

Barberton Elementary Schools

Handbook for Parents



2016-2017 SCHOOL CALENDAR

<p style="text-align: center;">August</p> <table style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>☒</td><td>■</td><td>★</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;"><i>T-13 S-11</i></p>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	☒	■	★	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">September</p> <table style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>☒</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>■</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p style="text-align: center;"><i>T-21 S-20</i></p>	S	M	T	W	T	F	S				1	2	3		4	☒	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	■	24	25	26	27	28	29	30		<p style="text-align: center;">October</p> <table style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>☒</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18]</td><td>[19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td><i>T-20</i></td><td><i>S-20</i></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	☒	15	16	17	18]	[19	20	21	22	23	24	25	26	27	28	29	30	31			<i>T-20</i>	<i>S-20</i>		<p style="text-align: center;">November</p> <table style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>◆</td><td>Ⓟ</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>◆</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>☐</td><td>☒</td><td>☒</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td><i>T-20</i></td><td><i>S-19</i></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	◆	Ⓟ	5	6	7	8	9	◆	11	12	13	14	15	16	17	18	19	20	21	22	☐	☒	☒	26	27	28	29	30	<i>T-20</i>	<i>S-19</i>	
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EVENTS

Aug 15Teacher Work Day ☒
 Aug 16Staff Development ■
 Aug 17Students' First Day ★
 Sept 5Labor Day ☒
 Sept 23Staff Development ■
 Oct 14NEOEA Day ☒
 Nov 23Comp Day ☐
 Nov 24-25Thanksgiving ☒
 Dec 22-Jan 3Winter Break ☒
 Jan 3Records Day ☒
 Jan 4School Resumes
 Jan 16Martin Luther King Day ☒
 Feb 3Staff Development ■
 Feb 20Presidents' Day ☒
 Mar 6Staff Development ■
 Apr 3-7Spring Break ☒
 Apr 14Good Friday ☒
 May 25Students' Last Day ★
 May 26Teachers' Last Day ☒

No School ☒
 First/Last Day for Students ★
 Staff Development/No School for Students ■
 Comp Day/No School ☐
 Teacher Work Day ☒

Open House

Elem – Aug 16
 Middle – Aug 16
 BHS – Aug 25

Parent/Teacher Conferences

◆ 3:45 – 7 p.m. and Ⓟ All Day

Nov 3 – Elementary ◆
 Nov. 4 – All Schools – NO SCHOOL Ⓟ
 Nov 10 – Barberton High/Middle ◆

 Feb 9 – Elementary ◆
 Feb 16 – Barberton High/Middle ◆
 Feb 17 – All Schools – NO SCHOOL Ⓟ

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Policies and Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2013. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District’s website: www.barbertonschools.org by clicking on “Board of Education” then “Barberton City Schools Bylaws and Policies”.

BARBERTON ELEMENTARY SCHOOLS
Handbook for Parents
2016-2017

Welcome to Barberton City Schools.

It is our pleasure to welcome you to our elementary schools.

This handbook has been prepared for your information and use. When you have questions about the school, please refer to this handbook. If you have questions, which the handbook does not cover, please call your child's school. We suggest that you keep this handbook in a convenient location so that you may refer to it as questions arise throughout the school year. Following the rules and procedures specified in this handbook will help to make school a rewarding experience for you and your child.

Our goal is to educate each child according to his/her ability. Teaching children basic academic skills and values is a very important part of the educational program. We expect each child to come to school ready to learn, become thinkers and contribute positively to a safe learning environment.

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 August 1, 2014. If any of the policies or administrative guidelines referenced herein is revised after August 1, 2014, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site, www.barbertonschools.org

We hope that each student has an educationally rewarding and enjoyable school year.

Barberton Elementary School East

Mr. Ken Lasky, Principal
Mrs. Sheila McGhee, Assoc. Principal
292 E. Robinson Avenue
330-745-5492
Fax: 330-745-8378

Barberton Elementary School West

Ms. Brenda Wiles, Principal
Mr. Matt Saunders, Assoc. Principal
1151 Shannon Avenue
330-825-2183
Fax: 330-825-2195

The Barberton City School District Board of Education is committed to equal opportunity and non-discrimination in all of its programs and services, and does not discriminate on the basis of race, ethnicity, color, religion, sex, including marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.

The Barberton City School District Board of Education will comply with all Federal and State laws in the identification, evaluation, discipline, and provision of services to students with disabilities.



STATEMENT OF PHILOSOPHY

We, The Barberton City Board of Education, believe that all youth have a right to educational opportunities of quality and caliber, which will develop their potential as individuals and citizens in a democratic society. This education must be efficient, effective, conducted through an instructional process that recognizes each child as unique with unique abilities and needs, and accomplished at a cost in keeping with the best principles of fiscal management and responsibility to the taxpayers.

In pursuit of these goals, we are committed to provide each student with the following opportunities;

1. To master the basic intellectual skills of reading, writing, computation, speaking and listening.
2. To instill an understanding of the world and our ever-changing society in order to cope and adapt to the environment of circumstances.
3. To acquire knowledge and understanding of both our cultural and scientific heritage and contemporary world.
4. To foster experiences in democratic living and intellectualize such experiences.
5. To foster and develop individual skills and attitudes that will promote success in post-secondary education and/or in the world of work.
6. To foster the development of creative, aesthetic, and cultural abilities and interests.
7. To promote the wise and productive use of leisure time.
8. To develop and promote those habits of good health and physical activity that are conducive to a long, productive and happy life.
9. To foster a strong sense of self-respect and a commitment to respect and protect the rights of others.
10. To promote and encourage a high value on education.
11. To encourage the setting and meeting of higher personal performance standards.

We recognize that the mandate for equality, rights, and opportunities cannot guarantee absolute quality of educational outcome. Personal, social, financial, and political factors that are beyond a public school system's realm of influence and control all play their role in the molding of students. Nevertheless, within these restraints, we are committed to the achievement of excellence and to the furtherance of these goals. As a Board of Education, we are ever cognizant of our obligations under State and Federal laws and our burden of trust and responsibility to the local citizens within the Barberton City School District for whom the educational institution exists to serve.

Our Mission

The mission of the Barberton City School District is to create an environment is to serve every child by challenging him/her to act with purpose and compassion in order to be productive, contributing citizens of our community and the world, and to impact future generations.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has 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:

Mr. Jason Ondrus

Assistant Superintendent (Business Operations/Personnel) 330-753-1025 ext. 13116

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT RIGHT TO KNOW TEACHER QUALIFICATIONS

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I Improving the Academic Achievement of the Disadvantaged funds must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

Our district is pleased to report that 100% of our teachers for the 2016-2017 school year have met state and federal guidelines and are designated Highly Qualified Teachers.

If you want further information about your child's teacher you may request this information by returning this letter with your identifying information to Mr. Jason Ondrus at 479 Norton Ave., Barberton OH 44203. Be sure to give the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher(s).

Sincerely,
Patricia Cleary
Superintendent

Title I Funded District

The Barberton City School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title I Regulation-Parents may request information regarding the professional qualifications of their children's teachers. For further information regarding Title I services for children, contact Dr. Shelly Habegger at 330-753-1025, shabegger@barbertonschools.org

All teachers in Barberton City Schools who teach core academic subjects are highly qualified teachers, as defined by the Ohio Department of Education. Contact the Barberton City School for information (330-753-1025) or visit the Ohio Department of Education's website for teacher certification. <http://www.ode.state.oh.us/>

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The Barberton City School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the right to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to:

Mr. Jason Ondrus, Asst. Superintendent (Business Operations/Personnel) or

Mrs. Deidre Parsons, Director of Student Services

Barberton City Schools

479 Norton Avenue

Barberton, OH 44203

330-753-1025

Barberton City School District School-Parent Compact

The Barberton City School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Barberton City School District will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** Adhere to goals, strategies and action steps described in Barberton's Ohio Improvement Plan, found at <http://www.barbertonschools.org/curriculumandinstruction.aspx> Parents who do not have access to the Internet may use the parent access computers in the Guidance Office at Barberton High School.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held one evening in the fall and one evening in the spring. Parents who need alternative times may call the school to arrange for a conference at time that is mutually convenient for parents and staff members.
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide interim reports half-way through each grading period and report cards at the end of each grading period.
- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents at times that are convenient for both teachers and parents, i.e. before school, after school, or during a teacher's planning time. Parents should contact the school ahead of time for an appointment with the teacher or other staff members.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** for example: reading to children, practicing math facts, organizing charitable activities or book fairs, PTA activities, helping with extracurricular activities. Parents can arrange for classroom observations by contacting the building principal. All visitations must adhere to Board of Education Policy #9150.

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my child watches.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as the Parent Advisory Committee, District Leadership Team, or Building Leader Team. Parents are also encouraged to join the Parent-Teacher Association (PTA).

Student Responsibilities

I, as a student, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Follow school rules, as described in the student handbook.

Additional Required School Responsibilities

Additional school requirements under Title I may be found at <http://www.neola.com/barberton-oh/> policy #2261.01. Parents who do not have access to the Internet may use the parent access computers in the Guidance Office at Barberton High School.

Patricia Cleary, Superintendent August 17, 2016

A copy of this compact is enclosed with your emergency contact papers. Please read with your child and return the copy that includes signature lines to your child's school. Thank you.

If you have questions about the School-Parent Compact, please contact Mrs. Cleary, Superintendent, at 330-753-1025.

SECTION I – GENERAL INFORMATION

ENROLLING AND/OR WITHDRAWING

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

All Barberton Schools enrollments are done at the Administration Building, 479 Norton Ave, Barberton 44203. Any questions about enrollment should be directed to the registrar (330-753-1025).

Parents must notify the Principal about plans to transfer their child to another school. 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.

The parent/guardian should fill out a records release form when they enroll at a new school. A copy of the student's records will be mailed directly to the new school.

ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. Perfect attendance is encouraged and rewarded and is our goal for every student. Perfect attendance is defined as 0 days absent and 0 times tardy.

Absences: When a child is absent from school for illness or other reason, it is the responsibility of the parent to call the school between 7:30 a.m. and 8:45 a.m. each day to report the absence.

Reporting a student absent: Please call your school's phone number and press 2.

- Please state:
- Your name
- Your child's name
- Teacher's name or homeroom
- Reason for the absence

Excused Absence: The Barberton City School Board considers the following factors to constitute an excused absence:

1. Illness of the student;
2. Illness in the family necessitating the presence of the child;
3. Quarantine of home;
4. Death of a relative;
5. Medical or dental appointment;
6. Observance of religious holidays.
7. Emergency or other set of circumstances in which the judgment of the schools constitutes a good and sufficient cause for absence from school.

Any excessive absences may require a doctor's excuse for the school files. **A written explanation must be sent with the student on the day he/she returns to school or the absence may be considered unexcused.**

Truancy: A student will be considered "habitually truant" under State law if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered "chronically truant" under State law if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is "habitually truant" or "chronically truant" and the student's parent(s), guardian(s), or custodian(s) has failed to cause the student's attendance, a complaint shall be filed with the Judge of the Juvenile Court. The principal may also take any of the following intervention actions:

- A. assign the student to a truancy intervention program;
- B. provide counseling to the student;
- C. request or require the student's parent to attend a parental involvement program;
- D. request or require a parent to attend a truancy prevention mediation program;
- E. notify the Registrar of Motor Vehicles of the student's absences;
- F. take appropriate legal action;
- G. recommendation for expulsion.

PARENTS/GUARDIAN CAN BE CHARGED WITH CHILD NEGLECT OR CONTRIBUTING TO DELINQUENCY, A FIRST DEGREE MISDEMEANOR, IF YOUR CHILD CONTINUALLY FAILS TO ATTEND SCHOOL.

Tardy: Students who arrive after the 8:45 a.m. tardy bell must report to the office with a parent to sign in and obtain an admittance slip. Excessive tardiness to school is disruptive to the educational process. Habitual lateness to school is considered as a form of truancy and may result in a truancy referral.

Please note: missing the bus or oversleeping by the parent or student is not an excused absence or tardy.

Vacation:

The Board of Education does not encourage students being excused from school for vacations or non-emergency trips out of the district. We emphasize the importance of required attendance at school. However, we recognize that family work schedules may cause a child to be out of school for a short period of time during the school year. The vacation policy is to accommodate parents who can only get his/her scheduled vacation time during the academic school year. The responsibility for taking a child out of school for a vacation or non-emergency trip rests with the parents, and they must notify the school administration in advance. Parents must not expect work missed by his/her child to be re-taught by the teacher. However, if the school is notified in advance, every effort will be made to provide a general list of assignments. Vacations will not be approved during the two consecutive weeks of any semester. Students who are absent for more than two consecutive weeks should be enrolled in another school or have professional tutor. Evidence of such attendance or tutoring should be presented upon return to Barberton.

SCHOOL OFFICES

The school office is always open and available between 8:00 a.m. and 3:15 p.m. Our daily schedule is as follows:

- 8:00 a.m. Students participating in the breakfast program may enter the building
- 8:00 – 8:30 a.m. Breakfast
- 8:15 – 8:45 a.m. Students may enter the building.
- 3:15 p.m. Dismissal for walkers and students being picked up.

LATCHKEY

** THE SCHOOLS HAVE A LATCHKEY PROGRAM AVAILABLE FOR THOSE STUDENTS WHO NEED TO ARRIVE AT SCHOOL BEFORE 8:30 A.M. OR STAY AFTER 3:15 P.M. **The Latchkey Program is available before school from 6:30 – 8:30 a.m. and after school from 3:15 – 6:00 p.m.** For Latchkey information, please call your **child's school and press 4**. Application forms are available in the school office.

The school is directly responsible for supervision of students only while they are on school property during the school day. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is a police matter.

DISMISSAL PROCEDURES

Early Dismissal from School

When parents wish for their child to be dismissed early for any portion of the school day for a doctor's appointment, a note should be sent to the school the day before, if possible. Pupils who are excused from class during the school day must be signed out at the office by a parent or other authorized person. Be prepared to show your I.D. when you come to sign your child out of school.

TELEPHONE

Outgoing calls: Students must have permission from the principal, teacher, secretary or other staff member before they use the telephone. Calls should be made for emergencies only. Children will not call for forgotten books, homework assignments, lunch money, gym clothes, etc. We are attempting to teach children to develop responsibility and skills of organization.

Incoming calls: Phone calls regarding students' dismissal procedures are unacceptable unless it is an emergency situation. Please DO NOT call the school during the day with this type of information. Any change in your student's established dismissal routine such as going to another relative or friend's house, not riding the bus, change in bus stop, latchkey plans, etc. **MUST** be in writing from the parent and given to the classroom teacher before the 8:45 a.m. tardy bell.

CUSTODY CASES

If a court order exists concerning the legal custody of your child, the parent or guardian who has legal custody must provide the school office with a copy of these directives and a letter indicating who has access to the child during the school day. (If getting copies is a problem, bring the original papers to the office, and we will copy them for you.) A letter from an attorney is not acceptable.

It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults.

STUDENT WELL BEING

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, s/he must notify a staff person immediately.

State law requires that all students have an **EMERGENCY MEDICAL FORM** completed and signed by a parent or guardian on file in the School office. Each student enrolled in a Barberton School must have a new Emergency Medical Form on file in our Office **IMMEDIATELY**. Carefully complete the space for emergency numbers of people the office could contact in the event of an illness or emergency. These people will be contacted only in the event that we cannot contact the parent/guardian. If your child has a medical condition, which could require emergency attention, please notify the Office.

Records

The school keeps a permanent record folder, a health card, attendance information, and other records for each student. These records contain important academic and personal information. It is important that the school has a record of special chronic illnesses, anticipated medical problems, and instructions for dealing with them. **The school also must be informed of changes in addresses and phone numbers.**

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. The guidance counselor will have students rest in the office or call home. Students will not be permitted to go home unattended. A parent or responsible adult will be contacted before the student is excused from school. The parent must pick up the student in the school office. Students are **NOT** to call home to ask to leave the building. The school office will place the call.

HEALTH/MEDICATION INFORMATION

1. **NO** medication will be given without the completion of medication forms, available in the school office. One form is to be completed by the parent and the other by the physician. For example, if your child misses school and has a prescription, they must take the medication at home or have the required forms completed. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Medication is to be brought to the office first thing in the morning, and will be kept in a secure location in the office.

At the end of the school year, it is the responsibility of the parents to pick up the unused medication and container. The school principal will dispose of any medications left the next day.

2. Children should not attend school if they have either a fever, rash, obvious symptoms of cold or flu, or have vomited within the last 24 hours. Please be prudent in your decisions concerning this area so that infections are not transmitted to other children.
3. Children restricted from school activities such as gym or recess must have on file a written note from the physician.
4. If you desire homework for your child who has been absent, the school office must be notified at the time you report your child absent from school. Make up work will be given upon return unless student's absence exceeds three days. Assignments will be ready for parents to pick up at the office by 3:15 p.m. on the day you have requested.
5. Communicable diseases should be reported to the school office when they occur. Children should remain home until all symptoms of the disease disappear or a written release from the doctor is submitted. Children placed on antibiotics for communicable illnesses should not return to school until they have been on their antibiotics for at least 24 hours. **Information on Control of Casual-Contact Communicable Disease (Policy 8450), Control of Direct-Contact Communicable Diseases (Policy 8453), and Control of Blood-Borne Pathogens (Policy 8453.01) can be found on our web site (www.barbertonschools.org).**

6. All pupils must have up-to-date immunization records on file in the school office. In order to safeguard the school community from the spread of certain communicable diseases, the Board of Education requires all students to be immunized against chicken pox, poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and Hepatitis B. It is highly recommended that students have the full set of immunizations required for the younger students. If there is any reason your child cannot have these immunizations, an exemption form must be on file. The school nurse must approve acceptable variations in the immunization schedule. You may call the school nurse at your building. Failure to comply with immunization requirements will result in exclusion from school. State law requires this.
7. If an accident or sudden illness occurs at school, necessary first aid will be administered. If in the judgment of the principal and/or school nurse, conditions warrant your immediate attention, you will be notified. If you cannot be reached, we will use the emergency form to contact the person you have designated.

If your child is asthmatic, it is the parent/guardian's responsibility to complete the Asthma Action Plan and return it to the school office. If the child must carry an inhaler, a Med 3 form must be on file signed by the parent and doctor. It is recommended that an extra inhaler also be kept in the school office.

8. Our school nurse has provided these guidelines for management of **head lice (Pediculosis) (Policy 8451)**:
 - The goal of these guidelines is to minimize the transmission of head lice in school, while maximizing school attendance for all students. The guidelines are based on recommendations of the CDC, AAP, NASN, and AAFP.
 - Screenings
 - Head lice screenings will fall into three categories:
 1. Scheduled individual screenings: Students with a recent history of head lice, or students who have a history of recurring cases of head lice, will be screened on a routine, scheduled basis. This allows for early detection of re-infestations, making treatment easier, and decreasing the chance of transmission. The screening will be performed in a manner that protects the student's privacy. The purpose of these screenings is to maximize attendance, minimize social stigma, make treatment easier, decrease the potential for spread (at home and at school), decrease parent's loss of work time, and develop an ongoing partnership with the caregivers.
 2. Classroom screenings (elementary buildings) – Performed by the nurse, or a designated staff member, when determined appropriate by the nurse due to new, severe, or several cases in a classroom.
 3. Mass screenings (elementary buildings) – Generally reserved for times when 10% of the school population is concomitantly and chronically infested. Mass screenings are arranged at the discretion of and under the direction of the school nurse.

- Identification of cases and subsequent response:
 1. A student may be checked for head lice due to a display of signs or symptoms or because of close contact with an active, known, case.
 2. If nits are noted, but live lice are not seen with visual observation, the student shall be checked with the Robicomb (unless medically contra-indicated) – if no live lice are found:
 - An information letter shall be sent home with the student at the end of the day.
 - The student may remain in school.
 - The student will be scheduled for a recheck in a few days.
 3. If nits are noted and live lice are seen visually or found with the Robicomb.
 - The student may remain in school.
 - The teacher will be informed in order to monitor head to head contact activities.
 - A letter will be sent home at the end of the day requesting treatment before returning to school.
 - An attempt will be made to contact the parent by phone. If they choose to pick up the child early, it will be an excused absence.
 - The student is allowed, but not required, to take one day excused absence for treatment of lice.
 - The student may return to school as soon as a treatment has been completed.
 - The student should check in at the office on the day of return to confirm that treatment was completed.
- CDC – Head Lice Information for Schools
 - Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Association **of Pediatrics and the National Association of School Nurses advocate that “no-nit” policies should be discontinued.**

***Centers for Disease Control and Prevention – cdcinfo@cdc.gov**

INSURANCE

The schools make available student insurance under the Student Protection Plan. This insurance is offered as a service to students and parents and is strictly voluntary. The school receives no compensation from the program. Application forms are made available at the beginning of each school year. We highly encourage you to participate in this program, especially if your child is not presently covered under any family plan.

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 (Policy 2460). Further information can be found on our web site.

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 education 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 additional information contact the Student Services Director at 330-753-1025 ext. 13127.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information" to comply with the legal provisions of House Bill 204S: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received; honor roles; scholarships; or telephone numbers only for inclusion in school or PTA directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fifteen (15) days after receipt of the Superintendent's annual public notice.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of

Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-8520.

STUDENT FEES OR FINES

Instruction Material Fees: No instructional materials fee will be charged this year.

Care of School Property: This is our school. We are proud of it. In order to maintain our pride, we must keep it clean and attractive. Students are responsible for the proper care of supplies, furniture, equipment, and buses. Therefore, any student who disfigures property, breaks windows, or does other damage is responsible for payment. We can all help by remembering to:

- Place waste materials in containers provided.
- Not write on or place signs on the painted surfaces.
- Not write or scratch on desks.
- Work together to keep the inside and outside of the building as clean and neat as possible.

Textbooks and Library Books

All necessary textbooks are furnished at no cost to the student as well as the privilege of using the library materials. However, if any of these materials are lost, destroyed, or misused, the student responsible will be expected to pay the replacement cost for that item.

Collection of Debts: Any monies owed to the school will be recorded as soon as the debt is incurred. The records of a student will be held if the student has a debt to the school for lost or damaged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fund raising merchandise or money not turned in; damages to school property or buildings; or any other debt deemed to be legitimate by the principal. Records, credits, confiscated items or diplomas will be held until debts are paid.

LOCKERS AND DESKS

Lockers and desks are school property and are subject to search by school officials at any time.

FOOD SERVICE

Lunches are served as part of the total educational program at Barberton City Schools. There is financial help available for all students’ families who cannot afford the price of the meal. Applications can be obtained from your school office. Qualifying families should return the completed applications to the principal as soon as possible. **A NEW APPLICATION MUST BE FILLED OUT EACH SCHOOL YEAR.** Children who were free or reduced last school year, but do not have a current application on file, will automatically change to paid lunch status.

Each student will have an I.D. number that will only be used for buying school lunch and/or milk. **Students will be permitted to pay for their meals in advance, reducing the chance of lost or stolen lunch money. Prepayment can be made by sending cash or a check made payable to the school cafeteria.** Money will only be deducted when the student uses the account. **Barberton City Schools also offers PayForIt Program. To access this convenient program, log onto www.payforit.net and select the “Sign Up” option from the menu. The screen will guide you through the process to establish your account.** For students not wishing to have the convenience of having monies on account, the computer will act like a cash register and accept cash through the line.

IT IS NOT A POLICY OF THE BARBERTON CITY SCHOOLS TO LOAN MONEY FOR LUNCHES. However, a minimum of two meal replacements resulting from borrowed tickets or lunch money will be allowed per school semester. If a student has exceeded the maximum allowable times for borrowing, then a special meal arrangement consisting of a sandwich and white milk will be provided by the cafeteria.

The cafeteria will keep an updated roster of the students who have borrowed money. At the end of each semester this list of students will be submitted to the school office, and any money owed the cafeteria will become a fee obligation which must be paid in full prior to the end of each school year. Students who owe the cafeteria lunch money may not purchase any extra à la carte items until their balance is “paid off in full”.

Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students’ diets.

Lunch Boxes, Treats and Snacks

Try to avoid high-sugar, high-fat treats; that’s not to say you can’t bring candy or chips once in a while, but try to make your regular snacks more nutritious. The school encourages staff, parents, and after-school program personnel to use nutritional snack items that comply with the current USDA Dietary Guidelines for Americans. Some good nutritional choices are:

Apple or any fresh fruit	Carrot sticks
Canned fruit in light syrup or juice	100% fruit juice
Raisins / Trail mix	Fruited muffins
Graham crackers or Animal crackers	Granola bars
Dry fortified cereal (like Cheerios®)	Rice Krispie Treats
Cereal bars	Cheese and whole wheat crackers
Vanilla wafers / Oatmeal cookies	String cheese or cheese cubes
Banana or raisin bread	Yogurt / smoothies
Bagels with jelly	Pretzels / popcorn / baked chips
Angel food cake	Pudding cups

*Remember to keep your child’s food safe by putting ice packs in the lunch box when meats and dairy products are given. Milk, 100% juices, water and a variety

of nutritious snacks are available for purchase in the cafeteria daily. For more information on nutrition for you and your children visit www.healthiergeneration.org or www.choosemyplate.gov

SAFETY AND SECURITY

Tobacco, Alcohol and Other Drugs

The Barberton Schools shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, non-prescription drugs, look-alike drugs, or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

- Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. Schools will provide information concerning counseling and professional treatment programs.
- Adults are also prohibited from smoking on school property. If funding permits, elementary students may participate in the D.A.R.E. program (Drug Abuse Resistance Education). This is a comprehensive, progressive, age appropriate program, which promotes positive life skill development and an awareness of the consequences associated with tobacco, alcohol, and other drug use.

Personal Articles

Students are discouraged from bringing to school excess money, valuables such as cell phones, tablets, gaming devices or MP3, or expensive personal items. The school is not responsible for lost or broken articles.

Bicycles

We discourage children from riding bikes, skateboards or scooters to school. Students who ride bikes to school must have them in good condition and a lock placed on the bike in the bike rack at school. The school is not responsible for lost or stolen bicycles, skateboards or scooters. These items are to be walked onto school property to prevent accidents and students must follow all safety rules. Students violating these rules will lose this privilege. It is strongly suggested that children riding bicycles to school wear helmets.

FIRE, TORNADO, AND SAFETY DRILLS

Fire/Tornado Drill Procedures

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Each class will receive instructions for fire and tornado drill procedures. Follow instructions given by the teacher.

1. Check the posted instructions in each classroom for fire and tornado drill procedures.
2. **WALK. NO TALKING.** Move quickly and quietly to designated area.

3. Wait for instructions before returning to classrooms.

Lockdown Drill and Evacuation Procedures

The Barberton City School District has policies and procedures in place to address both of these issues. Safety drills will be conducted periodically. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WAKR-1590 AM	WKDD-98.1 FM	WKYC TV 3
WTAM-1100 AM	WMMS-100.7 FM	WEWS TV 5
WCPN-90.3 FM	WCRF-103.3 FM	WJW TV 8
WMJI- 105.7 FM	WGAR- 99.5 FM	WOIO TV 19

Calls should NOT be made to the school office. The Superintendent makes decisions regarding school closings and parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays. **DO NOT** send children to school until you are sure school will be open. Please inform your child what to do or where to go if it is necessary to dismiss school early.

Parent Broadcast

The Parent Broadcast is a school-to-parent notification service that allows the Barberton Schools to make one phone call, record a detailed voice message, and send it immediately to all parents (and staff). Schools across the country are looking for ways to improve how they communicate with parents. In times of an emergency, schools want the ability to reach all parents right away – in a matter of minutes. Schools also want a communication strategy that measurably improves parental involvement. Parent Broadcast can help. Schools use Parent Broadcast for many reasons, including:

- ◆ School Crisis Response
- ◆ School Closings
- ◆ Non-emergency Reminders & General School News

The Parent Broadcast system is equipped with an 800 number that allows parents/guardians to update phone numbers or email addresses to their account. This **1-800-510-5805** number will also allow parents to listen to the school’s most recent parent broadcast message.

Newsletters and Notices

From time to time, notices or bulletins will be given to your child. Please encourage your child to bring notices home. Newsletters will inform you of many school activities and projects pertaining to your school.

VISITORS

All guests (including familiar faces) are required to check in at the school office and wear a guest pass. This pass identifies visitors to all faculty and staff. It is our goal and responsibility to create and maintain a safe learning environment.

Parent/Guardian Visitation

1. Parents/guardians are welcome to visit the school to observe the program in operation. Please call the office the day before you wish to visit and arrange a mutually agreeable time between parent and teacher of not more than 45 minutes. Classroom observations are limited to parents/legal guardians.
2. It is required that you check in at the office upon arrival at the building. At no time are unauthorized persons allowed to go to the classrooms. At dismissal time the teacher will escort your child to the appropriate exit where you may meet your child. This is a safety measure for your children. Parents should wait outside of the school building until the dismissal bell rings.
- 3. If you must get a message or deliver an item to the school for your child, you must do so through the school office. No one may go to the classrooms for any reason without authorization from the office.**

Events

The district will provide every person with an equal opportunity to participate in the activities of the district. If there are any school activities that a person with disabilities wishes to attend, but for which a reasonable accommodation may be necessary please contact the building administrator.

LOST AND FOUND

Most articles, which are found, are turned in to the office. If the article is labeled, the child will be notified. If the article is unlabeled and unclaimed after a reasonable length of time, it will be given to a welfare agency. Boys and girls should be encouraged to make an attempt to locate clothing and other personal possessions, which they lose or misplace. We are attempting to teach children to develop responsibility. Many valuable items are unclaimed during each school year.

SECTION II – ACADEMICS

PROGRESS BOOK

The Barberton City School District has implemented the parental access feature of our web-based grade book, Progress Book. Your child's classroom teachers have been offered the opportunity to post assignments, grades, messages, and homework to a secure, Internet site for you to view. Each parent will be given a unique username and password. To access this information you need to use a computer that has Internet access, and you need to use Internet Explorer to access the Internet. This account is accessible 24 hours a day. If you do not have internet access at home, you should be able to go to any public library and access this site from one of their computers.

Go to <https://pa.neonet.org>

1. (the s after http means secure)
2. Click on Barberton School District
3. Registration Key (issued by district, not case sensitive)
4. Student Legal Name
5. Student Date of Birth
6. Across the right top of the page you will see tabs. Click on the My Account tab. You can change your password and your log in ID to something you will remember, enter your e-mail address etc. **Please enter your email address.** Why – because if you forget your password, the system can send it to you in an email and it makes things much easier for everyone. Active email account*

***User accounts cannot be created without an email account.**

User Name: You will be asked to create a User Name – User names must be letters and numbers and 6 to 50 characters. You cannot change your user name once you register.

Password: Passwords must contain 1 letter, 1 number, and 8 to 50 characters, are case sensitive, and cannot match user name.

Accessing an Account:

1. If you forget your user name or password, click “**can't access your account?**”
2. For security purposes, if you are unsuccessful after 10 attempts to log in to your account, the system automatically locks your account for 10 minutes.
3. If the school district locks a student's account and the student tries to log in, the student receives a message stating that his/her account is locked. If a parent tries to log in, the student's icon is disabled, and a hover tip displays stating the account is locked.
4. If the school district disables your account and you try to log in, a message appears on the Login screen stating your account is disabled.

GRADING

Report cards are issued at the end of each nine weeks for students in grades K – 4. To keep families informed of concerns about students' progress between report cards, interim reports are issued. There is one regularly scheduled parent/teacher

conference day each semester, however, conferences to discuss students' progress or concerns may be requested by either the school or the parent at any time.

TESTING

Standardized achievement tests and competency tests, as required by Ohio law, are given to Barberton students at specified grade levels. These tests also enable the school staff to monitor student progress and strengthen the curriculum. Diagnostic assessments are administered to kindergarten students as required under section 3301.0715 [3301-07.05] of the Revised Code to permit a comparison of the academic readiness of kindergarten students. However, no district shall be required to report to the department the results of any diagnostic assessment administered to a kindergarten student if the parent of that student requests the district not to report those results.

VOCAL MUSIC, ART, TECHNOLOGY AND PHYSICAL EDUCATION

All pupils are regularly scheduled for classes in four special areas listed above. Gym shoes must be worn by all pupils during physical education. This is for the child's protection and safety.

HOMEWORK

- Homework is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.
- Some assignments are long range in nature and require planned study time for their completion.
- Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.
- Extra time may be needed to work with your child after school especially in the areas of reading and math.

HOW TO STUDY

Attitude is important – think positively – work independently.

1. Keep your mind on what you are doing. Learning requires concentration.
2. At home have a definite, well-lighted, quiet place to study.
3. Read the entire assignment rapidly; re-read slowly to understand content and details. Make notes.

A student who studies well will:

1. Bring pencil, paper and other materials necessary to function in the classroom;
2. Be an active participant in the classroom, listen well, take part in discussions;
3. Ask questions if he/she doesn't understand or if he/she has a problem;
4. Plan his/her work and schedule time for homework each day and make sure he/she understands his/her assignments before leaving school;
5. Use what he/she learns and see how each subject applies to the others; and
6. Strive to do his/her best and not just get by.

PROMOTION, ACCELERATION, ASSIGNED and RETENTION

The promotion, acceleration and retention of each student in the Barberton City School District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher will take into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average. Promotion procedures demand continuous analysis and study of the cumulative student case records. Students may also be assigned to a grade if a teacher sees that all factors have not met satisfactory requirements. No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with State law.

CONFERENCES

Parent/Teacher conferences are scheduled twice a year. Parents who wish to confer with a teacher or a team of teachers at other times of the year should call the school to set an appointment. These conferences enable us to develop an active partnership between the school and parents/guardians.

PARENT COMMUNICATION

It is reasonable to expect that parents may occasionally have inquiries, complaints or concerns. Such concerns can best be addressed if taken initially to those persons closest to the problem. Normally, this means talking the matter over with the teacher first. The vast majority of problems can be resolved at this level. However, if after talking with the teacher the parents want to carry the concern to the building principal, the parent should call the office, advise him/her of the situation and/or arrange an appointment to further discuss the matter. **You can contact teachers at school via his/her email address.** First type in his/her first initial then last name followed by @barbertonschools.org or feel free to call the teacher at school and leave a voicemail message. The school's phone number is listed in this booklet.

SECTION III – STUDENT ACTIVITIES

OUTSIDE RECESS

1. Recess is part of the daily school schedule. We ask your cooperation in providing proper clothing for your child.
2. During inclement weather, recess may be shortened or held indoors.
3. Pupils should remain indoors during recess only for emergency situations. If children are restricted from recess there must be a written note from the physician on file. Exercise and fresh air improve academic performance.

FIELD TRIPS

Teachers plan field trips that are both fun and educational for the children. Teachers often need parent volunteers on the trips, and chaperones will be chosen on a first come, first serve basis. Please return permission slips as soon as possible after they are sent home. No student is allowed to attend a field trip with his/her class unless the permission slip is signed and returned to the teacher.

PARTIES and CELEBRATIONS

Teachers will have class parties from time to time for occasions such as Halloween, Christmas, Valentine's Day, etc. The room parents' job is to be available for any number of things; to help coordinate parties and activities, and to seek volunteers for field trips and events. Being a room parent is a great way to be involved in your child's school life. All volunteers that work with children are required to be fingerprinted. If you are interested, please contact the schools' parent organization.

FINGERPRINTING

All volunteers are required to be fingerprinted prior to working with children, chaperoning field trips, or serving as a room parent for parties. There is no charge for volunteers. Fingerprinting is done at the Administration Building. Results may take days and/or weeks so plan to get your prints done in plenty of time before the event you wish to participate in. Call 330-753-1025 for available days and times.

BIRTHDAYS

Birthdays are special occasions for young children. If your child wishes to bring a treat, they must bring individually wrapped treats for the class. (See suggestions for nutritious treats under Lunch Boxes, Treats and Snacks)

NON-SCHOOL ACTIVITIES

Plans for student participation in non-related school activities, such as birthday parties and scouts, must be arranged at home. Distribution of party invitations and phone calls are not permitted at school.

PARENT TEACHER ASSOCIATION (PTA)

Each elementary school has an active parent organization, which provides valuable service and support to the school. Parents are encouraged to become active members. There are many different opportunities for parents to volunteer in the schools.

YEARBOOKS

Yearbooks are an option provided by the school and/or its Parent Organization to parents/guardians if they wish to purchase. Flyers will be sent home when the yearbook sale begins.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy – toward teachers and fellow students.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – The ability to win or lose gracefully. School Spirit means loyalty to all functions of the school. A loyal student supports his/her school.

SECTION IV – STUDENT CONDUCT

GENERAL SCHOOL RULES

1. All pupils will enter the building quietly and will walk in hallways and other areas of the school.
2. There will be no fighting, no throwing snowballs.
3. Pupils will show respect for each person in the building. (Rights of others – proper language-adults)
4. Cafeteria
 - (a) Food, paper, etc. should not be thrown.
 - (b) Sharing of food is not permitted.
 - (c) Pupils may get out of their seat with permission from the teacher.
 - (d) Pupils may talk quietly to their neighbor, but no yelling.
 - (e) Pupils are not to go back to the classroom at lunchtime.
5. Playground
 - (a) Safety must be practiced at all times.
 - (b) Pupils will not take another pupil's property.
 - (c) Use playground equipment appropriately.
 - (d) Pupils must follow instructions.
 - (e) The following activities will not be permitted:
 - use of hard balls (e.g. golf balls, baseballs)
 - tackle football
 - horseback riding (chicken fights)
 - head butting
 - skateboards
 - rough horseplay – grabbing clothes, pushing, hitting, karate type activities, etc.
6. All students will line up immediately when the bell rings.

These rules are for the safety of all students.

Each teacher has rules similar to those above for their classroom, which they have reviewed with their children. We do encourage you to call the school if you have any questions or any problems.

CODE OF STUDENT CONDUCT - 5500

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

BARBERTON CITY SCHOOLS CODE OF CONDUCT AND ZERO TOLERANCE (Board Policy: 5500)

The items in this code are applicable to all students. This code shall apply during any school activity, function, or event whether on property owned, rented or maintained by the Barberton Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Students may be subject to the Code of Conduct regardless of when, where and how the conduct occurred if the conduct has the effect of threatening the safety and security of the school, students while at school or disrupting the educational process. (Examples which are not inclusive are text messages, cyberbullying from Facebook, Twitter or other social networking sites, etc.).

All staff, including the following individuals, have the right to exercise their authority to implement this code: administrators, teachers, librarians or media 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, which may include detention, corporal punishment, parental contact, referral to legal authorities, removal, suspension and/or expulsion. Disciplinary actions will be determined with regard to the timings, circumstances, nature, place and level of material disruption caused by the offense.

No form of violent disruptive or inappropriate behavior, including excessive truancy will be tolerated.

Other building procedures will also apply as described by specific building policy.

1. **FIGHTING, ASSAULT, ASSAULT AND BATTERY** (verbal or other) to any school personnel, other student, or visitor. This shall include those who incite and encourage such acts.
2. Use, possession, concealment, buying, selling, transmitting or showing signs of consumption of any **ALCOHOLIC BEVERAGES, NARCOTIC DRUGS OR OTHER CONTROLLED SUBSTANCES** including but not limited to, marijuana, as well as any counterfeit or "look alike" products, controlled substances or any prescription drug or medication which is not in its original container and prescribed for the student. This includes possession/use of any item(s) determined to be drug paraphernalia.
3. **BOMB THREATS, WEAPONS THREATS, FALSE FIRE ALARM THREATS, AND SETTING OR ATTEMPTING TO SET AN UNAUTHORIZED FIRE, POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools. Including

but not limited to any types of matches or lighters, threats made toward the schools, and includes use of same to incite others towards such acts.

4. **THREATS** to cause physical or mental harm to others, (verbally, in writing or by other means i.e. cyberbullying from Facebook, Twitter or other social networking sites) Non-verbal threats, intimidation or harassment that is persistent and creates an abusive educational environment are included. Jokes or pranks that are perceived as threats by students, faculty, staff and/or community members OR that cause a disruption to the school or work environment for students and/or staff are also prohibited.

5. **POSSESSION, CONCEALMENT, TRANSMITTING, USE, OR THREATEN USE OF WEAPONS**, look-alike weapons or any object which might be considered a dangerous weapon or instrument of violence including mace or any other threatening device or substance.

Refer to WEAPONS, Board Policy: 5772

The Barberton Board of Education will not tolerate the possession of firearms on school property, at any school-sponsored event, or in a school vehicle.

The Superintendent shall expel any student bringing a firearm on school property, in a school vehicle or to any school sponsored activity for a period of one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. A "firearm" is defined in the "Gun-Free School ACT of 1994," 108 Stat. 270, 20 USC 8921.

6. **VIOLATION OF FEDERAL OR STATE STATUTES** Includes illegal activities on school premises or at school sponsored activities.

7. **VIOLATION OF TERMS OF SUSPENSION** and/or Detention. Includes leaving detention.

8. **DAMAGE, DESTRUCTION, DEFACEMENT, OR MISUSE** of school property or private property on school premises or at any school sponsored activity, whether intentionally, negligently, recklessly or carelessly done.

9. **SMOKING** includes the possession or use of any tobacco products including smokeless tobacco such as snuff or chewing tobacco, e-cigarette/vapor devices and matches or lighters.

Students who violate this law may be referred to the Barberton Police Department.

10. **PROFANE, INDECENT, INAPPROPRIATE OR OBSCENE COMMUNICATION** written or verbal. This shall include use of obscene gestures, pictures, signs or clothing.

Use of profane, indecent, inappropriate or obscene language written or verbal communication, including the use of obscene gestures, possession of obscene pictures, signs or clothing, that is directed toward an individual may result in the disciplinary action.

Note: Extreme use of profane, indecent, inappropriate or obscene language, written or verbal, directed toward any individual may result in an immediate recommendation for expulsion.

11. **INSUBORDINATION, DISOBEDIENCE AND/OR DISRESPECTFUL BEHAVIOR** in refusing to comply with directions of school personnel including insolent, arrogant, disrespectful language or behavior.

12. **INTERRUPTION OF THE EDUCATIONAL PROCESS** by being disruptive in the classroom and /or hallways due to loud and/or repeated talking, making noises, and/or attending class without required and necessary materials.

13. **TRUANCY** from school including study hall, class or any other assigned activity for all or part of a day without school authorization.

PLEASE NOTE – DAYTIME CURFEW

Parents and students are reminded that the City of Barberton has passed a law making it illegal for a student (age 6-18) to be in public places during school hours unless they are accompanied by a parent, have an excuse to be out of school or are employed with a work permit. Students in violation of this law may be taken into custody of the police and parents are subject to a fine. This includes students suspended or expelled.

14. **REPEATED TARDINESS** to class or school may result in a teacher detention or Disciplinary Class.

15. **THEFT** of school property or equipment, or personal property of any school personnel, student or visitor.

A. Notification of Barberton Police Department

B. One day ISS, OSS, up to 10 days OSS, pending expulsion.

16. **THE ACT OF EXTORTION** from any person on school property or at any school sponsored event.

17. **GAMBLING** for money or valuables on school property or at any school sponsored event. Card playing during academic time is unacceptable.

18. **THE ACT OF FALSELY REPORTING INCIDENTS** Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble or attention.

19. **FALSIFYING** Lying, making false accusations, or giving false testimony to school personnel.

20. **CHEATING AND/OR PLAGIARISM**

21. **HAZING** Subjecting other students to pranks or humiliation causing mental or physical harm.

22. HARASSMENT, BULLYING, UNAUTHORIZED TOUCHING, THREATENING, INTIMIDATION of another student or staff member. The following definitions are from Board Policy 5517.01:

Harassment, intimidation, or bullying (including cyberbullying) toward a student is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events.

Harassment, intimidation, or bullying means:

- A. any intentions written, verbal, electronic, or physical act that a student or group of students exhibits towards 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 educational environment for the other student(s).
- B. violence within a dating relationship.
- C. aggressive behavior is defined as inappropriate conduct that is repeated enough to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, disability or gender identity. It would include, but not be limited to, such behaviors as stalking, bullying/ cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
- D. harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet e-mail, cell phones, or wireless handheld devices) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

23. SEXUAL HARASSMENT Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature may constitute sexual harassment.

24. INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, physical or nonphysical horseplay, unwanted advances, physical intimidation, public displays of affection, loud hallway behavior.

Horse play

Horse play is defined as playfully hitting, touching, bumping, or having purposeful contact with another student. Horse play also includes playfully taking things from other students (i.e. books, food, etc.).

While horse play is good natured at its root, horseplay often escalates and causes injury, ill feelings or fighting.

In an effort to maintain a safe and orderly learning environment, horse play is strictly forbidden. Students involved in horse play will be subject to disciplinary action. Students must always remember to respect the space and property of others.

Texting

Texting of inappropriate messages, photos and videos (via cell phone or other electronic devices) can have serious legal consequences. Consequences may also be issued by the school for possessing, viewing, or sharing of such images.

25. COMMISSION OF A DANGEROUS ACT OR WILLFUL MISCONDUCT Endangering the person and/or property of school personnel or property.

26. LEAVING SCHOOL PROPERTY OR AN ASSIGNED AREA Leaving school or class without proper permission; not attending scheduled classes.

27. THROWING OF ANY OBJECT including but not limited to, snowballs, water-balloons, food, etc.

28. COMMISSION OF AN UNETHICAL/IMMORAL ACT.

29. VIOLATION OF STATE STUDENT MANDATES including but not limited to, obtaining required immunizations and failure to submit an Emergency Medical Card to the attendance office by Sept. 6.

30. 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.

31. ELECTRONIC DEVICES such as, but not limited to wireless communication devices, i.e., cell phones, cameras, MP3 players, electronic games and used during the school day. This also includes misuse of school and/or owned devices and/or technology. Violation of this rule may result in confiscation of the device and disciplinary action. Administrators may hold the device until a parent claims it from the school office. Contents of cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct. Administrative time may **not** be used to investigate lost or stolen electronic items.

Possible consequences for using/displaying electronic devices:

- A. First Offense** - Item taken and return at the end of the day
- B. Second Offense**- Item taken and returned to parent/guardian
- C. Third Offense**- Item taken and returned on the last day of school

32. FAILURE TO SERVE ASSIGNED DETENTIONS Failure to serve detentions may result in ISS or OSS.

33. FAILURE TO FOLLOW RULES as set forth in the Student Handbook.

34. REPEATED OFFENSES of any school rules or accepted standards of school behavior. NOTE: A student may be suspended pending the outcome of expulsion proceedings. Violation of any Student Code of Conduct will result in disciplinary action which may include Detention, ISS, OSS or expulsion. In some situations, notification of the Barberton Police Department may be required.

35. DRESS CODE

Following the dress policy makes school easier for everyone. When students dress appropriately, school staff do not need to bother parents at work or at home, and students will not miss instructional time. If a student is unsure about whether or not an outfit is appropriate, DON'T WEAR IT. The dress code guidelines DO NOT apply to athletic and extracurricular uniforms purchased and approved by the school district.

The following restrictions apply to student dress:

1. Shoes:

Acceptable – sneakers, dress shoes with safe heels, sandals with a strap

Unacceptable – slippers, any unstructured footwear deemed unsafe for the educational environment by administration.

2. Bottoms:

Acceptable – walking shorts, skirts (must maintain fingertip length), skorts and capris, leggings worn with long tops (must be fingertip length).

Unacceptable – cut-off shorts, low rise pants that expose undergarments, clothing that is torn above the knee, pajama bottoms.

3. Tops:

Acceptable – T-shirts, pull over sweatshirts, sweaters (knit, turtleneck), sweater vests (knit, cardigan), polo/dress shirts, sleeveless shirts (should be 3-fingers wide)

Unacceptable – strappy tank tops, racer back tops, (undergarments should not be exposed) mesh/see through tops, tops that expose midriff/trunk or cleavage and costume wear, heavy coats.

Outdoor apparel (coats, vests, jackets with lining/zippers) should be placed in the student's locker for the duration of the day. Students should dress appropriately for the weather.

4. Hats/Head Coverings:

Acceptable – barrettes, scrunchies, headbands

Unacceptable – hats, bandannas, sweatbands, head coverings of any kind, combs/picks in hair.

5. Other/Miscellaneous:

Acceptable – small studded earrings, sport coats, ties, and dresses.

Unacceptable – chains (dog, wallet), collars (spiked/dog), pajamas, sunglasses, underwear as outerwear

**Any type of bag, including backpack, nylon sack bags and purses, should be kept in student's locker

All apparel must be school appropriate. No apparel may display messages advertising, promoting or glorifying controlled substances, violence, gang-related activity or sexual conduct. Apparel also may not depict profane, indecent, or inappropriate language, pictures, or images. **Administration reserves the right to determine the appropriateness or clothing/appearance.** This policy may be reviewed and revised each

grading period, at the discretion of administration and the Parent Advisory Committee. Administration reserves the right to search any purse, bag, book bag, nylon sack bag.

Administration/school is not liable for injuries sustained due to dress code violations. Students who are in school with unsuitable clothing/appearance will be asked to change. If a parent or guardian cannot be reached, the student may be assigned to In-School Suspension until a parent can be reached. Repeated offenses of improper dress will be subject to escalating disciplinary action.

PLEASE NOTE:

GUM, CANDY AND GAMES

Students will not be permitted to chew gum or eat candy while at school unless the teacher or principal gives permission. In most cases gum ends up on the desks, floors and/or sidewalks. Students may not bring soft drinks to school. Students may not bring unessential valuables or money to school. The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. Security for these articles is NOT guaranteed. All confiscated items will be held until books/equipment are returned and fees are paid. (Play it safe – don't bring valuable items to school in the first place!)

SUSPENSION and EXPULSION

Any time that student behavior requires consideration for disciplinary action or suspension, school administrators conduct a hearing to enable the student and his/her parent(s) or guardian(s) to respond prior to the school district taking action. It is the right of the student and parent/guardian to appeal a suspension or expulsion to the Board of Education or its designee, to be represented at any appeal hearing and to request that appeal hearings be held in executive session in accordance with the Ohio Revised Code.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed as indicated in Policy #5611 located on our website, www.barbertonschools.org or in the school office.

SECTION V – TRANSPORTATION

The School provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Bus Coordinator at 330-753-1025 ext. 13141.

Students who are riding to and from school on District-provided transportation must follow all basic safety rules.

BUSES

Buses will run daily. Students must pay close attention to the time schedule and location of their bus stop. All students being transported are under the authority of the bus drivers and must obey their requests. State law mandates that only pupils assigned to a bus may ride that bus.

Students must get on and off the bus at their designated stop. They must stay well away from the curb and wait for the bus to make a complete stop before trying to board. Students shall take their seats as soon as they enter the bus and shall remain seated until the bus is stopped at their stop.

Students will talk in tones that will not distract the driver from making a safe bus run. Students will not eat any food or drink any beverage while on the bus. Students will not leave any litter on the bus or throw anything inside the bus. Cell phones must be turned off and in students' backpacks. Misbehavior on the bus will not be tolerated – the State Board of Education regulations provide for the suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.

Some Barberton City school buses are equipped with video camcorders, which provide for sound as well as pictures. Any and all information obtained by viewing tapes can and will be used in investigations and possible punishments for improper behavior. This represents a way to provide a safe environment for all of our students. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.

If you plan to pick up a child that normally rides the bus you must send in a written note. Please do not rely on your child to tell his/her teacher because children often become confused and relay information incorrectly. If no written note is received, your child will be sent home by his/her usual method of transportation.

BOARD OF EDUCATION MEMBERS

Mr. Joe Stefan – President

Mrs. Megann Eberhart – Vice-President

Mrs. Shawna Angeloff

Mrs. Elizabeth Mayreis

Mr. David Polacek

ADMINISTRATION

(330) 753-1025

Fax: (330) 848-0884

Mrs. Patricia Cleary
Superintendent

Mrs. Shawna Jones
Treasurer

Mr. Jason Ondrus
Asst. Superintendent (Business
Operations/Personnel)

Mrs. Deidre Parsons
Director of Student Services

Dr. Shelly Habegger
Director of Curriculum



BUILDING INFORMATION

www.barbertonschools.org

Barberton Middle School

Mrs. Joyce Walker, Principal

Mr. Anthony Hermann, Asst. Principal

Mr. Jeremy Travis, Asst. Principal

Mr. Jonathan Travis, Asst. Principal

477 Fourth Street NW

330-745-9950

Fax: 330-745-9962

Barberton High School

Mr. Jeff Ramnytz, Principal

Mr. Henry Muren, Asst. Principal

Mr. Joseph Lattarulo, Asst. Principal

Mr. Mike Andric, Career & College Readiness
Coord.

555 Barber Road

330-753-1084

Fax: 330-848-5517

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