

Methods of notifying parents of negative lunch balance. . .

1. Parents are notified through our automated “broadcast calling system”, when a student has a negative balance.

2. The district also sends out letters to parents who have not replenished their accounts after a “broadcast call message” has been sent.
3. Parents may also sign up to receive low balance email notices. Log on to www.payschoolscentral.com or via convenient mobile app. A screen will guide you through the process to establish your account.

A fee of \$10.00 will be charged for all returned checks.

Forms of Payment

1) CASH PURCHASE

Your children can pay with cash or check at the time of purchase.

2) PREPAID MEAL

There are two ways to take advantage of this prepayment option: a) Check or b) Cash Prepayments.

ONLINE PREPAID MEAL ACCOUNTS

The PaySchools Central parent portal is easily accessible and is available on the home page of our website. Simply visit www.payschoolscentral.com and click on the PaySchools Central button to visit the portal, where you can create your account.

In order to use the online prepayment service, a convenience fee for each transaction of 3.9%. Canfield Schools does not profit from the use of this site.

MEDICAL INFORMATION

Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff may remove or isolate a student who is ill or may have been exposed to a communicable disease or highly-transient pest. The nurse and/or designee will contact a parent whenever a child is too sick to be in school. A communicable disease chart is posted in the nurse’s office.

Non-Casual-Contact Communicable Diseases

The school district has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the students’ health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted disease, AIDS, ARC-AIDS related complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

Communicable Disease Chart for Schools

Disease	Minimum Control Measures
Chicken Pox	Period of Communicability: communicable 1 or 2 days before blisters appear and until all blisters are crusted. Control: exclude from school until all blisters are crusted, usually 7 days.
Common Cold	Period of Communicability: 24 hours before onset of symptoms until 5 days after onset. (However, period may vary.) Control: exclude children with a fever and those not feeling well. Other exclusion is impractical.

Conjunctivitis:	Period of Communicability: until 24 hours of antibiotic treatment is complete. Control: exclude until 24 hours of antibiotic is completed.
Fifth Disease:	Period of Communicability: up to 5 days prior to appearance of the rash and to a lesser extent, for 2 days after the rash appears. Control: exclusion not appropriate unless child has a fever or is uncomfortable.
Flu (influenza)	Period of Communicability: probably 24 hours before the onset of symptoms and up to 7 days after the onset. Control: exclude only if the child has a fever or feels unwell.
Hepatitis A:	Period of Communicability: 2 weeks prior to onset. Control: exclude from school until at least 10 days after onset of jaundice. Student must be under a physician's care.
Impetigo:	Period of Communicability: from onset of symptoms as long as drainage is present. Control: exclude until 24-48 hours of antibiotic treatment is completed and sores begin to heal.
Head Lice:	Period of Communicability: white lice remain alive on the infested person or his/her clothing and until eggs (nits) have been destroyed. Control: exclude from school until treatment is completed. The student must be examined by the school nurse before they can return to school.
Measles (Rubeola):	Period of Communicability: 4 days prior to onset of symptoms until 4 days after the rash disappears. Control: exclude from school until at least 5 days.
Meningitis:	Period of Communicability: 7 – 10 days before the onset of symptoms and up to 7 – 10 days after onset. Control: exclude from school during fever period. Student must be under a physician's care. The school must observe strict hand washing after toileting child who may excrete the virus in stool.
Mononucleosis:	Period of Communicability: undetermined. Control: may return to school when feeling well enough to attend.
Mumps:	Period of Communicability: 1-2 days before onset of swelling and up to 5 days after swelling occurs.
Scabies:	Period of Communicability: until student and household contacts have been adequately treated, usually requires a second treatment in 7 to 10 days. Control: exclude from school until student and household contacts have been treated adequately. (Single infection in a family is uncommon.)
Ring Worm:	Period of Communicability: as long as sores are present. Control: exclusion from school is necessary for ringworm of the scalp and skin until 24 hours of appropriate treatment. The child should be excluded from contact sports until the lesions are gone.
Scarlet Fever/ Strep Throat	Period of Communicability: with adequate treatment communicability is eliminated within 24 hours. Control: exclude from school until 24 hours after treatment is started.
Whooping Cough/ Pertussis	Period of Communicability: from 7 days after exposure 3 weeks after onset of "whooping" in untreated children. Control: exclude until 5 days after onset of antibiotics and symptoms have cleared.

Control of Blood Borne Pathogens

The Canfield Local School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material he/she must immediately notify his/her teacher, who will contact the school nurse.

Group Screening

In addition to the academic test, children are tested for speech and hearing problems (a teacher is available to work with children who qualify for special help in speech, hearing, and vision screening). The school nurse sends a referral slip to parents recommending that an "eye" doctor do an eye examination on those children who do not "pass" the screening.

Immunization Requirements

The Ohio Department of Health, under the authority granted in Section 3313.67 Ohio Revised Code has established the following minimum immunization requirements for kindergarten students.

- Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required.
- Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses.
- 2 doses MMR (measles, mumps and rubella) vaccine. The first dose must be received on or after the first birthday.
- 3 doses of Hepatitis B vaccine given at the appropriate intervals.
- 2 doses of varicella vaccine (chicken pox) must be administered prior to entry. Dose 1 must be administered on or after the first birthday

A record of each student's immunization status must be kept on file at the school. You must present written evidence of your child's immunization record during school registration.

Section 3313.67 provides that pupils be given 14 days (beginning the first day of school) to comply with immunization requirements before they are excluded from school. Unless a satisfactory waiver is on file, pupils who are to be excluded include: those who have no record on file, those who do not have one MMR vaccine, and those who have not started their Hepatitis B series.

Medication Policy

The Canfield Board of Education, as mandated by the State of Ohio, has a medication policy for the entire school system. In order for the school to give medication to your child, several procedures MUST be followed. In a "nut shell", students are not allowed to carry any medication in the school unless the proper forms are completed, signed by both the parent and the physician. If it is medically necessary for a student to have medication during the school day, the parent must bring that medication to the school and complete the necessary medication forms. When these forms are completed, the nurse or a person designated by the principal of that school will administer the medication. Only inhalers, epi-pens and diabetic needs may be carried by students if the proper medication forms are completed, signed by both the parent and the physician. This includes over the counter medications. The school nurse may administer several over the counter medications such as Tylenol. Only the school nurse can administer these school-purchased, over the counter medications from the nurse's office. If you have any questions concerning this policy, please call the school nurse at 330-702-7013.

Medication Procedure

1. The medication must be brought to the school by the parent or guardian.
2. The medication must be in the original container from the pharmacy.
3. The medication must be labeled with the medication's name, the physician's name and your child's name, and time to be given.
4. The "Parent Request and Authorization to Administer a Prescribed Medication or Treatment" form must be completed and signed by the parent or guardian and must include the signature of the physician.

5. New forms must be completed each school year.
6. Any medication not picked up by the parent or guardian by the end of each school year will be disposed of by the School Nurse.
7. Any medication brought in by a parent in a baggie or inappropriate container with a note will NOT be given to the student.

Medication Regulations

As of July 2011, the Ohio Department of Health developed some new regulations concerning the delivery of medication in the school. The new regulations cover three main issues. The first is who can give students medication at school, the second covers what procedures must be followed for medications to be given in school, and the third deals with what medications a student can carry during the school day.

According to the new regulations, only the nurse and employees who have been trained by the nurse can give medications to students. Untrained employees and volunteers in the school cannot give a student any medication. Volunteers cannot give medication even on field trips. Currently most of Canfield's administrators and secretaries have been trained to administer oral medication.

What medications can your child have in the school? Any medication, either prescription or **over the counter, that is medically necessary for your child to remain in school**, can be given to your child at school as long as the proper paperwork has been completed and is signed by a parent AND THE PHYSICIAN. The medication must be delivered to the school by the parent and can only be given to your child by the nurse or the trained, designated employees. Students cannot carry any medications with them or in their lunch, purse, or backpack. The **ONLY** medications students are allowed to carry on their person, and only if the proper paper work is in the nurse's office, are inhalers for asthma, epi-pens for anaphylactic reactions, and insulin and testing materials for diabetes.

The school does keep a small supply of over the counter medications such as Tylenol. This medication can be given by the nurse after an assessment. The distribution of over the counter medications that are in the nurse's office and are given by a nurse do not require any paper work on the part of the parent, but can only be given when the nurse is in the building. **Cough drops, vitamin drops, and throat lozenges are not used in the elementary schools.** If you have any questions about the new regulations or any questions concerning your child and medication, call the nurse at your school.

Reasons to Keep Your Child At Home

Out of consideration for your child's health and the health of the other students and teachers in our school, your child should not attend if he/she has any of the following:

- o Any time your child vomits in the morning or in the night before the school day.
- o If your child is coughing to the extent that they would be disruptive.
- o If your child has a fever of 100 degrees or above. Your child should be fever free without the use of medication before returning to school.
- o If your child is diagnosed with a strep infection, he/she cannot come to school until at least 24 hours of medication is completed.
- o If your child's eyes are crusted upon awakening and they appear red, they should be checked for pink eye before coming to school.
- o If your child has diarrhea in the night or in the morning of a school day .
- o If your child has a runny nose to the extent that he/she will need to be constantly wiping their nose.
- o If your child has a rash over a large part of their body that is undefined or undiagnosed.

School Nurse

There are nurses on duty at Hilltop and C.H. Campbell to administer the health program. The nurse's office is merely an aide station and is not equipped to diagnose or treat serious illness. If a medical emergency develops, medical aid is available to all students. If a child becomes ill, the teacher will send the student to the nurse's office.

Medication will not be administered without the proper forms being completed by the parents and/or physician according to state law. Forms are available in the office. All medication must be brought to the school by the parent. All

medication must be in the original container, labeled with the child's name, name of medication, and time and amount to be given.

The only medication the school will distribute is Acetaminophen. Acetaminophen will be given only to those students whose parent has completed and signed the area on the Emergency Medical Card giving the school permission. No medications or medication forms will carry over to the next school year.

STUDENT ACTIVITIES

Birthday Treats

Children may bring classmates a treat on their birthdays. A treat may be defined as a pencil, cookie, piece of candy, or something simple, easy to eat, or inexpensive. If a child's birthday falls during vacation, he or she may make arrangements with the teacher to bring a treat during the school year. Invitation to parties may not be distributed at school. Family members may not deliver or bring balloons or flowers to children at school. A list of classmates and their addresses may be obtained from the school office.

Lunch with Your Child

Parents are permitted to take their child out to lunch during the child's assigned lunch/recess times.

Parties

There are four classroom parties during the school year sponsored by our Parent Teacher Organization. These are held around Halloween, Christmas, Valentine's Day and End of Year. All games and refreshments are under the directions of P.T.A. home room parents. No additional treats will be given to students on these days.

Recess

There is outdoor recess following lunch whenever weather permits. We have a wonderful playground area and adequate equipment. All children are expected to be outside unless prevented by illness. Children should dress for the weather of the day. Generally, children go out for recess when the temperature and wind chill is 23 degrees and above. Parents are not permitted to spend recess with their child.

STUDENT CONDUCT

Positive Behavior Interventions and Support

Positive Behavior Interventions and Support (PBIS) is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what the appropriate behaviors are. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them.

The foundation of PBIS at Hilltop are the building-wide expectations of:

Be Safe
Be Responsible
Be Respectful

Our behavior expectations are presented in our 1) Behavior matrix, which will be posted in all areas of the school environment, as well as 2) Direct teaching through lesson plans which helps students engage in the expected behavior.

Student Code of Conduct

Good discipline is the key to good conduct and proper consideration for the rights of other people. Most Hilltop students are aware of what is considered acceptable school conduct. Some students, however, because of immaturity, lack of social etiquette, or disregard for the rights of others, fail to abide by the rules that have been established. This necessitates a program to help to correct those who have not yet learned the fundamental principles of acceptable social behavior.

The Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular competitions, extracurricular events, or other school activities or programs. In addition, this code of Conduct includes 1) misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school district property 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, emergency removal, referral to law enforcement agencies, suspension or expulsion.

A student may be removed or excluded from a classroom or a school when he/she poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or on the school premises. Such removal may be for a period of less than 24 hours without being subject to suspension and expulsion procedures.

A student may be suspended from school for up to 10 days duration. A student may be prohibited from participating in any or all co-curricular and extra-curricular activities in accordance with board policy. (Section 5610)

Expulsion is the removal of a student from schools of this District for a period of time to be established by the Superintendent or his designate following procedures with board policy. (Section 5610)

Due Process Rights

Our belief is to always approach discipline in a positive and confidential manner. A student's discipline can only be discussed with that student or his parents. Any parent has the right to discuss any disciplinary issue. You can do so by contacting the principal. Parents have the right to appeal a suspension/expulsion. Contacting the Superintendent's office can do this.

These student rules are general in nature. The staff makes every attempt to deal with a behavior on an individual basis. While consequences may be necessary to deal with an immediate situation, our goal is to mold appropriate behavior so all students can meet with success.

Disciplinary Process

In order to maintain a safe school environment, the administration/faculty reserves the right to discipline a student when his/her behavior disrupts the school environment. The following behaviors have been identified as examples for reference only. Please understand that while we have highlighted some primary behaviors, it is impossible to list all of the behaviors that could occur throughout any given school day.

Academic Dishonesty

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism. Students who violate this policy may receive zero credit for assignments or work involved. In the case of repeated offenses, the administrator or teacher will determine any further consequences.

Bullying /Harassment

Harassment and bullying are defined as intentional, hurtful acts, words or behavior, such as name calling, threatening and/or shunning committed by one or more children against another. The victim does not intentionally provoke these negative acts. Bullying and harassment may be physical, verbal, emotional or sexual in nature. Harassment is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic. Bullying involves an imbalance of power between the perpetrator and the victim and need not be motivated by an obvious characteristic on the part of the victim. Bullying at any level will not be tolerated and is subject to disciplinary action. You can access Canfield Local Schools Anonymous Bully/Safety Tip Line at (330) 965-2871.

Disrespect/Insubordination

It is important for every student to comply with the rules of the school and respect all school personnel at all times. This includes following rules at school-sponsored activities as well. Noncompliance with school rules or disregard for the

authority of school personnel will be considered disrespectful insubordination. The staff will deal with these situations as deemed necessary.

Disruption to the School Day

Every student has the right to learn. Behaviors that interrupt the learning process may result in a consequence issued by the teacher/staff. In the case of repeated offenses, students may be referred to the administration.

Drugs, Tobacco and Alcohol

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. It shall be a policy of the Board to implement a program to prevent the unlawful possession of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities. The district shall comply with the Federal Drug Free Schools and Campuses regulations and shall certify that the provisions in the regulations are in effect.

Students are not to use or possess medication, drugs, alcohol, or tobacco. The use and possession of any of the above, as well as look-alike drugs, is considered serious and may result in suspension and/or expulsion.

Electronic Devices

Students are not permitted to have electronic devices such as radios, pagers, headsets, cameras, cellular phones, etc.) at school. When items of this nature are used inappropriately, the item will be confiscated and returned only to a parent. Failure to comply with this rule will result in disciplinary actions.

Fighting

In order to maintain a safe environment, physical altercations of any kind will not be tolerated. Out-of-school suspension may be given for such an offense.

Hazing

Hazing is defined by O.R.C. 2307.44 as “Doing any act or coercing another, including the victim, to do any act of initiation into any student group or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.” Hazing, at any level, will not be tolerated and may be subject to disciplinary action.

Manners

Students are expected to use socially accepted manners in school. Examples of this are eating properly during lunch, and removing hats when entering the school. Profanity, name-calling and threatening are not acceptable.

Sexual Harassment

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity may be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including, but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual-name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school’s normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded the student in accordance with the district’s suspension/expulsion policy.

Selling

Pupils are not permitted to bring anything to school to sell or exchange.

Theft

Students are responsible for their own belongings as well as items issued by the school. Valuable items do not belong in school. However, theft on school grounds cannot be tolerated. Stealing includes taking items belonging to the school or another person.

Threatening, Degrading, Disgraceful Acts or Gestures, Hazing, Harassment, Bullying

Harassment, extortion, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. **Harassment, intimidation, or bullying means: any intentional written,**

verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student(s). Discipline consequences including suspension and/or expulsion may result. (See Canfield Local Schools 5517 and 5517.01) All incidents of suspected behavior included above should be reported to the guidance counselor or the administration in a timely fashion.

Toys and Trading Cards

Pupils are discouraged from bringing toys to school. The school cannot be responsible for the loss or destruction of such items. Games, puzzles, and other activities are made available for rainy day recess time. Toy weapons are not appropriate items to be brought to school.

Vandalism

The materials that are used by students, such as textbooks, library books, or other school materials are loaned to students free of charge. Those materials are to be treated with care. If books or materials are missing or damaged while assigned to a student, the student will be charged for the replacement and/or repair of such item.

Weapons and Instruments

Possessing, handling, transmitting, or concealing any weapon or instrument capable of harming another shall result in immediate confiscation of the weapon and/or instrument and the immediate emergency removal of the individual from school premises. Please understand that a pocketknife and any weapon look-alike are considered in this category. The removal follows the guidelines as established under Board Policy 5614.

STUDENTS SERVICES

Guidance

There is a part-time Guidance Counselor on duty between Hilltop and C.H. Campbell to assist with student needs. The goal of the guidance counselor is to provide assistance with school related concerns, help students develop positive social relationships, and help students learn to work together to develop win-win solutions to problems that occur in the classroom and on the playground. Parents can access guidance services by contacting the teacher, calling the school, or stopping in the school office.

Student Assistance

Our goal is to help each child reach their potential and have a successful elementary school experience. Teachers consistently monitor and evaluate student progress. Student interventions may be developed if a child experiences difficulty and/or is becoming frustrated with daily work. Interventions are developed to provide support and are planned to meet the unique needs of each child. Sometimes these interventions occur in the classroom, while other times they may be provided in a smaller group setting. Often times, parents are invited to be part of the intervention team. The goal of student intervention team meetings is to develop consistent learning routines between home and school. This process often helps ease the frustration and help children feel more confident in the classroom setting.

Students with Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities
- Has a record of such an impairment
- Is regarded as having such an impairment

The District has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodation(s).

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and if

appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

A student can access special education and related services through the proper evaluation procedures. Parent involvement in the procedure is important and required by Federal (IDEIA, A.D.A. SECTION 504) and State Law. Questions regarding this process should be directed to the Special Services Office.

TECHNOLOGY POLICY

Computers

Use of computers is a privilege which requires responsible student actions. Damage to or misuse of computers will not be tolerated. Any student found using computers, e-mail, or the Internet, etc. to transfer or receive profane, obscene, threatening, or otherwise inappropriate messages will lose computer privileges, and depending on the severity of the offense, may be suspended and/or recommended for expulsion with notification of the action submitted to the proper authorities. This includes the use of the Internet, email, texting, social media, etc. from home or any other place off school property when the information is profane, obscene, threatening, or degrading and disrupts the good order and educational process or the school. (Additional guidelines found in Board policy governing computer use will be followed and are available for inspection in the Hilltop Office.)

Wireless Communication Devices

Students may use wireless communication devices (WCDs) before and after school, during after school activities (e.g. extracurricular activities), and/or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

TRANSPORTATION

Transportation to school is a privilege. Bus privileges can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under authority of the bus driver and must obey the bus driver's requests. Whenever it becomes necessary to refuse a pupil transportation due to his/her misconduct, the school authorities shall notify the parents of such refusal with explanation for this action.

All students must leave the building immediately after school unless under the direct supervision of a staff member.

School Bus Rules and Regulations

We are deeply concerned for your child's safety as well as all others riding our school buses. Please take time to review the following rules and regulations with your child.

Pupils should load and unload from bus at its designated stop in an orderly manner.

Pupils should ride the regularly assigned bus and unload at the regular stop.

Eating and littering are not permitted on the school bus.

There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.

Noise on the bus should be kept at a minimum. The same behavior is expected on a school bus as in a classroom. Pupils may talk quietly if the driver permits. Pupils should not change seats while the bus is in motion. Also, pupils will ride sitting forward in their seats.

Pupils must not throw anything while riding the bus.

Pupils must not hang any objects or part of their body outside the bus windows.

Pupils must cross ten feet in front of the bus.

Pupils are not permitted to transport animals, arms, ammunition, explosives or other dangerous materials.

Pupils should go promptly to the bus when dismissed from school. When discharged from the bus they should go directly to their homes.

Positively no smoking or the use of tobacco in any form is allowed on the bus.

Pupils must sit only in their assigned seats as so designated.

Pupils are expected to be waiting at the bus stop and to board the bus promptly.

Positively no cutting, marking, or malicious damage to seats or any part of the school bus.

A condensed summary of the above rules and regulations will be posted in each bus as a daily reminder for students. The driver will warn those who fail to abide by the rules and regulations and the parents will be notified. Continued misconduct will result in exclusion from the bus until a parent or parents meet with the bus coordinator and the school administrator.

(THESE ARE THE RULES AS THEY ARE POSTED IN THE BUSES)

1. STAY SEATED, HANDS TO YOURSELF
2. NO LITTERING, EATING OR TOBACCO ON THE BUS
3. ABSOLUTELY NOTHING OUTSIDE OF THE WINDOWS
4. NO PROFANITY, OBSCENITY, OR LOUD TALKING
5. NO THROWING, SPITTING, OR DESTROYING PROPERTY.

Transportation Policy

The safety and welfare of your children are of the utmost importance to us at Hilltop Elementary School. To provide our students with a safe arrival and dismissal, it is necessary for you to use the parking lot when bringing children or picking up your children after school. Please do not use the area in front of the school during arrival or dismissal.

School visitors are expected to enter through the main doors of the building. This is especially important during dismissal. We ask that all parents enter and exit using the main doors of the building.

Walker Policy

Elementary school students are only permitted to walk home from school without an accompanying adult if a *Student "Walker" Consent Form and Waiver of Liability* has been completed and returned to the school. This document is available upon request from the school office. The following guidelines are in effect:

1. Destination is within a mile of the school.
2. Students are to be on their best behavior and follow appropriate traffic and safety protocols.
3. Temporary or short-term changes in student dismissal are communicated with the office in advance. (e.g. parent pickup, busing, etc.)
4. Walker policy should not be used to bypass building sign out procedures.

Failure to comply with guidelines and procedures may result in loss of walking privilege.

Safety Practices for Pedestrians

Be Visible

- Make sure you're visible to drivers at all times and make eye contact with them whenever possible. This is especially important at night, in low-light conditions such as dusk or dawn or in inclement weather.
- Wear lightly colored or reflective clothing at night and brightly colored clothing during the day.
- Stay in well-lit areas, especially when crossing the street. If possible, make eye contact with drivers in stopped vehicles to ensure they see you before you cross in front of them.

Stay Alert – Avoid Distractions

- Distractions are everywhere today and becoming more and more difficult to avoid. Remember that, as a pedestrian, your eyes and ears are your best tools for keeping safe. Stay alert and watch out.
- Put down your phone. Smartphones and handheld electronic devices are a daily part of life, but they take your eyes off of the road and distract your attention.
- Don't wear headphones. Your ears will tell you a lot about what is happening around you – be sure to use them.

Follow the Rules

- Know and follow all traffic rules, signs and signals. You need to be aware of the rules vehicles around you must follow to properly anticipate what drivers will do. This will help increase your safety.

- Never assume a driver will give you the right of way. Make every effort to make eye contact with the driver of a stopped or approaching vehicle before entering the roadway.

Walk in Safe Places

- Use crosswalks when crossing the street. If a crosswalk is unavailable, be sure to find the most well-lit spot on the road to cross and wait for a long enough gap in traffic to make it safely across the street.
- Stay on sidewalks whenever possible. If a sidewalk is not available, be sure to walk on the far side of the road facing traffic. This will help increase your visibility to drivers.
- Avoid walking along highways or other roadways where pedestrians are prohibited.