

# New Philadelphia City Schools

2025– 2026

## Elementary School Handbook



A Parent's Reference Guide to Educational Opportunities and Expectations in the New Philadelphia City School District. For more detailed information, please visit our web-site at [www.npschools.org](http://www.npschools.org)

**Students Arrive 9:00 a.m.**  
**Tardy Bell Rings 9:15 a.m.**  
**Students Dismissed 3:45 p.m.**

**Mission Statement:** New Philadelphia City Schools will provide all students the opportunity to achieve their highest potential to become educated, self-sufficient, and responsible citizens. We are committed to providing every student a diverse, quality education within a safe and secure environment through a dedicated, innovative, and highly qualified staff in partnership with parents and the community-at-large.

# TABLE OF CONTENTS

## **Introduction . . . . . 4-5**

- Foreword
- Nondiscrimination Policy
- District Calendar

## **Attendance Procedures . . . . . 6-7**

- Missing Student Policy
- Reporting Absences
- Daily Attendance Requirements
- Early Dismissal
- Delayed Starts
- Excused Absences
- Written Excuses
- Unexcused/Pre-Arranged
- Truancy/Consequences
- Tardiness/ Info to Parents
- Illness in School
- Make-up Work

## **Bus Transportation . . . . . 8-9**

- Policies & Procedures
- Pupil & Parent Responsibilities
- Guidelines

## **General Information . . . . . 9-11**

- Automobile Pick-up
- Birthday Treats/Party Invitations
- Bicycles
- Dangerous Strangers
- Library/Media Resource Center
- Lost & Found
- Breakfast & Lunch Programs
- Physical Education
- Pictures
- Telephone
- Toys & Novelties
- Recess

## **Grade Reporting . . . . . 11-12**

- Report Cards & Mid Term Progress Reports
- Parent/Teacher Conferences
- Honor Roll (Grade 5)
- Homework
- Assignment/Retention Policy/Third Grade Reading Guarantee
- Parent Access via Internet to Student Progress

## **Medical Concerns . . . . . 12-14**

- Bee Stings & other Allergies
- Illness at School
- Injuries at School
- Use of Medications
- Immunization & Requirements
- Head Lice (Pediculosis)
- Student Insurance

## **Safety Procedures . . . . . 14-15**

- Emergency Weather
- Use of Crosswalks
- Fire Drill
- Tornado Drill
- Safety Drill

**Student Code of Conduct: . . . . .15-18**

- Scope of Jurisdiction
- Minor Misconduct
- Major Misconduct
- Search & Seizure
- Student Referrals
- Suspension
- Expulsion

**Student/Parent Responsibilities: . . . . . 19-20**

- Change of Address
- Fees
- Leaving During the School Day
- Location Cards/Medical
- Supplies
- Student Dress Code (To & From School)
- Textbooks
- Visitors
- Volunteers
- Withdrawals

**Board Policies: . . . . . 20-24**

- Anti-Hazing & Bullying
- Forms for Reporting

**New Philadelphia City Schools  
Elementary School Buildings**

<b><u>Building:</u></b>	<b><u>Phone:</u></b>
<b>Central Elementary</b>	<b>330-364-0700</b>
<b>East Elementary</b>	<b>330-364-0715</b>
<b>South Elementary</b>	<b>330-364-0725</b>
<b>West Elementary</b>	<b>330-364-0755</b>
<b>York Elementary</b>	<b>330-364-0770</b>

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2019. If any of the policies or administrative guidelines are revised, the language in the most current policy prevails.

## ***EQUAL EDUCATION OPPORTUNITY***

This District provides an equal educational opportunity for all students.

Any person who believes that they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Mr. Jeff Williams  
Assistant Superintendent  
330-364-0600

Complaints will be investigated in accordance with the procedure as described within this Handbook. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.



# New Philadelphia Elementary School Calendar 2025 – 2026

## First Semester

August 15	Friday	In-Service – No School
August 18	Monday	In-service – No School
August 19	Tuesday	In-service – No School
August 20	Wednesday	First Day for Students
September 1	Monday	Labor Day – No School
September 19	Friday	In-service - No School
November 26-28	Wed./Fri.	Thanksgiving Break – No School
December 1	Monday	Conference Exchange Day – No School
Dec.22/Jan. 2	Mon./Fri.	Christmas Break – No School

## Second Semester

January 5	Monday	Classes Resume
January 16	Friday	In-Service–No School
January 19	Monday	Martin Luther King Day – No School
February 16	Monday	President’s Day – No School
March 30 - April 3	Mon./Fri.	Spring Break – No School
April 6	Monday	Conference Exchange Day – No School
May 23	Saturday	Class of 2026 Graduation
May 25	Monday	Memorial Day – No School
May 28	Thursday	Last Day of School



# ATTENDANCE PROCEDURES

## ***MISSING STUDENT POLICY***

To be in compliance with the Missing Child Law, the school must notify the parent/guardian if a student does not arrive at school.

## ***REPORTING STUDENT ABSENCES***

If a student will be absent, parents are encouraged to call the school office between 8:15 a.m. and 9:30 a.m. A written excuse is still required when the student returns to school.

## ***DAILY ATTENDANCE PROCEDURES/REQUIREMENTS***

***Daily participation will be part of the criteria for determining grades for each grading period; therefore, attendance will have a significant impact on those grades.***

Students who do not provide their homeroom teachers with a written excuse when returning from an absence will be issued an unexcused absence.

## ***EARLY DISMISSAL***

Students requesting early dismissal will submit a written request to the office. Students must provide documentation that they were at the office of a healthcare professional when they return to school. Subpoenas or official notifications must verify Court appearances. Students will be dismissed from the office after their parents sign them out.

## ***DELAYED STARTS***

During any delayed start day, the school day and busing, will be delayed 2 hours. All breakfast programs are cancelled on these days.

## ***ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED ABSENCES***

A student will be considered to have Excessive Absences if they are absent from school for:

- 38 hours or more in one school month  
This is approximately 7 days for an elementary student and 6 days for a middle school or high school student.
- 65 hours or more in one school year  
This is approximately 12 days for an elementary student and 10.5 days for a middle school or high school student.

**Parents/Guardians will receive a letter from their child's school when one of the above benchmarks are met.**

## **What is an Excused Absence?**

Any excused absence requires a note from home stating why the student was not in school. An absence may be excused for the following reasons:

- Personal illness
- Illness in the immediate family requiring the student to stay home
- Medical, dental, or legal appointments – requires verification from provider
- Death of a relative
- Religious holidays
- Religious Expression Days (Up to three (3) days; written request must be submitted to Building Principal within 14 days of the start of the school year)
- Other circumstances as determined by the school administration

## **Examples of Unexcused Absences:**

- Employment
- Oversleeping
- Missing the bus
- Car trouble of any kind
- Appointments for other family members
- Running non-emergency errands
- Shopping
- Vacations

## **Habitual Truancy**

A student is considered to be a habitual truant if he/she has **UNEXCUSED ABSENCES** that meet any of the following benchmarks:

- 30 hours of consecutive unexcused absence  
This is approximately 5.5 days for an elementary student and 5 days for a middle school or high school student.
- 42 hours of unexcused absence in one month  
This is approximately 7.5 days for an elementary student and 7 days for a middle school or high school student.
- 72 hours of unexcused absence in one year  
This is approximately 13 days for an elementary student and 11.5 for a middle school or high school student

**If a student reaches the threshold for habitual truant, the District is required to develop and Implement an Absence Intervention Plan.**

Parents/Guardians will be contacted to participate in the development of the Plan.

If a student fails to participate or make satisfactory progress with the intervention process or if the student continues to miss school, the district is required to make a complaint against the parent/guardian and/or the student with Job & Family Services and /or Juvenile Court.

***WRITTEN EXCUSES FOR ABSENCES***

If a student is absent for all or part of a day, his/her parent/guardian must send a note with the student upon his/her return to school. The principal or attendance officer will determine whether the absence is excused or unexcused when a student is referred to the office with an excuse.

A student's excuse must contain the student's full name, the dates of the absence, the reason for the absence, documentation if required, and the signature of the parent/guardian. It is necessary to state a reason from the list of acceptable excuses set forth in the guidelines above. If the student was kept at home due to an emergency, the parent/guardian must explain the nature of the emergency.

If a student has required medical attention, please include documentation from the doctor. If it is necessary for a student to miss 5 or more consecutive days due to illness or injury, a medical excuse from a doctor will be required. If a student has a chronic medical condition, which requires the student to be absent periodically, a physician should document this condition, and medical excuses will need to be provided.

A student must present a valid Medical Excuse after the 5<sup>th</sup> day missed per 9-week grading period. Absence will be considered unexcused without a Medical Excuse.

**Consequences for Unexcused Absences**

1. Credit may not be issued for work missed.
2. Disciplinary procedures for truancy will be applied for unexcused absences which are considered truancy under Ohio attendance laws and/or district policy.

***PRE-ARRANGED ABSENCE FROM SCHOOL/VACATIONS***

The purpose of this policy is to permit students to be absent from school for reasons which are not considered legitimate according to Ohio attendance regulations. These absences are recorded as unexcused. The student must obtain a pre-arranged absence application in the office and return it before the absence. The student's prior record of attendance will be considered when his/her application for a pre-arranged absence is considered.

This policy permits students to accompany their parents out of town on vacations or family matters. It is also used to permit students to exhibit projects at the Tuscarawas County Fair. This policy also applies when documented extenuating circumstances, which require the student to be absent from school exist.

***TRUANCY***

No student shall be truant from school **for all or part of a day**. This includes unexcused tardiness and/or absences from a class, or any other properly assigned activity.

***TARDINESS TO SCHOOL AND INDIVIDUAL CLASSES***

Students must be in their assigned room when the bell to begin class sounds. **Students who arrive after 9:15 A.M. must be signed in by a parent/guardian at the office.**

***ILLNESS IN SCHOOL/Emergency Medical Card in the Final Forms (online)***

Please complete all medical information in the Final Forms. It is critical that you fill it out completely for our use in case of sickness or emergency. We must have at least two (2) different phone numbers to call in case of emergency.

Your child will not be transported home if he/she is sick. This is your responsibility as a parent to pick up the child timely from the building and transport them home. If no one can be reached and medical treatment is necessary, the emergency squad will be called and the medical information that is provided on the medical card in the Final Forms will be followed. If any of this information changes during the year, please notify the school and change in the Final Forms.

***MAKE-UP WORK***

After a student is absent the parent may call to request assignments. Please allow at least **one full working day** for the collection of the assignments and any related materials. Arrangements for picking them up should be made at the time of the request. Upon returning to school from any excused absence, the student will be given that number of days that he/she was absent to make up any work including tests or quizzes.



## *Bus Transportation*

### PUPIL AND PARENT RESPONSIBILITIES

1. Students are not permitted to be released off the bus at any location other than their established stop. A parent/ legal guardian must sign the student out in the school office before the student boards the bus.
2. Once a student has boarded the bus they will not be permitted off the bus until they reach their established stop.
3. Due to state regulations and availability on the bus, bus passes can only be used for medical or accidental related emergencies only. A parent/legal guardian must call the Transportation office to request a bus pass.
4. Parents/ legal guardians are responsible for the safety of their students while going to and from pickup points and for meeting the bus on schedule. Behavior at a school bus stop must not threaten life, limb, or property of any individual.
5. Buses operate on a time schedule approved by the New Philadelphia City School Board of Education. Students must arrive 10 minutes before their scheduled pickup time. The school bus is not required to stop if the bus is running late and your child is not at their designated place of safety.
6. Students shall be waiting at their designated place of safety at least 10 minutes before the bus arrives.
7. Students shall go directly to their assigned seat when boarding the bus.
8. Students must sit properly in their seats. No arms/legs, books, book bags or instruments are allowed to block the aisles and exits.
  - SEAT ON SEAT
  - BACK ON BACK
  - FEET TOWARDS FLOOR
  - FACING FORWARD
  - HANDS TO YOURSELF
  - QUIET VOICES
9. Absolute quiet must be maintained at railroad crossings or any time the dome lights are lit.
10. Students must observe classroom conduct and obey the driver promptly with respect.
11. Nothing shall be thrown out of the bus nor held so it extends out of the window. All parts of pupils' bodies shall be kept inside the bus at all times.
12. Profanity, eating, drinking, gum chewing, tobacco products, drugs, alcohol or littering, are not permitted on the bus.
13. Parents could be responsible for any damage to a bus by their child.
14. Unauthorized passengers shall not be transported on a school bus.
15. The driver has the authority to enforce the conduct code and regulations. The pupils shall conduct themselves on the school bus as they would in a classroom. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any passenger. When it becomes necessary to refuse transportation due to misconduct, the school administration shall notify the parents of the bus suspension.

### TRANSPORTATION GUIDELINES

In order to insure the safety of each and every passenger we transport, the following changes have been adopted by the New Philadelphia City School Board.

- All students must live **one mile** or further from the school in their residential attendance area to qualify for transportation.
- Transportation will be provided to and from their bus stop. There will be no transportation provided out of the residential attendance area.
- **Alternate transportation within the attendance area may be requested by:**
  1. Submitting a transportation registration form for authorization that is available on-line on the NPSchools.org home page.
  2. Qualification is based on feasibility, availability and meeting any state requirements.
  3. Alternate transportation is subject to change depending on feasibility, route changes, availability, student behavior and meeting state requirements.
  4. No transportation outside of the student's residential attendance area will be provided.

5. No alternate transportation is available for grades 6-12, unless it is an established stop already on their bus route.
6. Students are permitted to ride one bus only.

- Consolidated bus stops will be established where feasible.
- AM pick-ups may differ from the PM drop off, but must be within the same residential attendance area and must be a consistent schedule Monday – Friday, on the same bus.
- It is recommended that kindergarten and special education students have an adult present for pick-up and drop off.
- IEP, special needs and handicap student's transportation will be determined based on the individual needs of that student and meets state requirements.
- Parochial student's transportation will fall under the same guidelines with their time frames and attendance area being different.
- Open Enrolled students will be responsible for their own transportation.
- Bus passes will be issued for medical emergencies only.

It is the parent's responsibility to instruct the students to follow the safety rules while walking to and from school. The bus driver supervises the students while riding on the bus. Bus rules need to be followed or a Student Misconduct Report is written and mailed to the parent.

## GENERAL INFORMATION

### *Automobile Pick-up*

Parents who pick up their children after school are requested to observe the bus loading areas where automobile pick-up is restricted. We also ask that extreme caution be exercised in speed and parking location to ensure the safety of our students. Each elementary has pick-up procedures that must be followed by everyone.



### *Birthday Treats / Party Invitations*

A child who is having a birthday may bring birthday treats to school. Please coordinate with the classroom teacher due to allergy concerns and classroom schedules. Items that are store bought with a label are helpful, due to allergy concerns. Treats should be limited so that they do not interrupt class time. Candy (no hard candy) and cupcakes are appropriate. Birthday parties, decorations such as balloons or singing visitations are not permitted. Summer birthday treats should be coordinated with the classroom teacher.

Party invitations not including all members of the class are to be distributed outside of school time



### *Bicycles*

Students are permitted to ride bicycles to school at all elementary school buildings except York. Please be sure your child has a chain and lock for their bicycles to prevent theft and loss. It is the parent's responsibility to judge the safety and appropriate age of their child riding his/her bike to school.

### *Dangerous Strangers*

All New Philadelphia Elementary students are instructed in precautions and rules to follow in regards to dangerous strangers. Please remind your child of the need to be extremely careful when encountering any strangers.

## *LIBRARY/MEDIA RESOURCE CENTER*

**Elementary students are usually scheduled into the library once per week. Books may be checked out for that 1 week period. To check out any other materials, contact the librarian or office personnel.**

### *OVERDUE MATERIAL, FEES, AND CHARGES*

- A. Students will return borrowed materials on time.
- B. Students are responsible for any damaged material.
- C. Students will pay for all repair or replacement costs of damaged material.

- D. Students will pay full replacement cost for any lost material.
- E. Any paid amounts will be refunded if material is found.

### ***Lost and Found***

A lost and found area is kept in each building. Have your child check this area if they have lost an article. All items not claimed will be disposed of at the discretion of the building principal



### **BREAKFAST AND LUNCH PROGRAM**

The school offers nutritious, well-balanced meals, prepared fresh daily.

Students may pack a lunch but are not permitted to bring any “outside food” (example: McDonald’s, Burger King, etc.) Also no carbonated beverages are permitted.

The breakfast and lunch menus are posted each month on the district home page at [www.npschools.org](http://www.npschools.org). Click on lunch to be directed to the school nutrition site.

Breakfast is available daily to all students as a “Grab ‘n’ Go” breakfast.

The school district participates in the National School Breakfast and Lunch Programs. Under these programs, a family may qualify to receive free or reduced-priced meals. The Free and Reduced Price School Meals Family Application is AVAILABLE ONLINE THROUGH THE FINAL FORMS, please click on Lunch and follow the link to complete your online application. All children in the household even if they are in different buildings can be processed with one on-line application, please include all children in the household on ONE application. Applications can be accessed on the New Philadelphia City Schools website, click on lunch to be directed to the School Nutrition page. If you do not have access to the on-line applications they are available at the office at your child’s school. Submit your paper application for approval by sending it to school with your child. Note that if you have children in several buildings only one application needs to be filled out. Once an application is received by the Food Service Director, it will be processed. Please keep in mind that we are moving to the on-line version for quicker approval time and to be friendly to our environment.

As part of the National School Meals Program, we participate in “Offer vs. Serve”. The students have the following options under offer vs. serve: at breakfast a student can refuse one item on the breakfast tray and may refuse a total of two items on the lunch tray. Breakfast must include a fruit and lunch must include either a fruit or a vegetable. Refusal of items does not constitute a reduction in the price of meals.

The Food Service Department operates an electronic point of sale system in each building. Every student is assigned a four-digit pin when they are enrolled in the district. They will use their four-digit pin number for all items they purchase in the cafeteria. Their four-digit pin number will remain with them until they graduate from high school or leave the district.

Money should be deposited in your child’s account at the beginning of each week. Any amount of money may be deposited in your child’s account at any time during the school year. You may also apply money to their account with a credit card by setting up an account at [www.payschoolscentral.com](http://www.payschoolscentral.com). PLEASE NOTE THAT THERE IS CHARGE FOR ON-LINE DEPOSITS and you can avoid this by sending in cash or check with your student. To set up an account on the payment center you must have your child’s nine-digit student ID number. You can acquire your child’s student ID number by logging into Progress Book, clicking Student Profile (bottom left) and the Student ID will be listed at the bottom of the profile. If you cannot access Progress Book contact the school office or food service director. We operate a cashless system; which means the entire dollar amount a student gives the cashier will be placed on the students account; no change will be given. You may view current meal prices on the district website, click on lunch to be directed to the School Nutrition web page.

Elementary school students are allowed to charge 1 breakfast @ \$1.25 and/or lunch meal @ \$2.25. Students are not permitted to charge ala carte items such as milk or bottled water. Parents will receive a charge notice weekly for any charges their child may have on their account. Charges will remain on the child’s account until paid in full. At the time of graduation, any outstanding charges on a student’s account will be added to graduation fees.

### ***PHYSICAL EDUCATION***

All students K-5 are required to take physical education classes unless excused by a doctor. Students should wear or bring gym shoes on their assigned day in accordance with the instructions from the physical education instructor.

### ***PICTURES***

School pictures will be taken twice a year and payment will be due at sitting. Yearbooks will also be available in the spring. A photo will be retained for your child's file. **THERE IS NO OBLIGATION TO PURCHASE PICTURES.**

## ***TELEPHONE***

The office telephone is not to be used except for official business. Students will not be called to the telephone, nor will messages be delivered except in cases of emergency.

## ***TOYS OR NOVELTIES***

Toys, devices to inflict injury, personal novelties, tape players, radios, video games, etc., should not be brought to school unless permitted by the principal or teachers because they distract from the educational setting and they could be damaged. Students need to have their electronic devices in their book-bag turned off or given to the teacher.

## ***RECESS/BREAKS***

Students enjoy recess everyday with the exception of days when the wind chill is below 20 degrees. Students stay inside when it is raining or snowing heavily.

# **GRADING REPORTING**

I. Report cards for grades K-5 will be issued four times during the school year.

### **Grades K-5:**

First Grading Period Ends	October 24, 2025
Second Grading Period Ends	January 15, 2026
Third Grading Period Ends	March 20, 2026
Fourth Grading Period Ends	May 28, 2026

**The parent or guardian of students receiving failing grades during each grading period are encouraged to contact the individual teachers with questions and/or concerns regarding student performance and grade reporting at any time.**

## ***Parent-Teacher Conferences***

New Philadelphia Schools rely on parent-teacher conferences to supplement report cards and other written forms of communication between parents and teachers.

Conference days for each grade are scheduled once in the fall and again in the spring. The schedule, appointment forms, and conference summary sheets are distributed by the principal several weeks prior to the conference day.

## ***ELEMENTARY HONOR & MERIT ROLL (Grade 5)***

Honor Roll certificates are awarded to students in fifth grade each grading period. Students must achieve 3.5 - 4.0 for Honor Roll and 3.0-3.49 for Merit Roll in four major areas: Reading, Math, English and Science. Awards will be presented at the end of the year for students who have qualified for Honor Roll all four grading periods.

## ***Homework***

The New Philadelphia Board of Education supports the assignment of schoolwork to be done outside the regularly scheduled class time. When appropriately assigned, homework can help pupils in the orderly development of independent personal study skills, to prepare for classroom activities and discussion, and to reinforce, practice and build upon skills taught by the instructor. Teachers can also obtain valuable feedback about student comprehension and ability to apply the material being studied.

## ***ASSIGNMENT/RETENTION POLICY***

### ***Elementary Assignment***

A pupil who finishes a school year in the New Philadelphia School District and has shown satisfactory scholastic progress for the year shall be assigned to the next higher grade.

### ***Elementary Retention/Assignment***

A pupil who finishes a school year in our district and has demonstrated unsatisfactory scholastic progress will be considered for retention. The decision to retain a student shall be made by the respective principal in cooperation with appropriate staff members on the basis of what is considered to be in the best educational interest of the individual child. If the decision is to retain in grade, the parent(s) shall be called in for a conference to discuss the school's recommendation.

In no case should a child be required to repeat any individual grade more than once, or more than any two grades in the elementary schools. Retention should occur at the lowest possible grade level, preferably at kindergarten, first, or second grade.

The criteria to be considered as a basis for student retention, or assignment should include:

- a. Chronological age
- b. Physical size, maturity
- c. Abnormal attendance patterns
- d. Classroom performance
- e. Parental support and attitude
- f. Testing data - Special Services Center

### ***PROCEDURES FOR RETENTION***

- A. Communication during the first semester and during the second semester with the parents to inform them that the student is experiencing learning difficulties.
- B. Information is to be collected from each professional staff member having contact with the student.
- C. This information is to be shared with the building principal for his/her review and evaluation.
- D. A professional staffing will be conducted. Parents will be invited to attend. If parents do not attend, the principal will inform the parent of the committee's recommendation.
- E. The respective principal will have a witness to verify that the parents have been notified of the retention.
- F. Parents may appeal the decision in (e) to the Superintendent of Schools.

### **The Third Grade Reading Guarantee (TGRG)**

The Ohio State Grade 3 ELA Test is initially administered to students in the fall. This test is designed for students at the end of third grade. The fall test is given to determine which students will need more intensive reading instruction during the school year. If a student does not achieve the required "cut score" on the spring Ohio State Grade 3 ELA Test, there will be an opportunity for the student to attend summer learning and then retest before the start of the school year. Students who do not meet the promotion score on the Ohio State Grade 3 English Language Arts (ELA) will be retained unless the student's parent/guardian, in consultation with the student's reading teacher and principal, requests the student to be promoted to Grade 4.

## **PARENT ACCESS VIA INTERNET TO STUDENT PROGRESS**

New Philadelphia City Schools provides parents/guardians the opportunity to view their child's classroom progress and attendance information through our Progress Book Classroom Access for Parents and Students program. (Grades 3 – 5) This is a web based application that can be accessed from any computer with an internet connection. Parents/Guardians can view their child's progress in each class as well as attendance information and special messages from classroom teachers. If you wish to have a hard copy of your child/children's report card, please notify the office at your child/children's school.

## **MEDICAL CONCERNS**

### ***Bee Stings and Other Allergies***

If your child has a serious allergic reaction to bee stings, foods, animals, etc., this must be indicated on the emergency medical card in the Final Forms. The action that the parent or guardian wishes the school to take must also be stated. If medication is required, the mandatory medication administration order must be completed by a physician.

### ***Assistive Devices***

If your child is in need of the use of a: cane, crutches, walker, scooter, or wheelchair; documentation from your physician will be required. Please contact the school nurse prior to your child's return to school so that she is able to help to organize safe access to the school facilities.

### ***Illness at School***

If your child becomes ill during school hours, he/she will be brought to the office. Your child's temperature will be taken and if it is elevated or other symptoms are present that warrant your attention, all efforts will be made to contact you immediately. The school will not transport a child home due to liability concerns. Please pick up or have an appointed individual pick up your child timely from the school.

The school will not transport a child home due to liability concerns.

### ***When to Keep your Child Home from School***

- Temperature above 100 degrees
- Vomiting
- Diarrhea
- Diagnosed Communicable Disease

Students should be fever free for 24 hours, without medication, before returning to school.

## ***Injuries at School***

If your child is injured during school hours, he/she will be brought to the office unless the extent of the injury prevents moving the child. All efforts will be made to contact the parent or guardian immediately. If the injury is serious, the school will follow the instructions given on the medical card by the parent or guardian in the Final Forms.

## ***Use of Medication***

The New Philadelphia City School District will consider the diagnosis and treatment of illness and the prescription of all drugs/medications as the direct responsibility of the parent and/or physicians of their choice.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) medications shall rest solely with the parent (s) or legal guardian. School personnel will, under no circumstances, dispense or administer such non-prescribed (over-the-counter) medications to any student. The administration of prescribed medication during the school day will be discouraged. There may be unique circumstances which require that physicians and parents cooperate with school personnel in authorizing the administration of prescribed medication (s). A medication administration form must be completed by a parent and physician prior to medication dispensed at school. This medication form can be obtained from your school office or on the district web page. All medication provided to the school must be in the original labeled container/box with the appropriate pharmacy labeling and must be brought into the school by a parent/guardian. Medication cannot be transported by students at any time. Note: No cough drops will be permitted as they are a choking hazard.

## ***Immunization & Immunization Requirements***

In accordance with the provisions of the Ohio Revised Code regulating the State School Immunization Law, the records of all students enrolled in the New Philadelphia City Schools shall contain verification of their immunization against the communicable diseases enumerated in the Revised Code. A statement of exemption which conforms with the requirements of state law may be substituted.

At the beginning of each school year, or at a pupil's initial entry, a pupil has fourteen (14) days to present written evidence that the pupil is in compliance with the State School Immunization Law. If, after the end of the fourteenth day grace period, the pupil has not submitted written evidence of compliance, the pupil should be excluded from school until evidence is submitted.

The Superintendent shall prepare appropriate administrative regulations outlining the necessary procedures and guidelines for parents of the district, building principals and other support personnel. Legal References: ORC 3313.671, 3701.13, 5104.011 A (5)

The procedures and guidelines outlined below have been prepared to comply with Policy JHBC and the provisions of the State School Immunization Law.

## ***Immunization Requirements***

A pupil in grades K-12 is in compliance if written evidence is on file which shows that the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, varicella, Hepatitis B and meningitis. The State Legislature mandates what diseases pupils must be protected against. The Ohio Department of Health stipulates the number of doses of appropriate vaccines required.

## ***Pediculosis (Head Lice)***

New Philadelphia City Schools procedure is adopted from three pertinent health management agencies: The Centers for Disease Control (CDC), The American Academy of Pediatrics (AAP), and The National Association of School Nurses (NASN).

### **What is Head Lice?**

Head lice (Pediculosis) are very small insects that live in human hair. They are a common problem but do not transmit disease and are not associated with any health risks.

### **How you Get Head Lice:**

Head lice walk and crawl. They do not jump, fly, or hop. They travel from person to person (two heads touching) and much less likely via personal items such as: brushes, combs, hats, and pillow cases. Lice do not seek to live on surfaces such as: desks, chairs, and tabletops. Head lice are specific to humans and can not be spread between humans and pets.

### **Facts about Lice:**

Lice are usually less than 1/8 inch long. Usually yellowish in color, but will appear darker when full of blood. They bite the scalp, causing significant itching. They move quickly and avoid light so they are often difficult to see. The nits (eggs) are translucent in color and tear drop shaped. Nits cement to the hair shaft and are very difficult to remove. Nits do not transmit lice.

### **What to do if your child has head lice?**

**Don't panic.** Head lice have nothing to do with personal cleanliness. It does not reflect on you as a parent. This is a common problem and is easily managed.

- 1) Check every member of your household.  
Look for lice and nits. Any household member with lice or nits must be treated. All individuals need to be treated at the same time.
- 2) Head lice treatment. Use the lice removal shampoo and remove ALL nits.

FOLLOW THE DIRECTIONS FOR THE TREATMENT. SCHOOL NURSE CAN REVIEW ALL TREATMENT STEPS WITH PARENT/GUARDIAN.

- 3) Complete nit removal is necessary to prevent re-infestation. Once all nits are removed, it is recommended to recheck the child's head daily for at least the next 10-14 days. Nits may be removed with a nit comb or with your fingers.

### **Treatment of Personal Articles and Environment**

- Machine wash all washable clothing and bed linens that have been in contact with the infested person. Use Hot Water and dry in High Heat. Non-washable items such as: stuffed animals, headphones, and helmets can be vacuumed or sealed in a plastic bag for 14 days.
- Vacuum everywhere! (Rugs, carpets, furniture, mattresses, car seats) Discard vacuum bags when finished. Sprays are not recommended and are of questionable benefit.
- Clean combs, brushes, and all hair accessories in a hot water soak for 5-10 minutes or replace. Avoid sharing personal items amongst all household members.

### **Report Cases of Head Lice**

**Please report cases of head lice. This may prevent your child from getting it again in the future.**

### **Parental Responsibilities Regarding Head Lice**

- **FREQUENT HEAD CHECKING** and report your findings to the school nurse.
- If your child has lice it is your responsibility to treat him/her and remove nits..
- Head lice are dealt with on an individual basis, by the School Nurse, and much attention is made to maintain student's confidentiality, get rid of Head lice infestation quickly, and prevent transmission.

### **Student Insurance**

Forms explaining the low cost school insurance program will be available to your child the first day of school and will also be available throughout the year in the school office. Please consider taking advantage of this low cost coverage.

## **SAFETY PROCEDURES**

### **EMERGENCY WEATHER PROCEDURES**

During the winter weather when snow and ice make road conditions unsafe a decision as to remain in session, utilize snow routes, or cancel school for the day may be necessary. A decision will be made as early as possible and the information shall be announced on or before 6:00 am (depending on conditions) on the following radio and TV stations:

- WJER – 1450 AM
- WTUZ – 99.9
- Channel- 3
- Channel -5
- Channel -8

**Plans should also be made for your child in the event of an early dismissal. This plan should be well established in your child's mind.**

This information is also posted on the District website. You may also download the school APP on your cell phone. New Philadelphia City Schools is using the “*PreK-12 Automated Notification System*” to quickly and effectively communicate important school news to parents and staff. This system will provide timely information about school emergencies, closings, delays, early dismissals, and general reminders.

Only primary numbers are called for school closings or delays. The emergency numbers are called if there is an emergency requiring your immediate action such as an early dismissal of school due to a power failure, for example. For more information on this system, please visit our website at [www.npschools.org](http://www.npschools.org).

- Please remember that even though there are some roads and areas that may be in good condition, other areas may have poor road conditions.
- Parents should exercise good judgment in sending children out in inclement weather and have a back-up plan.

### **USE OF CROSSWALKS**

It has been brought to our attention by the New Philadelphia Police Department that all students, staff and parents should be using the designated crosswalks around the school buildings. This is a safety issue for everyone and will be closely monitored by our City Police Officers. Jaywalking is a violation of the City Police Code.

### **FIRE DRILL**

In case of a fire or disaster, it is imperative that all pupils follow a planned procedure to evacuate the buildings quickly. With this in mind, we hold fire drills at various times during the school year. Early in the year your teacher will explain to you the evacuation procedure from each classroom in which you may be scheduled. If they do not tell you -- ask! The evacuation procedure for each room will be posted in the room.

During a drill please observe the following rules:

1. At first sound of the bell, rise and follow directions given to leave the building you are in.
2. No talking or running.
3. Be prepared to take commands from your teacher in case evacuation must be changed.
4. Remain quiet and stay with your teacher after you get outside.

Follow these procedures to insure a successful drill. Successful drills mean lives saved when and if an emergency arises.

### **TORNADO DRILL**

In case of a tornado warning, it is important that all pupils follow a planned procedure to reduce the possibility of injury. Early in the year your teacher will explain to you the location of the shelter area for that specific room. In a tornado drill, you should go at once to the shelter area and at the command, "Assume the protective position," do so. This position is assumed by lying face down with your knees up under you. Cover the back of your head with your hands. If you see or hear a tornado coming - do not wait for the P.A. announcement or signal - go to the shelter area immediately. If there is no time, assume the protective position on the floor at your location.

### **SAFETY DRILL**

Each elementary school has developed a safety procedure that will be used if they need to quickly secure the building and the students due to a potentially dangerous situation. When the alert is given, teachers account for and secure students within the classroom until an all clear is given.

## **STUDENT CODE OF CONDUCT**

The New Philadelphia Board of Education recognizes the rights of pupils as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular climate, as well as a suitable co-curricular climate. Students of the New Philadelphia Schools have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

Students are permitted to use backpacks to transport books into school and away from school only. They are not to be used during the school day. Exceptions may be made for injured or physically disabled students.

**Note: Any 18-year-old student with excessive absences or incidents of misconduct may be subject to alternative educational placement or withdrawal from school.**

The items in this Code are applicable to misconduct by a student that occurs off of property owned or controlled by the District, but that is connected to activities or incidents that have occurred on property owned or controlled by the District; and, misconduct by a pupil that, regardless of where it occurs, is directed at a school district official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, used, or maintained by the Board of Education or property owned, rented, used, or maintained by another party. Additionally, the provisions of this code shall apply to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of schools. This code applies to areas surrounding the school as outlined in the "Good Neighbor" policy.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but not limited to: detention; parental contact; referral to legal authorities; referral to juvenile prosecutor; loss of open lunch privileges; restricted lunch assignment; loss of work permit; recommendation to the court for loss of driving privileges; financial restitution; time out; removal from school sponsored extracurricular activities, clubs, and/or organizations as either a participant or spectator; emergency removal; Saturday/Friday Intervention Program; disciplinary removal; suspension; expulsion; or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings or appeals. The above list is not all inclusive and other reasonable disciplinary measures may be taken. Additional disciplinary measures may be taken for students involved in athletics and/or extra-curricular activities.

**A. Activity that changes or alters any student or staff/school records:** activity that changes or alters any student or staff/school records; both in written, electronic, video or digital format.

**B. Aiding or abetting in the violation or school rules:** Assisting other student(s) in the violation of any school rule. Students are expected to resist peer pressure and should exercise good decision making regarding their behavior.

**C. Alcoholic beverages:** use, possession, concealment, transmitting, evidence of consumption or being under the influence of alcoholic beverages, or low alcohol beer, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.

**D. Alcoholic beverages or mind altering substances:** the use of, possession of, selling, buying, transmitting or being under the influence of any alcoholic beverage(s) or mind altering substance(s).

**E. Arson or attempted arson or unauthorized use of fire:** arson or attempted arson and related offenses; unauthorized use of fire.

**F. Assault, assault and battery, and bullying:** assault, assault and battery, or threat thereof to any school personnel, other student, or visitor by any oral, written, gestured, or otherwise expressed means. This can also include "cyber bullying" by any electronic means on or off school grounds that disrupts the school environment.

**G. Bus Misconduct.** Failure to follow school bus regulations, procedures, and/or the directions/directives of the school bus driver, chaperone, or any school personnel.

**H. Cheating:** unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access, falsifying or modifying documents/information, or assisting another student in cheating).

**I. Damage, destruction, defacement or vandalism:** damage, destruction, defacement, or vandalism of school property or private property on school premises; including buses or at any school or venue used by the school – any damage to school property, even if accidental, may require the student to reimburse the district for damages. This policy includes graffiti.

**J. Detrimental behavior/General misbehavior:** any form of behavior which is detrimental/harmful to a proper school environment and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled.

**K. Disruption of school:** disruption of school by use of violence, force, coercion, strong arm, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption. This may also include events that happen outside the school day that disrupt the normal school environment.

**L. Dress code:** violations of school policies pertaining to dress and appearance.

**M. Driving and parking:** driving in an unsafe manner on school grounds, Tuscora Park, South Athletic Park or other school sponsored activity. Parking in staff, visitor, or assigned student parking spaces is not permitted. Double parking, flinging gravel, or littering in parking lots is not permitted. Driving in an unsafe manner anywhere while on open lunch will result in a closed lunch period for the student(s) involved.

**N. Extortion or attempted extortion:** the act of extortion from any person. Borrowing or attempting to borrow any money or thing of value with undue influence and without the benefit of a freely arranged agreement. Items of value may not be traded at school.

**O. Failure to pay tuition/approved charges:** failure to pay tuition, participation fees, or other approved charges.

**P. False alarms:** false alarms including fire and/or bomb threats or other terrorist threats or inducing panic.

**Q. Falsely reporting incidents:** the act of falsely reporting incidents, making accusations, or giving false testimony to school personnel verbally or in any written format.

**R. Falsifying:** falsifying in writing or verbally the name of another person, times, dates, grades, addresses, incidents or other data on school forms or any other means of correspondence directed to the school or school officials.

**S. Fighting:** The act of hostile bodily contact among two or more students that has or has the potential to result in physical harm or disruption of school. This shall include inciting and/or encouraging others to fight.

**T. Firearm:** possession of a firearm and other acts regarding firearms prohibited by Board Policy. Firearms have the same meaning as provided pursuant to the “Guns-Free Schools Act of 1994.” At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including starter’s guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the “Guns-Free School Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it. A firearm may also be anything that is indistinguishable from a firearm. Concealed weapon permit holders may not bring firearms on school property, per Ohio law.

**U. Fireworks, fire, explosives, matches, lighters, laser pointers or other such instrument:** possession, use or threatened use of fireworks, explosives, matches, lighters, laser pointers, compound/mixtures, dangerous ordinance, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.

**V. Gambling:** gambling for money, valuables or gain, on school property including buses or at any school-sponsored activity. Students may not bring playing cards, dice or other like items to school. Casual betting, betting pools, organized sports betting, and any other form of wagering is not permitted.

**W. Graduation Ceremonies:** the superintendent or principal may prohibit a student from attending and/or participating in the District’s graduation ceremonies as part of a student’s suspension, expulsion, or removal from school. Students with outstanding/unpaid student fees, outstanding unresolved disciplinary consequences, or who fail to attend the graduation rehearsal may not be permitted to attend the graduation ceremony.

**X. Harassment:** making explicit or implicit remarks to another student or group of students, including but not limited to comments referencing gender, race, sexual orientation, or religion as well as sexually harassing comments, deeds, or references of any nature. This also includes dating violence.

**Y. Hazing and intimidation:** subjecting other students to pranks, harassment, challenges, dares, or humiliation causing substantial risk of/or mental or physical harm; which includes initiations or traditions.

**Z. Immoral act/Offensive actions or materials:** commission of an immoral act. This includes possessing, using, selling, buying, transmitting, doing, and secreting any of the following:

1. Material of action which appeal predominantly to base or other prurient sexual interests, which are potentially offensive to prevailing standards in the community, and which are without redeeming social value.
2. Materials or actions that contain language potentially offensive to prevailing community standards.
3. Materials which are libelous or slanderous to any person or institution, or which are intended to hold any student, teacher, visitor, employee, race ethnic group, or religion, as such, up to scorn, ridicule, or contempt.

**AA. Inappropriate touching:** poking, shoving, pushing, slapping, writing on, pinching, shooting paper wads, spitting, twisting another’s skin or fingers, and other like behaviors are considered inappropriate touching. Note: “Play fighting,” exchanging punches, demonstrating fighting techniques and showing wrestling moves are not permitted.

**BB. Insubordination and/or disobedience/disrespect:** insubordination and/or disobedience in refusing to comply with directions or reasonable instructions of any school personnel. Willful intimidation, insult, or other abuse verbally or written of any school personnel or other student. Note: If you are told to “report to” or “go to” the office by any staff person or any school personnel, do so immediately without discussion or argument. An explanation will be provided to you, at the appropriate time, after you arrive at the office. Refusal to do so will be considered a disciplinary violation in addition to any other previous violation.

**CC. Internet use:** violation of policies governing Internet, computer, and technology usage. Reference: Acceptable Use Policy.

**DD. Knife:** possession of a knife and other acts regarding knives prohibited by Board Policy. Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for their necessary purpose.

**EE. Leaving school property:** leaving school property or assigned area prior to the specified dismissal time without official permission.

**FF. Loitering, littering, trespassing, or causing a disturbance:** loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. This also includes areas frequented by upper class students while they are on open lunch.

**GG. Misuse of school property:** to use equipment, materials, or supplies without permission or in a manner for which the item was not intended.

**HH. Misconduct toward a district official or employee:** misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee. This includes, but is not limited to: harassment, vandalism, assault, and/or destruction of property.

**II. Narcotic drugs, other controlled substances, prescription drugs, & over the counter medications:** use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance including but not limited to marijuana, as well as counterfeit or “look alike” controlled substances or any prescription drug or medication or over the counter medication which is not in its original container and prescribed for the student as well as not following the “Use of Medication” policy. This rule includes drug paraphernalia, steroids, caffeine stimulants, inhaling harmful vapors/substances and supplements. Law enforcement authorities may be notified.

**JJ. Permanent Exclusion:** Those acts or violations listed in the permanent exclusion portion of Board Policy or student disciplinary procedures.

**KK. Smart Watches, cell phones, CD/MP3 players, I-pods, or other electronic devices:** Students may be allowed to possess smart watches, cellular telephones, portable TVs, radios, games/toys, cameras, and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours and placed in the student's locker. First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the item can be picked up by a parent. In addition, the student will receive a disciplinary consequence. Note: school district officials reserve the right to review material, including text and pictures, on confiscated items. The District assumes no liability if these devices are broken, lost or stolen. Students at the elementary school need to have their electronic devices in their book-bag turned off or given to the teacher. "No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded.

**LL. Property of school:** students will not skateboard, roller blade, shoe skate, bicycle, or ride a scooter, or other motorized vehicle on school property. Students are expected to use designated crosswalks when coming to and leaving school grounds.

**MM. Profane, indecent or obscene language or messages or gestures:** use of profane, indecent, inappropriate, or obscene language or messages directed toward school personnel or students. This shall include use of obscene or inappropriate gestures, pictures, displays or signs.

**NN. Public displays of affection:** including but not limited to kissing, handholding, etc. is not permitted. Students attending school sponsored dances must dance in an upright position.

**OO. Repeated/expanded offenses or flagrant violations:** repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.

**PP. Solicitation of non-school sanctioned material:** Students may not post or distribute material without prior permission from the principal or assistant principal. This includes posting fliers/decorating lockers without prior permission of the school administration.

**QQ. Tardiness:** repeated tardiness to class or school.

**RR. Theft:** theft of school property, material or equipment, or personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities on or off site.

**SS. Throwing of an object:** unauthorized throwing of any object including, but not limited to, snowballs, water balloons, paper wads, coins, etc.

**TT. Tobacco:** a student shall not possess, use, transmit, or conceal any tobacco products, including e-cigarettes, on school premises, during school activities, or events off school grounds. No student shall smoke on school property or surrounding school properties as described in the "Respect for Private Property" policy. Holding a lighted or unlighted cigarette is interpreted as smoking. The Ohio Tobacco Law will also be enforced with violators being reported to the police.

**UU. Truancy:** truancy from school or class (on or off school grounds); including study hall, any class, closed lunch or any other assigned activity for class, or any other assigned activity for part or all of a day, part or all of a class period, without school authorization.

**VV. Unauthorized touching:** unauthorized or inappropriate touching including hitting, grabbing, pushing, pinching, writing on another student or their clothing/belongings, etc. with or without the permission of the other involved individuals.

**WW. Un-sportsman like behavior as a player or spectator:** Harassing game officials or belittling opponents.

**XX. Violation of Federal or State Statutes:** on school premises or involving school activities.

**YY. Violation of terms of suspension, expulsion, or other forms of discipline.** Refusing to accept discipline—student(s) failing to comply with disciplinary penalties may face enhanced school and/or legal penalties for such action.

**ZZ. Violation of state student mandates:** including but not limited to required immunizations.

**AAA. Weapons:** possession, use, or threatened use of weapons or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons. This may also include jewelry that has the potential to cause injury as deemed by a school administrator.

**BBB. Bomb Threat:** The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of a threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives the rise to the expulsion takes place.

**NOTE: If you are told to report to or go to, the office by any staff person or school personnel, including teachers, secretaries, custodians, cafeteria workers, or administrators, do so immediately without discussion or argument. Explanations can be given after you reach the office at the appropriate time.**

### ***SEARCH AND SEIZURE POLICY***

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student or his/her belongings and/or locker be searched unless it is in accordance with this policy.

The desk, locker areas and general storage areas supplied by the Board of Education and used by pupils, is the property of the Board of Education. Therefore, the desk and the contents of a desk are subject to random search at any time when there is a reasonable suspicion that any desk or its contents contains evidence of a violation of a criminal statute or a school rule.

### ***STUDENT REFERRALS***

Students exhibiting minor/major misconduct during school hours and/or at school sponsored activities will be referred to the administration on a student referral form by staff or school officials. Students receiving a referral to the principal's office will be dealt with according to the policies/procedures outlined in the Student Code of Conduct and on the Student Referral Form.

\*Refer to Emergency Removal Procedures.

### ***BY ADMINISTRATOR***

If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent or principal may remove the student from the school premises, curricular, or co-curricular activity.

If it is intended that the pupil be removed from a curricular or co-curricular activity for more than twenty-four (24) hours, a due process hearing must be held.

1. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable.
2. The person who ordered or requested the removal must be at the hearing.
3. If suspension or expulsion is intended, the due process requirements of the law must be adhered to.

### ***PROCEDURES FOR SUSPENSION***

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted: Due to House Bill 318, New Philadelphia City Schools will follow these provisions when assigning suspensions to students in pre-k – 3.

*Category 1:* A serious and specific offense for which suspension or expulsion is statutorily required (bringing a firearm to schools) or statutorily authorized (possessing a firearm, bringing a knife capable of bodily injury, making a bomb threat, or causing serious harm to persons or property).

*Category 2:* An offense not listed in *Category 1* but for which the district or school determined suspension was necessary to protect the immediate health and safety of the student, the student's classmates, or the classroom staff or teachers

*Category 3:* A "minor offense" not described in *Category 1* or *Category 2*.

1. The pupil shall be informed in writing of the intended suspension and reasons for the proposed action.
2. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his actions.
3. A letter will be sent to the parent(s), guardian, or custodian within twenty-four (24) hours, stating the specific reasons for the suspension and include notice of their right to appeal such action to the Superintendent, to be represented in appeal proceedings, to be granted a hearing before the Superintendent or his designee and to request such hearing to be held in closed session. The student will remain suspended from school during the appeal procedures. If the suspension is overturned through the appeals process, the suspension will be expunged from the student's file and all class work can be made up and credited.
4. Simultaneous written notice of the suspension shall be sent to:
  - a. Superintendent
  - b. Treasurer of the Board of Education
  - c. Pupil's school record
5. House Bill 318 act requires, rather than permits as under former law, a district or school to allow a student to complete classroom assignments missed during both in-school and out-of-school suspensions.

Suspensions may not be longer than ten (10) school days beginning with the first day of the removal from school. Only the principal and/or the superintendent may initiate suspension proceedings. If there are less than (10) ten days remaining in the school year, the Superintendent may apply part or all of the suspension to the following school year.

### ***PROCEDURES FOR EXPULSION OF PUPILS***

A pupil may be expelled by the superintendent of schools in accordance with procedures outlined by the Ohio Statutes.

In most instances such expulsion shall be made after efforts have been made to involve the parents and student in an attempt to change the behavior pattern. An expulsion shall not extend beyond 80 school days.

The building administrator shall afford the student due process before such administrator recommends expulsion to the superintendent. Prior to the intended expulsion, the superintendent must enact the following procedures.

1. Give the pupil and his parent, guardian, or custodian written notice of the intention to expel. That notice must advise the pupil and his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons and time of the hearing which must take place no earlier than three (3) days and no later than five (5) days after the notice is sent.
2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period. Within twenty-four (24) hours of the expulsion, the superintendent must notify parent, guardian, custodian, and clerk of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion to the Board of Education or its designee; and the right to be represented at the appeal proceedings and the right to request the hearing is held in executive session.

If a pupil is expelled for more than twenty (20) days or if any period of the expulsion extends into the following semester or school year, the Superintendent is required with the notice of expulsion to provide the pupil and his parent, guardian or custodian with information about services offered by public or private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the expulsion. This information must include the names, addresses, and phone numbers of the appropriate public and private agencies.

# STUDENT/PARENT RESPONSIBILITIES

## ***CHANGE OF ADDRESS***

Parents can change their address & phone number in the Final Forms, but will also need to bring updated proof of residency to the office before it is changed in the school computer system.

## **DIRECTORY INFORMATION**

The board defines the following data in the student records as directory information: name, address, phone number, date of birth, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, photography, and other information which might reasonably be included in related publications.

Directory information will be released without the consent of the student or the parent unless the school has been notified in writing not to release such information. \*See (FERPA) Family Education Rights and Privacy Act notice which can be found at [www.npschools.org](http://www.npschools.org) or see your building administrator.

## ***FEES***

Kindergarten – 5<sup>th</sup> Grade \$20.00

Information will be available in our fall newsletters.

\*MAKE CHECKS PAYABLE TO NEW PHILADELPHIA CITY SCHOOLS. Fees can also be paid by debit/credit card by setting up an account [www.payschoolscentral.com](http://www.payschoolscentral.com), or call the school to process payment.

If your family qualifies for FREE lunch, your child is eligible to have student fees waived. **You must first complete the free lunch application each year, be approved and then sign a release form, before fees can be waived.**

## ***EMERGENCY MEDICAL INFORMATION***

Parents/guardians can submit emergency medical information online through the Final Forms. It is critical that you fill this out completely for our use in case of sickness or emergency. We must have at least two (2) phone numbers in the system to call in case of emergency.

Your child will not be transported home if he/she is sick. This is your responsibility as a parent. If no one can be reached and medical treatment is necessary, the emergency squad will be called and the medical card directions will be followed. If any of this information changes during the year, please notify the school and change in the Final Forms.

## ***SUPPLIES***

***It is the responsibility of each student to have pencils, paper, and any other necessary school supplies ready to use in each class daily. Schools with school stores will have these available for sale.***

## ***STUDENT DRESS CODE***

The interpretation and judgment relative to the student dress and grooming code rests solely with school officials and is final.

1. Extremes in grooming, as determined by the building administrator based on community standards, will not be permitted.
2. Only clothing that is neat, in good repair and in good taste will be permitted to be worn in New Philadelphia City Schools. Clothing that is torn and tattered, or with unnecessary holes, is not permitted. All hems on clothing must be sewn.
3. Hats and headdresses are to be removed upon entering the building.  
(Hats are not to be worn in the buildings).
4. Clothing or jewelry which bears anything, stated or implied, which refers to drugs, violence, death, alcohol, sex, cults, gangs, profanity, hate or obscenities shall not be permitted. The decision of school officials is final in these matters.
5. All boys and girls shirts/tops must have shoulders and sleeves.
6. Bare midsections are not permitted.
7. Shorts must be appropriate for school wear.
8. The length of pants, unrolled, is not permitted to touch the floor.
9. No chains permitted.
10. Flip flops are not permitted (sandals with backs are acceptable).

Students not meeting Dress Code expectations may be excluded from class until necessary changes are made.

## ***TEXTBOOKS***

All textbooks are loaned to you by the Board of Education. It is expected that students will take proper care of their books. Any unreasonable damage to books will result in fines. Lost books must be paid for and replaced immediately. If the book is subsequently found in good condition, the money will be refunded.

Using a book cover on your book lessens the chance of damage to the cover. There are commercial ones on the market, but heavy paper also serves the purpose.

## ***VISITORS***

All visitors must report to the office upon entering the school. (Ohio Revised Code). Visitors are required to report to the office to obtain permission to be in the building and receive an Identification Tag or sticker.

## ***VOLUNTEERS***

The New Philadelphia City Schools Board of Education values the unique contributions made by parent and community volunteers to the educational programs of the school district. The District Volunteer Definition and Qualifications can be obtained from the Administration office. (Volunteer Form)

- **SAFETY REQUIREMENTS:** Prior to providing volunteer services, a volunteer is required to complete, submit for approval, and file in your school office a BCI Criminal History Report (**Fingerprinting**).
- **FINGERPRINTING** (BCI Criminal History Report)
  - **BCI Criminal History Report will be valid 5 years as long as you have continuing service with the New Philadelphia City School District.**
  - BCI fingerprinting can now be completed at the New Philadelphia City Schools Administration Office at 248 Front Avenue SW at the cost of \$22.00.

## ***WITHDRAWAL***

If a pupil must withdraw from school because of moving to another district, the parent or guardian should obtain a withdrawal permit from the office the day before his/her last day in our school. Failure to follow policy may cause delay in transferring records.

## **BOARD POLICIES**

### ***Hazing and Bullying***

#### **Board Policy Regulations: JFCF-R**

#### ***HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)***

The prohibition against hazing, dating violence, 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 Complaint Procedures**

Hazing, bullying behavior and/or dating violence 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. **Hazing bullying and/or dating violence 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 student/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, bullying and/or dating violence 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 bullying such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website 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 websites, 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 hazing, bullying and/or dating violence 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, bullying and/or dating violence 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 a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that 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, bullying and/or dating violence. 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 informal complaints as set 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 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 hazing, bullying and/or dating violence.

**4. False Complaints:** Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

## **Intervention Strategies**

**1. Teachers and Other School Staff:** In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students. School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors 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 hazing, bullying and/or dating violence 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 hazing, bullying and/or dating violence 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.

**Report to the Custodial 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 custodial 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. Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

**Reports to the Victim and His/Her Custodial Parent or Guardian** If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial 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. School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

**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 hazing, bullying and/or dating violence 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.

## Harassment, Intimidation & Bullying Incident Report Form

**Instructions:** Harassment, intimidation and bullying are serious offenses and will not be tolerated. If you have been a witness to or suspect a bullying offense, please complete the form below and return it to the principal's office at your school or to the district office. This form may be completed anonymously but no disciplinary action will be taken based solely on the basis of an anonymous report or phone call.

Today's Date:

Name of Targeted Student:

Age:

Grade:

Student #:

Name of School:

Person Reporting Incident:

I prefer to remain anonymous

Relationship to Targeted Student:

Self

Witness/Bystander

Parent/Guardian

School Staff

Close Adult Relative

Other:

Name(s) of Bullies, if known:	Student	
	Yes	No
Name(s) of Witnesses/Bystanders, if known:	Student	
	Yes	No

**Date(s) of Incident(s):**

School adults already contacted:

	Yes	No	Unknown
Is this an ongoing issue?			
Have you witnessed the accused bully exhibit bullying/harassing behavior toward you, the targeted student or other students before? If yes, how many times? _____			
Was a report filed for the previous times? If yes, when:			

**Where did this incident occur?** (Check all that apply.)

**At School**

- Classroom
- Cafeteria
- Locker Room
- Hallway or Lockers
- Restroom

**On School Property**

- School Club/Activity
- Parking Lot
- Grounds/Common Areas
- Sport Field
- Gym

**Off School Property**

- School-Sponsored Activity
- School Bus/Bus Stop
- Way to/from School
- Internet/Social Media
- Cell Phone/Text

Other (describe):

**Please check the statement below that best describes what happened.** (Check all that apply.)

- Physical violence (hitting, kicking, shoving, etc.)
- Getting another person to harm the targeted student
- Threats/intimidation
- Teasing/name calling/critical remarks
- Demeaning and making student a target of jokes
- Rude or threatening gestures
- Spreading lies/rumors/gossip
- Electronic communication or “Cyber Bullying” (describe):
- Other:
- Social exclusion/rejection
- Theft/damaged possessions
- Stalking/ongoing harassment
- Public humiliation
- Make fearful, demand money/exploiting
- Racial comments
- Sexual comments

Please describe what happened in your own words, including what the alleged offender(s) said or did (attach a separate sheet, if needed)  
 Why do you think the incident(s) happened? (attach a separate sheet, if needed):

	Yes	No	Unknown
Did physical injury result from this incident?			
If yes, was medical attention required?			
If there was physical injury, will the targeted student have permanent effects as a result?			
Was the targeted student absent from school because of the incident? If yes, number of days absent: _____			
Did a psychological injury result from this incident?			
If yes, were psychological services sought?			

Please list or attach any evidence of bullying or harassment (i.e. texts, notes, photos, etc.) or other relevant information:

**I certify that the information provided above is accurate and true to the best of my knowledge.**

Signature:

Date:

Name:

Title:

Phone:

Email: