

Newton Elementary



Student Handbook

2024-2025

Welcome to the 2024-2025 school year!

The Newton Elementary Student Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school.

In order for our school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information.

We ask both parents and students to read this handbook. Please keep it in a safe place to be used as a reference throughout the school year.

I look forward to working with the students, staff and parents to make this a successful year for all students.

Sincerely,

Laurie Grube

K-6 Principal

# **NEWTON ELEMENTARY SCHOOL**

**2024-2025**

<b><u>Grade Level</u></b>	<b><u>Teacher Name</u></b>	<b><u>Email</u></b>
Kindergarten	Mrs. Jenelle Brown	Jenelle_Brown@newton.k12.oh.us
Kindergarten	Mrs. Jodi McClurg	<a href="mailto:Jodi_McClurg@newton.k12.oh.us">Jodi_McClurg@newton.k12.oh.us</a>
First Grade	Mrs. Megan Christy	<a href="mailto:Megan_Christy@newton.k12.oh.us">Megan_Christy@newton.k12.oh.us</a>
First Grade	Mrs. Marissa Rindler	Marissa_Rindler@newton.k12.oh.us
Second Grade	Mr. Tim Doty	Tim_Doty@newton.k12.oh.us
Second Grade	Miss Jolene Naff	Jolene_Naff@newton.k12.oh.us
Third Grade	Mrs. Michelle Brinkman	<a href="mailto:Michelle_Brinkman@newton.k12.oh.us">Michelle_Brinkman@newton.k12.oh.us</a>
Third Grade	Miss Alexis Estes	Alexis_Estes@newton.k12.oh.us
Third Grade	Miss Blaire Wehrley	Blaire_Wehrley@newton.k12.oh.us
Fourth Grade	Mr. Ryan Espich	Ryan_Espich@newton.k12.oh.us
Fourth Grade	Mrs. Hillary Hooker	Hillary_Hooker@newton.k12.oh.us
Fifth Grade	Mrs. Christina Lawrence	Christina_Lawrence@newton.k12.oh.us
Fifth Grade	Mr. Drew Wehrman	Drew_Wehrman@newton.k12.oh.us
Sixth Grade	Mrs. Julie Flory	Julie_Flory@newton.k12.oh.us
Sixth Grade	Mrs. Megan Lacey	Meagan_Lacey@newton.k12.oh.us
Title I	Mrs. Tiffany Wall	Tiffany_Wall@newton.k12.oh.us
Intervention Specialist	Mrs. Meagan Chalfant	Meagan_Chalfant@newton.k12.oh.us
Intervention	Ms. Jane Jess	Jane_Jess@newton.k12.oh.us
Art	Mrs. Dana Cosby	Dana_Cosby@newton.k12.oh.us
Band	Mr. Kevin Taylor	Kevin_Taylor@newton.k12.oh.us
Music	Miss Sasha Butanis	Sasha_Butanis@newton.k12.oh.us
Library	Ms. Jane Gearhardt	Jane_Gearhardt@newton.k12.oh.us
P.E.	Mr. Tab LaFollette	Tab_LaFollette@newton.k12.oh.us
Cafeteria	Mrs. Elizabeth Morrow	Elizabeth_Morrow@newton.k12.oh.us
Principal	Mrs. Laurie Grube	Laurie_Grube@newton.k12.oh.us
School Counselor	Mrs. Emily McIntyre	Emily_McIntyre@newton.k12.oh.us
Secretary	Mrs. Kelly Lavy	Kelly_Lavy@newton.k12.oh.us
Superintendent	Mrs. Danielle Davis	Danielle_Davis@newton.k12.oh.us

Website

[www.newton.k12.oh.us](http://www.newton.k12.oh.us)

**2024-2025**

**Newton Elementary School**

**Workbook Fees**

<b>Kindergarten</b>	<b>\$45.00</b>
<b>First Grade</b>	<b>\$45.00</b>
<b>Second Grade</b>	<b>\$45.00</b>
<b>Third Grade</b>	<b>\$45.00</b>
<b>Fourth Grade</b>	<b>\$45.00</b>
<b>Fifth Grade</b>	<b>\$45.00</b>
<b>Sixth Grade</b>	<b>\$45.00</b>

**School Telephone**

**All Offices:                      676-2002**

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## DISTRICT ATTENDANCE POLICY

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

As used in this policy, "parent" shall include a parent, guardian, or other individual having care of the student. Parents will be notified if the student is absent with or without legitimate excuse from school for 38 or more hours in a month, or 65 or more hours in a school year. Under HB 410, "habitually truant" students whose absences are unexcused must be assigned a "district intervention team." The team is required to develop an intervention plan to help the student improve their attendance. Failure to cooperate could result in a court complaint being filed. Parent involvement in the plan is required.

### CALL-IN PROCEDURE

**Parents must notify the elementary school office by 9:00 a.m. of a child's absence by calling 676-2002.** For your convenience, the voice mail system operates when the phones are unattended or the office is closed.

### EXCUSED AND UNEXCUSED ABSENCES AND TARDIES

When a student is absent from school, a parent is to phone the school as early as possible to explain the reason for the absence. If this phone call is not made, upon returning to school the student must bring a written excuse from the parent/guardian and present it to the office/ attendance office. Failure to provide an appropriate excuse within five school days will classify the absence as unexcused.

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence. All make-up work will be completed within the same number of school days as absences plus one school day.

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness.
2. Illness in the family.
3. Quarantine of home.
4. Death of relative.
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents were absent.
6. Observance of a religious holiday.
7. Medical or dental appointment.
8. Traveling out of state to attend a Board-approved enrichment or extra-curricular activity (applies to absences up to 24 hours).
9. Emergency set of circumstances that in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension. This would also include, but is not limited to:
  - a. College visitations – seniors are permitted two days to visit colleges before the end of the third grading period. Juniors are permitted to take one college day during the second semester. Arrangements for these visits must be completed in advance and be approved by the counselor and principal or his designee. College visits count as excused absences.
  - b. Planned Absences/Family Vacations – The parent/guardian must provide a phone call and note to the office to obtain permission for a planned absence (family vacation, etc.), and it **should be obtained one week prior to the absence period**. Depending on the academic standing of the student, the administration reserves the right to deny the request. It is District policy that the number of days allowed for make-up to equal the number of days missed with one additional day (with a limit of FIVE days of absence being allowed under normal circumstances). Responsibility for making up work lies entirely with the student. He/she is responsible for meeting with the teacher prior to the planned absence. The individual teacher will determine the details for make-up work. It is possible that students will be required to stay after school to make up their work. **However, the loss of instructional time may negatively impact a student's grade. The days absent during the vacation will count towards the ten total days of excused absences allowed before a student is required to present a doctor's note for each additional absence. If the days missed for vacation cause the student to exceed the 10 days of excused absences, then they will be counted as unexcused absences.**
  - c. Court appearances.
  - d. Other special circumstances deemed excused by the superintendent of schools.
10. **After ten (10) excused absences, the Board of Education will require a doctor's statement/note for further absences due to personal illness.** Doctor's notes are to be provided within three (3) days of a student's return from an absence unless the School principal determines extenuating circumstances justify additional time for providing the said doctor's excuse.

**The Board considers the following factors to be UNEXCUSED absences for time missed at school:**

1. Truancy.
2. Suspension.
3. Trips not approved in advance.
4. Any absence deemed unexcused by the building administration including:

- a. Accompanying a friend or relative on non-emergency.
- b. Alarm clock difficulties.
- c. Babysitting job.
- d. Cutting class.
- e. Expulsion.
- f. Hair appointments, haircuts.
- g. Missed the bus.
- h. No call or note from parent or guardian.
- i. Prom arrangements.
- j. Sleeping in.
- k. Shopping.
- l. Working on cars, picking up cars, cars that won't start.
- m. Non-emergency work at home.
- n. Other reasons not listed under excused absences.

*Any unusual or extenuating circumstance will be subject to building administration inquiry/approval.*

Attendance need not always be within the school facilities; a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

In accordance with statutes, the superintendent shall require from the parent or responsible adult of each student who has been absent from school or class for any reason, a written statement of the cause of such absence. Failure to provide a written excuse within five days will classify the absence as unexcused.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

**Excessive unexcused absences and unexcused tardiness may be grounds at the District's discretion for intervention and/or disciplinary action as appropriate, which ultimately may result in unruly charges being filed in juvenile court.**

### TRUANCY

Students are considered "habitually truant" when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse.

When a student becomes "habitually truant" the parent will be required to attend a parent involvement program (Attendance Intervention Meeting) and help develop an Absence Intervention Plan. Failure of the student to make satisfactory progress per the plan will require further court involvement. After ten (10) excused absences the Newton Board of Education may require a doctor's statement for further absence due to personal illness. If past history of poor attendance exists, a doctor's note may be required before the 10-day threshold.

A student shall not be considered truant under this policy if:

1. he/she is enrolled in and attending another public or non-public school;
2. he/she is receiving an approved program of home instruction;
3. he/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian; or
4. he/she has been suspended or expelled from school.

### EARLY DISMISSALS

Students must receive prior permission from the principal or district designee to leave school early for any reason. Students must sign out in the School office with the principal or district designee is present. **A note shall be given to the Elementary School office prior to the beginning of the school day stating the time of the early dismissal.** This note must come from a parent/guardian. If this procedure is not followed and an appropriate note is not received, the office must speak directly with a parent/guardian to grant permission for the student to leave school. Persistent violations may result in the student being given an unexcused absence for the missed class periods and potentially considered truant.

### TARDIES

If a student is not in his/her assigned room when class begins at 7:55am, he/she may be considered to be unexcused tardy. Violations for unexcused tardy will follow the discipline code and will be progressive. Whenever a student's tardiness becomes excessive of the reasons for a student's tardiness become suspect, the school attendance officer will be assigned to initiate an investigation and he/she may call Children's Services (CSB).

Students who violate this policy face consequences, which include:

#### **Penalty/Procedure:**

- A. 2nd unexcused tardy - warning
- B. 3rd unexcused tardy - detention
- C. 4th unexcused tardy - 2 detentions

D. 5th unexcused tardy - Saturday School

E. 6th unexcused tardy - in-school suspension and official District letter/phone call – School principal/letter and/or phone call – Miami County Truancy officer

Any further unexcused tardies can result in additional consequences, and ultimately at the discretion of the administration, the District can deem this pattern of tardiness excessive and grounds for charges being filed in Miami County Juvenile Court. **This attendance policy recycles at the end of each semester.**

**Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.**

### AWARDS

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize good attendance, citizenship and effort. Parents and teachers are expected to encourage the pupils to do their very best in school. Recognition is given for good citizenship, attendance, special projects, academics, and student helpers to name just a few.

### BICYCLES

Bicycles are permitted to be ridden to and from school. All bicycles are to be parked at the front of the building in the bike rack provided. Bicycle safety rules are expected to be used by student riders. Please remind your child that his bicycle is his responsibility.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones, other wireless communication devices, MP3 players, iPods, radios, disc players, cameras (photographic and/or video), laser pens or pointers, video games of any kind, etc. may NOT be used during the school day. The use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Any such devices, which are brought to school, must be powered off (i.e. not just placed into vibrate or silent mode) and stored out of sight during the day, including recess time.

Students who violate this policy will be assigned consequences ranging from recess detention to suspension. The device will be confiscated for a period of time to be determined by the Principal and permission to bring the device on to school property may be denied.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

See also Newton Board of Education Policy 5136.01 and 5136V1



### **CIVIC ANNOUNCEMENTS**

Periodically parents ask that we distribute fliers related to various civic activities (boy scouts, church, little league, etc.). We are happy to accommodate those requests, but ask that parents give the forms to the appropriate secretary and allow them to place the materials in teacher mailboxes.

### **COMMUNICABLE DISEASE/INFESTATION**

Any time during the school year that a student has been determined to have a communicable disease/infestation, said student will be sent home that day for proper treatment. If a parent/guardian cannot be reached, said student will be separated from other students for the rest of the school day.

The student may not return to school until proper treatment has been conducted for communicable infestation, the incubation period for communicable diseases has expired or upon a doctor's advice. Certain exclusions, such as lice infestation, require certification for re-entry into school by the school nurse, the Miami County Health Department, or family physician.

### **DISCIPLINE**

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. **Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.**

Students are reminded that any teacher or staff member in the school has the right and responsibility to correct unruly individuals at school or school functions at any time.

To ensure students' success, parents are encouraged to check with school officials concerning their child's progress.

It is very helpful to stay positive about the school in front of your child. If misunderstandings arise, please contact your child's teacher for clarification. **The teacher will appreciate your call.**

### **DRUGS**

Students suspected of drug use, possession, or distribution will be handled in compliance with the Board of Education policy on drugs. Parents and law enforcement agencies will be notified as necessary, and students may be suspended or excluded from school attendance and/or from participation in school activities in accordance with Board policies.

### **FEES FOR WORKBOOKS**

The school charges workbook fees, science lab fees, and an art fee for special projects. All fees are to be paid promptly. Those families who have difficulty paying all fees at one time should contact the principal early in the year to set up a payment plan that meets their needs. Such arrangements, or partial payment of fees, must be made prior to any picture packages being ordered for Fall or Spring pictures. The amount and date of payment is set aside prior to the opening of school for fees to be paid. Unpaid fees will roll over to the following year.

### **FIELD TRIPS**

Field Trips within our town and to nearby points of interest are scheduled each year by the teachers. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date. You will be asked to sign a permission form for your child to be included on these trips. A space is provided to sign for all field trips on the student registration form.

Parents are encouraged to volunteer for field trip outings with their children. Parents are asked to contact the teacher if they find they are able to go, but had not been able to previously inform the teacher. Please do not plan to just show up unexpectedly.

### **FIRE SAFETY**

Good fire safety practices and caution are exercised at the school. Included in our fire safety and prevention program are:

1. Regular fire drills.
2. Frequent building inspections.
3. Fire extinguishers in locations as specified by the fire marshals' office.
4. Building cleanliness.

### **FUND RAISING**

Our school will hold one major fund-raising campaign each year. Selling is voluntary and no minimum sales will be required. All profits will be used for pupil materials and/or activities.

## GRADING SCALE

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

## HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet comfortable place to work and by seeing that assignments are completed. Please check with your child's teacher for particulars regarding homework.

## IMMUNIZATIONS

Newton Schools require acceptable evidence of immunization against the following:

Mumps

Diphtheria

Rubeola (7-day measles)

Pertussis (Whooping Cough)

Rubella (German measles, 3-day)

Tetanus

Poliomyelitis

Hepatitis B

Varicella (Chicken Pox)

The minimum immunization requirements for children who attend school in Ohio are:

DPT - 4 doses (5 doses if the first 4 were in infancy)

POLIO - 4 doses (5 doses if the first 4 were in infancy)

MMR - 2 doses

Hepatitis B- 3 doses

Varicella- 2 doses\*\*

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver.

## KINDERGARTEN

To enter kindergarten, a child must be five (5) years of age by August 1<sup>st</sup> of the year of entrance to kindergarten. This is to be determined by a birth certificate. If the fifth birthday occurs during the months of September, October, November, or December, parents may request early entrance testing. Parents must submit a written request prior to July 15th if such testing is desired. Early entrance is not encouraged as maturity has been shown to be a big factor in a student's ability to concentrate in class and stay on task. A child may be intelligent enough for kindergarten, but too immature to operate effectively - thus possibly contributing to years of frustration.

Parents are encouraged to hold children out a year if they feel their children are not ready for the school experience. This is often particularly advisable for children with summer birthdays. If you have doubts as to your child's readiness, school personnel including the psychologist are available to provide readiness testing to assist you in making a decision.

The kindergarten year is a valuable beginning in the education of your child. For this reason, it is most important that children attend regularly unless they are ill. Something new is learned every day and unnecessary absences may create problems for your child.

The daily papers your child brings home will provide you with a good means of communication regarding the success of your child in school. All papers are important; you are requested to look through and discuss them with your child each day.

### **LUNCHROOM**

A complete meal, which meets the nutritional standards specified by the Federal Lunchroom Program, is served daily. Meals may be purchased on a daily cash basis of \$2.75 (grades K-6).

The Newton Cafeteria operates through an electronic debit system. Each student is assigned a pin number. Once this pin number is assigned, it will follow them until they graduate from Newton. Lunches can be paid daily, or money can be placed on their account at any time. The amount is up to you.

The school lunchroom is operated on a non-profit basis; thus it is important that it be operated on a cash basis (U.S. currency only). However, in the case of emergency, students will be permitted to charge a lunch. Lunch charges must be obtained in the cafeteria. This is to be done when students go through the lunch line. A student who charges lunch will receive a charge slip to take home to parents, stating: the amount charged, the date and the reason for charge. Lunch charges should be paid promptly on the day following the charge in the cafeteria.

Although we realize not all children are hungry at the same time, we encourage parents to have their children either purchase something to eat, or carry something to eat at lunchtime.

Free lunches or reduced price lunches will be provided to children when necessary. Forms for free or reduced price lunches may be obtained by contacting the elementary office. The following rules for behavior in the cafeteria will be used and posted for the children.

### **CAFETERIA RULES**

1. Talk quietly - No yelling or loud noise
2. Walk
3. Do not leave your seat without permission
4. Use good table manners
5. Be polite and respectful to others
6. Keep trays at the table until you are dismissed from the cafeteria
7. Do not dump food from trays into the trash can

Students are to remain quiet in line and keep hands to themselves. Classes will sit together, filling the next available table, as directed. Students are dismissed only when excused by the adult on duty.

### **MEDICATIONS**

If a student must bring medication to school, the following requirements must be met.

#### **PRESCRIPTION MEDICATIONS:**

1. Written permission forms including the following:  
(1) Administration of Medicine; (2) Parent Release for the Administration of Oral Prescription Medication at School and;  
(3) Physician's Request for the Administration of Oral Prescription Medication at School, must be completed and signed by the parent/guardian and the physician and presented to the school. THESE FORMS ARE AVAILABLE FROM THE SCHOOL OFFICE AND MAY BE REQUESTED PRIOR TO A DOCTOR'S VISIT. We really recommend this in order to save an extra doctor's visit.
2. The prescription medication must be brought to the school in its original container and have affixed a prescription label including the student's name, dosage, times to be administered and doctor's name.
3. Whenever possible, the medication should be brought to school by the parent/guardian. The amount of medication brought to school shall be limited to no more than the remainder of the week's supply.

Non-prescription medications are not permitted at school. These are the total responsibility of the parent/guardian. School personnel are not permitted to administer these medicines.

### **PARENTAL GRIEVANCE PROCEDURE**

Following are the recommended steps for a parent or guardian to take when a question or complaint arises.

1. Parent should notify and set up a time agreeable to all parties to discuss the problem with the teacher, or teachers involved.
2. Parent should notify and discuss problem with the building principal.
3. Before proceeding to step four, parent and teacher should put their respective viewpoints in writing to present to the superintendent.
4. Present problem to superintendent.
5. If not satisfied after the above steps, parent may come before the Board of Education with the problem.

### **PARENT TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled twice each year, once in the fall and once in the spring.

The purpose of these conferences is to permit parents and teachers the opportunity of discussing student progress in a personal and informal setting. At times it may be appropriate to have the student participate in these conferences.

Our goal is to give each parent the opportunity to participate in at least one conference day each year. Every effort will be made to schedule a conference at a mutually convenient time for both teacher and parent. Since conferences on those days must, due to time, be limited to fifteen minutes; it is suggested that parents, who wish to discuss a matter at length, request a conference on some other day.

While specific days are set aside for conferences, parents are encouraged to request a conference with their child's teacher at any time a problem or concern arises. Contact the school and you will be put in touch with your child's teacher. Upon request, the principal is always available to sit in on a conference.

### **PERMANENT RECORDS**

A cumulative record is initiated upon a child's first entry into the Newton Local School system and follows the student through his/her educational career. Cumulative records may contain data necessary for operating the education system such as; date of birth, sex, names & addresses of the child's parents, academic work completed, grades, standardized achievement scores, intelligence scores, and aptitude scores, attendance records, health data, etc.

Parents are permitted to examine cumulative record information in the presence of the principal. An appointment is necessary.

## **PICTURES**

Individual student pictures will be taken sometime during the month of September. Within six weeks of the photography session the pictures will be ready for pick up. Pictures will be taken again in the spring for parents wishing more than one student picture each year. Pictures may not be purchased unless a partial payment has been received toward school fees, or payment arrangements have been made through the Elementary Principal.

## **PLAYGROUND RULES**

Students are to remain on the play fields or blacktop play area during outdoor recess. When the fields are muddy, that area will be off limits.

The following are major rules of the playground but are not all-inclusive.

1. No fighting
2. No profanity
3. No name calling
4. No tag on equipment
5. No standing on or jumping off swings
6. Touch football ONLY - NO TACKLE FOOTBALL
7. No talking back to teacher
8. No skateboarding, rock throwing and/or snowball throwing
9. Please, NO remote control play toys in school  
No baseballs or softballs are to be brought to school.  
However, the use of tennis balls or whiffle balls is permitted.

\*Please remind your children to be good sports and play fairly and safely.

## **PROGRESS REPORTS**

Students are evaluated every nine weeks. Each child brings home a report card at the end of each grading period. Please read over your child's report card carefully. Please note your child's reading level.

Points for spelling and punctuation errors will be deducted when educationally appropriate. This will be at the teacher's discretion and will take into account grade and content appropriateness and whether the child is expected to be at the instructional or mastery level for those skills. If a particular skill has not been introduced, then naturally children are not held responsible for correct usage.

While our goal is to have carryover of language and spelling skills throughout the content areas, it is not our policy to heavily penalize students when determining grades for content areas. The main emphasis will be on knowledge of the subject matter.

If you have any questions about your child's grades or progress, please contact your child's teacher.

Kindergarten students receive a different card from the students in the other elementary grades. The kindergarten card reflects the child's progress in measuring the various readiness skills which are developed during the kindergarten year.

As a staff, we try to educate your child to the best of our ability. If your child should exhibit educational difficulty, we make every effort to seek the available educational services which will remedy that difficulty and enable your child to be a successful student.

A common goal of parents, teachers, and administrators, is the successful growth and progress of your child. Parents can help their children to establish positive attitudes toward school work and school in general in the following ways:

1. Go over your child's daily papers with him/her each day.
2. Support your child through praise and encouragement.
3. Each day check with your child to see if he/she has homework.  
Provide assistance if necessary.
4. See that your child attends school regularly and on time.
5. Keep in close touch with your child's teacher.

Parents are encouraged to read over the report card each nine weeks very carefully. If you have any questions, please contact your child's teacher.

### RECESS

Recess is part of the school day and each child is expected to participate in recess activities each day. Please dress your child appropriately for the weather. It is especially important that each child wear a heavy coat, hat, mittens, and boots during the winter. To determine appropriate clothing, it is a good idea to check the temperature and weather forecast before sending your child off to school each day. **Students will go outside as long as the temperature and wind-chill are both above 20 degrees Fahrenheit, and the play surface is not too muddy as determined by the Principal.**

If a child, due to illness or injury, must be excused from recess, a note from the parent or guardian is required. If a child must be excused for more than three (3) consecutive days, a doctor's excuse is required.

### PARENT VOLUNTEER PROGRAM

If you would like to be a parent volunteer, it is necessary that you contact your child's homeroom teacher. You may do so by calling the elementary office at 676-2002 or by writing your child's homeroom teacher a note. The only requirement is that a parent request to serve in a room in which he or she has a child. It is intended that the homeroom teacher and the parent volunteer work cooperatively to arrange refreshments and entertainment for special parties.

### SCHOOL CLOSING

If bad weather, heating problems, or other emergencies make it necessary to close school, notification will be made through One Call Now and announcements from television channel 7.

\*Please do not call school officials or the media.



### **SPECIAL SERVICES**

The Newton School District provides special supportive services and programs for students as the need arises. These services may be requested by the teacher, student, or parent. Anyone who wishes to request one or more of the services listed below should contact the building principal. The principal will provide you with help in acquiring information about the service you desire. The types of special services and programs available to those who qualify are:

1. School Nurse
2. Hearing Screening
3. Learning Disabilities Class
4. Learning Disabilities Tutor
5. Remedial Reading Class
6. School Psychologist
7. Speech Therapy
8. Transportation of students assigned to special ed. classes in other districts.
9. Vision Screening

### **SPECIAL STUDENT BELONGINGS**

The school cannot be responsible for special possessions brought from home, i.e. games, balls, gloves, bats, extra money, remote control toys, etc.

We always hope it won't happen and try to prevent it, but accidents do happen and things sometimes become lost. Thus, parents and students should realize the risk involved and be willing to accept this risk before sending/bringing such items to school. Expensive items including radios, Mp3, etc. are to be left at home.

### **STUDENT CONDUCT**

The teachers and school administration shall administer the student disciplinary code according to their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case. While under the jurisdiction of the school, on school property, including school buses, or at any school activity, a violation on the part of a student of any one or more of these rules listed in the student code of conduct, may result in disciplinary action including, but not limited to: verbal reprimand, counseling, loss of privileges, parent conferences, detention, corporal punishment, suspension, emergency removal, and/or expulsion from a curricular or extracurricular activity.

### **STUDENT CONDUCT CODE**

- A. **Disruption of School:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular/extracurricular activity, or the normal operation of school.
- B. **Harassment:** A student shall not show intent or engage in any willful act that tends to harass, frighten, degrade or disgrace any person.

- C. Fighting: A student will not fight. Fighting is defined as the willful act of hostile bodily contact between two or more students.
- D. Theft: A student shall not have in his possession any property of another student without prior approval. Any property found by a student shall immediately be given to a teacher or turned in to the principal's office.
- E. Dangerous Weapons: A student shall not possess, transmit, or conceal any object or weapon such as a knife, chain, or club that could be considered a dangerous weapon capable of inflicting bodily injury.
- F. Fireworks and Explosives: A student shall not possess or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.
- G. False Alarms: A student shall not initiate an alarm for fire, an impending bomb explosion, or any other catastrophe without just cause.
- H. Marijuana, Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of marijuana or any other illegal drug or alcoholic beverage.
- I. Tobacco: A student shall not possess tobacco (cigarettes, cigars, snuff, chewing tobacco) and shall not smoke or use tobacco on school property anytime.
- J. Destruction of Property: A student shall not cause or attempt to cause damage to school or private property.
- K. Disrupting Class: A student shall not behave in any manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.
- L. Leaving School Grounds Without Authorization: Upon boarding the school bus or arriving upon the school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day, unless they have a "special excuse" approved by an administrator or his/her designee.
- M. Arson: A student shall not burn or attempt to burn any part of any building or property owned by the Board of Education.
- N. Assault: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.
- O. Disrespect: A student shall not speak to, or act toward, any school personnel in a discourteous, disrespectful, insulting or threatening manner.
- P. Insubordination: A student shall not fail to comply with school rules and directions of teachers, substitute teachers, principal, or other authorized school personnel.

- Q. Truancy and Tardiness: Students truant from school for part or all of a school day or excessively tardy to school or class may be disciplined.
- R. Look Alike Counterfeit Drugs: No student shall possess, make, sell, offer to sell, or deliver any substance that is a counterfeit controlled substance.

The following rules will be posted in classrooms and hallways to help remind students of appropriate behavior:

### **CLASSROOM RULES**

1. Complete work on time.
2. Respect others and their belongings.
3. Be prepared.
4. Follow Directions.
5. Work quietly.
6. Use time wisely.
7. Work hard and do your BEST.

### **HALLWAY RULES**

1. Keep hands and feet to yourself.
3. Be courteous and respectful.
4. Remain quiet in the hallway.
5. Walk.
6. Have a good day.

### **STUDENT DRESS**

1. Students should be neat and clean. General conduct is often reflected in a manner similar to which students dress and groom.
2. Students may not wear clothing with vulgar, obscene, or otherwise inappropriate writing.
3. Students may not wear clothing with alcoholic beverage, tobacco, or drug logos.
4. Bare midriffs or bare backs (such as halter tops), cut-off shorts and see-through tops are not considered appropriate for school. Spandex shorts may be worn only under an outer pair of shorts. Cut-off clothing with frayed edges or clothing with holes or handwritten messages are not to be worn.
5. Please, no caps or hats are to be worn in the school building during school hours.

## TRANSPORTATION

1. Parents must send a note to their child's teacher anytime there is to be a change in the child's mode of travel to and/or from school; for example, if a child usually rides a bus, but must walk; or usually walks, but must ride a bus; (bus transportation may be refused at the school's discretion) or if a child is to remain after school for any reason. The note is required for your child's safety and protection.
2. Parents are responsible for the safety of their child while going to and from pick-up points and for meeting the bus on schedule.
3. Students are to ride their assigned bus and are to get on and off at their assigned stop, unless a written request (signed by the parent and approved by the principal or principal's designee) stating a change is presented to the driver.

Requests to switch buses will not be honored if the bus is loaded to capacity nor will buses change any regular routes. Such requests should be made only for emergency situations.

4. Parents and students should cooperate with bus drivers at all times. The bus driver is responsible for discipline and has the authority to maintain discipline in a fair and just manner.
5. The school bus shall be considered an extension of the classroom and students shall be expected to conduct themselves on the bus in a manner consistent with acceptable classroom behavior, except that reasonable conversation is permitted. Examples of improper behavior include:
  - a. Moving about while the bus is in motion.
  - b. Eating or littering on the bus.
  - c. Damaging the bus by carving, defacing, etc.
  - d. Excessively loud noise in any form.
  - e. Use of foul or vulgar language.
  - f. Throwing paper or other missiles.
  - g. Fighting, shoving, pushing, hitting, kicking, or any other physical violence.
  - h. Refusal to follow requests/direction of bus driver.
  - i. Riding or attempting to ride a bus to which he/she is not assigned or attempting to board or disembark at an unscheduled stop.
  - j. Use of squirt guns, bean guns, etc. Such apparatus shall be confiscated by the driver.
  - k. Harassment of any other student.
6. Firearms, knives, or any other dangerous items are not permitted on buses at any time. They will be confiscated and not returned to the student. It will be necessary for the parent to appear to reclaim the article. (School has the authority to retain any and all such items if it so desires or take further action according to Board of Education policies.)
7. Smoking or lighting a flame on a school bus is prohibited. Either violation shall be cause for immediate suspension of bus privileges. (Or further action according to Board of Education policy.)
8. Live animals are not permitted on buses at any time.
9. Students who become a serious disciplinary problem on a school bus may have their riding privileges revoked or be subject to such disciplinary action deemed necessary.

### **VISITORS**

1. Parents are always welcome to visit; however, it is necessary to make prior arrangements with the teacher and principal.
2. Students are not permitted to bring student visitors or preschool visitors to school with them.
3. For the protection and safety of the students, all visitors and parents are required to stop and check in at the office. Parents are asked not to go directly to the classroom. This is disruptive to the learning process and hinders enforcement of the visitor policy, which is designed to keep the children safe.

### **WALKING STUDENTS**

Students who walk to school should come straight to school. Remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules:

1. Walk with a friend
2. Never accept a ride with a stranger

The School Safety Patrol will assist walking students at busy intersections.

### **WITHDRAWALS**

When students are moving away from the district, we ask that the elementary office be notified as soon as possible.

**NEWTON ELEMENTARY SCHOOL**  
**School Calendar 2024-2025**

<b><i>August 20</i></b>	<b><i>First Day for Students</i></b>
<b><i>September 2</i></b>	<b><i>Labor Day (No School)</i></b>
<b><i>October 17</i></b>	<b><i>End of 1st Quarter</i></b>
<b><i>October 17</i></b>	<b><i>Parent Teacher Conference/ 2:00-7:00pm /Two-Hour Early Release</i></b>
<b><i>October 18</i></b>	<b><i>No School/Teacher Work Day</i></b>
<b><i>October 25</i></b>	<b><i>Report Cards Go Home</i></b>
<b><i>November 26</i></b>	<b><i>Two-Hour Early Release</i></b>
<b><i>November 27-29</i></b>	<b><i>Thanksgiving Break (No School)</i></b>
<b><i>December 8</i></b>	<b><i>Christmas Band Concert-Grades 6-12 @ 3:00pm</i></b>
<b><i>December 9</i></b>	<b><i>Elementary Christmas Program Grades K-5 @ 7:00pm</i></b>
<b><i>December 10</i></b>	<b><i>Christmas Choir Concert/All 6<sup>th</sup> Grade (with 7-12 Choir @ 7:00pm)</i></b>
<b><i>December 20</i></b>	<b><i>End of 2<sup>nd</sup> Quarter/Two-Hour Early Release</i></b>
<b><i>December 23-January 3</i></b>	<b><i>Christmas Break/No School</i></b>
<b><i>January 6</i></b>	<b><i>School Resumes</i></b>
<b><i>January 10</i></b>	<b><i>Report Cards Go Home</i></b>
<b><i>January 20</i></b>	<b><i>MLK Day (NO School)</i></b>
<b><i>February 13</i></b>	<b><i>Parent/Teacher Conferences 3:00-7:00pm</i></b>
<b><i>February 17</i></b>	<b><i>Presidents' Day (No School)</i></b>
<b><i>March 13</i></b>	<b><i>End of 3<sup>rd</sup> Quarter</i></b>
<b><i>March 14</i></b>	<b><i>No School</i></b>
<b><i>March 21</i></b>	<b><i>Report Cards Go Home</i></b>
<b><i>April 11</i></b>	<b><i>Two-Hour Early Release</i></b>
<b><i>April 14-21</i></b>	<b><i>Spring Break/No School</i></b>

**May 6** **Spring Concert-Grades 5-12 @ 7:00pm**

**May 18** **Graduation**

**May 23** **Last Day of School**