

Frontier Local School District  
2023-2024  
Elementary School Student Handbook



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**Elementary School Hours:**

Newport	New Matamoras
School Doors Open 7:40 am	School Doors Open 7:40 am
Tardy at 8:00 am	Tardy at 8:00 am
K-3 Lunch at 11:00 am	K-1 Lunch at 11:00 am
K-3 Recess at 11:30 am	2-3 Lunch at 11:30 am
4-6 Lunch at 11:40 am	4-6 Lunch at 12:10 pm
4-6 Recess at 12:10 pm	K-1 Recess at 11:30 am
Walkers Dismiss at 2:50 pm	2-3 Recess at 12:00
Bus riders Dismiss at 3:00 pm	4-6 Recess at 12:40 pm
	Walkers dismiss at 2:50 pm
	Bus riders dismiss at 3:00 pm

**2 Hour Delay Schedule: (There is NO breakfast served on delay days)**

Newport	New Matamoras
School doors open at 9:40 am	School doors open at 9:40
Tardy at 9:50 am	Tardy at 9:50 am
K-3 Lunch at 11:00 am	K-1 Lunch at 11:00 am
K-3 Recess at 11:30 am	2-3 Lunch at 11:30 am
4-6 Lunch at 11:40 am	4-6 Lunch at 12:10 am
4-6 Recess at 12:10 pm	K-1 Recess at 11:30 am
Walkers Dismiss at 2:50 pm	2-3 Recess at 12:00
Bus riders dismiss at 3:00 pm	4-6 Recess at 12:40 pm
	Walkers dismiss at 2:50 pm
	Bus riders dismiss at 3:00 pm

## **INTRODUCTION**

Welcome to the Frontier Local Elementary Schools. This handbook has been prepared to give you information about our schools and student regulations and expectations. We realize all of your questions will not be answered in this publication, so we invite you to contact us if we can help you. We (parents and educators) are a vital team doing a very important job to aid in the growth and development of our children.

Please keep this handbook handy for reference throughout the year.

## **SCHOOL JURISDICTION**

All school rules apply to students while they are attending daily school activities or while participating in any extracurricular activities at or away from the school (field trips, sporting events, etc.)

## **DIRECTORY INFORMATION**

Newport Elementary School and New Matamoras Elementary will release directory information to qualifying agencies as determined by Federal and State of Ohio law unless the student's parents or a student who is of age expressly forbids the release. A Denial of Directory Information Form is available in the office and must be returned to the secretary. Parents should be assured that school officials would remain discreet in their issuance of directory information and release only such data for purposes that are judged to be reasonable and legitimate. Directory information includes: pupil's name, address, telephone listing, date of birth, and information as allowed by board policy. Other information other than "directory information" concerning any pupil will not be released without written consent of the custodial parent.

## **REQUIRED NOTES**

Writing notes for your children is vital for their safety. Children often get verbal information or directions mixed up when they try to tell the teacher, secretary, or bus driver. Therefore, a note signed by the parent/guardian is required for the following:

### **ABSENT FROM SCHOOL**

The day the student returns to school, a note from the parent/guardian explaining the student's absence must be given to the teacher, who will forward it to the school secretary, the day the student returns to school. Otherwise, the student's absence will be counted as unexcused.

### **LEAVING SCHOOL EARLY**

If your child must leave school early, the parent/guardian must send a note to the teacher, who will forward it to the school secretary, explaining why and what time the child has to leave. Your child must be signed out in the school office. Doctor and dentist appointments should be made on non-school time if at all possible, and students should not be picked up prior to regular dismissal unless it is absolutely necessary.

### **RIDING A DIFFERENT BUS**

A student may occasionally ride a different bus if it is not overcrowded, or may get off the bus at a different stop. The parent/guardian must send a dated and signed note to the teacher explaining exactly which bus the student is to ride and where he/she is to go (address). The teacher will forward the note to the principal/school secretary for approval. A bus pass will then be forwarded to the bus driver. Because it is vital to the child's safety that we know where he/she is after school, students will not be allowed to ride a different bus or go to a non-regular stop without the written permission from the parent/guardian.

### **GOING HOME WITH A FRIEND**

A dated and signed note detailing exactly where and with whom your child is going after school is required if your child is going home with a friend or doing anything different from his/her normal routine.

### **STAYING INDOORS AT RECESS**

Children will be allowed to stay inside during outside recess for up to three days if the parent/guardian writes a note explaining the reason the child cannot go outside. A doctor's excuse will be needed if the child is to stay inside more than three days. Children will have outdoor recess when the outside temperature (including the wind chill factor) is above 32 degrees Fahrenheit.

### **LUNCH**

A parent/guardian must sign the student out anytime he/she is leaving the school premises. This includes lunch. No outside food is allowed to be brought in for lunch (besides a traditional packed lunch).

Please see page 28 for Volunteer Application and Guidelines. This form must be completed and turned into the office prior to volunteering for any reason (field trips, class parties, etc.)

### **STUDENT VISITORS**

Students from other schools are not permitted to attend classes with our students due to various liability and discipline reasons.

### **STUDENT INSURANCE**

The school is not liable for medical expenses incurred from an accidental injury while in attendance. School accident insurance may be purchased for protection of students and is recommended for those who do not have other medical insurance. Insurance forms will be sent home with each student at the beginning of the year. Parents are to mail the application directly to the insurance company—do not send it back to school.

### **STUDENT FEES**

Workbooks are purchased from the Frontier Local Schools. The fee charged is the actual price of the workbook. All students are to furnish their own paper, pencils, pens, crayons, scissors, etc. unless otherwise directed by the teacher.

### **LUNCH**

The Frontier Board of Education sets the cost of lunch and breakfast at the beginning of each school year. Every attempt is made to keep these costs as low as possible while maintaining the quality Class A lunches and breakfasts mandated by federal standards. For the 2023-2024 school year lunch will be [\\$2.95](#).

Applications for free and reduced lunches will be sent home with the students at the beginning of each school year. The completed application is to be returned to the school principal. After a determination has been made regarding whether or not the student qualifies for free or reduced lunches, the parent/guardian will be notified in writing.

When necessary, a student may charge a partial or full amount of his/her lunch. Charges should be limited to no more than five. All lunch charges must be paid prior to a student receiving his/her report card each grading period. Unpaid lunch charges and fees continually accumulate throughout the student's school career, and he/she may not graduate or have records transferred until all debts are paid.

### **ACTIVITIES/BUILDING USE**

Various co-curricular activities are scheduled throughout the school year in order to offer an extracurricular educational program that fits our students' needs. Sports events, dances, evening meetings, fundraising campaigns, etc., are all a part of the school program.

Applications for use of the school facilities by groups sponsoring such events must be made at least two weeks in advance in order to be considered. If the principal and superintendent grant permission, the activity will be placed on the activity calendar and arrangements for supervision, custodians, supplies, etc., will be made. If the application for an activity is not approved, the group will be notified immediately. All groups using the school facilities must assume responsibility for the proper care and cleaning of all areas used. School safety is the top priority. Doors should remain locked at all times and should not be propped open.

### **DRESS CODE**

Clothes, which are in good taste, are to be worn by the students of Frontier Local School District. All parents should see that their children follow the guidelines of decency, health, and safety in preparing themselves to come to school each day. Students, who violate this dress code, will be sent home if the problem is not corrected.

#### **INAPPROPRIATE ATTIRE / APPEARANCE INCLUDES:**

1. Hats, bandanas, and sunglasses are not to be worn in the schools at any time.
2. Tank tops, muscle shirts, halter-tops or midriff tops are not appropriate.
3. Dresses, skirts, and shorts must be no shorter than mid-thigh.
4. Exposed undergarments are unacceptable.
5. Stamped clothing, patches, or buttons with suggestive, sexually harassing, or profane messages are unacceptable.
6. Clothing with advertisements suggesting drugs, alcohol, tobacco (or any substance which is prohibited by law for minors to possess), profanity, and violence is unacceptable.
7. Billfolds or other items with chains are not permitted.
8. Shoes with roller wheels of any kind are not permitted.

9. Flip flops are not appropriate for school due to safety issues such as tripping and bee stings which have resulted in injuries each year.
10. For safety, earrings that hang more than ¼ inch from the ear may not be worn.

## **ELECTRONIC DEVICES**

Personal electronic devices (cell phones, Apple watches, etc.) **shall not be used, turned on nor activated** by students while attending school-sponsored or school-related activities that are held **during the instructional day**. **If cell phones are necessary for the student, they must be turned off and kept in the student's locker during the school day.** Cell phones/watches **in use will be confiscated** (even if the student is speaking or texting with a parent). Staff members are **not responsible for any device** that is lost, stolen, or damaged. Frontier Local School district staff members have the **right to confiscate any electronic device or item that is in violation** of this policy.

Any device that is confiscated **will remain in the possession of the administrative team** until a parent/guardian has been notified according to the guidelines below.

**1<sup>st</sup> Violation** - Confiscation of the device returned the same day to the student after notifying the parent.

**2<sup>nd</sup> Violation** - Confiscation of the device and returned to the parent after 3 school days.

**3<sup>rd</sup> Violation** - Confiscation of the device and returned to the parent after 5 school days.

**4<sup>th</sup> Violation** - Appropriate consequences determined by the principal/superintendent

*Parents will be notified any time a cell phone/device is confiscated. The front office keeps a running record of each student and cell phone/device violation as they occur.*

*If a cell phone/device is out, for ANY reason, it may be confiscated. If a student refuses to comply with the request for confiscation, it will be an automatic suspension from school.*

## **STUDENT MANAGEMENT**

### **ATTENDANCE AND ABSENCES:**

The Ohio Department of Education has a specifically stated policy regarding absences from school (ORC 3321.04). Absences from school for any reason other than those listed below will be considered an unexcused absence. The acceptable reasons for excused absences by the State of Ohio and the Frontier Local School District are:

1. Personal illnesses/medical appointments. (In order for an absence due to a medical appointment to be excused, a doctor's excuse must be presented to the school's secretary immediately upon return to school. And, a doctor's written excuse is required after five (5) consecutive days of absence per semester.)

2.Illness in the immediate family which requires the student to remain at home. (By state law, this provision only applies to students 14 years of age or older.)

3.Death in the immediate family (limited to three days unless approved by the school's principal for a longer period of time due to exceptional circumstances.)

4.Quarantine of the home by the Health Department.

5.Religious holidays.

6.An emergency with specific circumstances which, in the judgment of the school's principal, constitutes a good and sufficient cause for absence from school. Such occurrences will be very rare.

If a student is absent from school, the parent/ guardian is to contact the school within one hour of the school's starting time to report the reason for the absence. This is to be done each day the student is absent. *(If a phone is not available in the home, a written note explaining the reason for the absence and signed by the parent / guardian, or a doctor's excuse, is to be sent to the school secretary when the student returns to school following the absence.)*

It is the student's (parent's / guardian's) responsibility to complete and submit all make-up work in a timely manner. *(Students will normally have one day to make up work for each day of absence.)*

#### ABSENCE GUIDELINES:

##### ½ Day of Absence:

-A.M. A student missing more than one-half of the morning session will be counted absent for one-half day. One-half of the morning is defined as not arriving before 11:30 a.m.

-P.M. A student missing more than one-half of the afternoon session will be counted absent for one-half day. One-half of the afternoon is defined as leaving after 11:30 a.m.

#### LEAVING SCHOOL EARLY:

-Please note: Three (3) early pickups (students leaving school before regular dismissal) shall equal one-half day of unexcused absence. Five (5) early pickups (students leaving school before regular dismissal) shall equal one unexcused absence. Parents / guardians must sign their student out at the office at the time of pickup.

#### TARDINESS:

-Students are tardy when arriving after 8:00 a.m.

-Three tardies shall equal one-half day of unexcused absence. Five tardies shall equal one day of unexcused absence.

-Students who leave school after 11:30 am will be counted in attendance for ½ day.

## TRUANCY

### **Truant Definitions**

Habitual truant- absent 30 or more consecutive hours without a legitimate excuse (5 days)  
absent 42 or more hours in one school month without a legitimate excuse  
(7 days)  
absent 72 or more hours in one school year without a legitimate excuse  
(11 days)

Excessive absences- absent 38 (6 days) or more hours in one school month with or without a  
legitimate excuse  
absent 65 (10 days) or more hours in one school year with or without a  
legitimate excuse

When a student is excessively absent from school, the school will notify the student's parents in writing within seven days of the triggering absence, the student will follow the district's plan for absence intervention and the student and family may be referred to community resources.

When a child is habitually truant the district will, within seven days of the triggering absence, select members of the absence intervention team and make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team. Within 14 days after the assignment of the team, the school will develop the student's absence intervention plan. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the school will file a complaint in the juvenile court.

## ABSENTEE REPORTING

1. Parents/Guardians are to call the school before 8:40 a.m. to report their child's absence.
2. Students will attend school on a daily basis [ORC 3321.01 (A)(1)]. Due to the importance of attendance, Students may accumulate up to six (6) parent/guardian excused absences per semester. Absences beyond six will be recorded as unexcused (without a doctor's excuse).
3. Upon returning to school, students are to bring a dated and signed note to their teacher from their parents explaining the student's absence. The teacher will forward the note to the school secretary. Students who fail to bring such a note may receive an unexcused absence for the day(s).

4. As per the Missing Children's Act (O.R.C. 3313.205), the school office will attempt to contact all parents of absent students via the automated School Connects system. When parents receive such a call, they need to follow the detailed instructions to verify that the child is sick and accounted for. If reliable information about a child cannot be obtained, law enforcement officers will be contacted regarding the child's whereabouts.

### **PERFECT ATTENDANCE:**

A student shall be credited with perfect attendance if he /she meets the following criteria: *\*The student has no more than three (3) tardies, or one-half day of absence with no tardies.*

### **VACATION:**

Absence for family vacations is strongly discouraged and must be counted as **absences**. When trips are unavoidable, a request must be filed with the school principal (a pre-approval form may be obtained in the office). All academic work shall be made up within five school days as per arrangements with the teachers. All makeup work shall be the responsibility of the student (parents / guardians).

### **MAKE-UP WORK**

Teachers will explain the make-up policies to the students at the beginning of the school year. For absences of one to three days, the student will have the same number of days to make up the work. For absences greater than three days, the student will be allowed one week to make up the work. Extensions beyond this must be approved by the principal.

After each excused absence, it is the student's responsibility to obtain and complete all missed assignments. Although the teacher is expected to assist the student, it is the student's, not the teacher's, responsibility to complete and turn in make-up work in a timely manner.

A student may make up work while serving In-School Suspension (ISS) or Out-of-School (OSS).. See details below.

### **IN-SCHOOL SUSPENSION (ISS)**

Students are to obtain their assignments for the days they will be in ISS. Work must be completed and returned to the teacher the same day that the ISS is served.

Students, who do not comply with the In-School Suspension (ISS) regulations, may have additional days added to their placement, or the ISS placement may be changed to an Out-Of-School Suspension.

While a student is in ISS, he/she is under the direct supervision of those instructors and the school administrative team.

### **OUT-OF-SCHOOL SUSPENSION MAKE-UP WORK**

1. Students should get all assignments and do 100% of them.
2. Upon returning to school, students should ask the teachers to make-up all quizzes and tests. (*Students have three (3) days to contact teachers and complete missed quizzes and tests.*)
3. It is the **student's responsibility** to contact teachers for their make-up work.

### **PROGRAMS DURING THE YEAR**

During the school year, various child protective programs and activities such as, but not limited to, child protective agencies and other outside groups, may be presented to the students. If the parent/guardian does not want his/her child to participate in these programs, the parent/guardian must write a note to the principal giving notification that the child is not to participate in such programs and activities for the current school year. School party programs will be limited to Halloween, Christmas, and Valentines Day. The building principal will set the party dates.

### **STUDENT LOCKERS**

Depending on availability, students may be assigned lockers. Lockers are to be used for school related items, books, and seasonal clothing. It is the student's responsibility to keep it neat and clean. **Note:** *All lockers are the property of the Frontier Local School District and are subject to inspection by school personnel or law enforcement personnel at any time and without notice to the student or parents.*

### **MORNING ENTRY OF SCHOOL**

The school buildings will open at 7:40 a.m. Students arriving late must check in with the school secretary before going to class.

### **AFTER SCHOOL HOURS**

Admittance to the school building and grounds is prohibited after regular school hours unless a scheduled event is taking place or permission is granted in writing from the principal.

## **STUDENT INJURY**

Any student injury should be reported immediately to the teacher on duty or to the child's homeroom teacher. All injuries will be reported to the office by the teacher giving the extent of injury, the cause, and other relevant details. If the injury is deemed serious, every effort will be made to contact the parents or appropriate medical personnel and to procure medical treatment as quickly as possible.

## **DISCIPLINARY CODE**

In an attempt to establish excellent discipline and to maintain the best possible atmosphere for learning, this Disciplinary Code has been adopted. It is very difficult to project every possible situation where inappropriate behavior may occur, therefore, it may be necessary for the teacher and/or principal to use firm, but fair, disciplinary procedures in certain situations not covered herein.

Disciplinary procedures to be followed in such situations, as well as any situation covered by this code, include but are not necessarily limited to:

- 1.1 Verbal reprimand
- 1.2 Written assignment—should be educational in nature
- 1.3 Student conference
- 1.4 Parent conference
- 1.5 Student/Parent conference
- 1.6 In-class detention by the teacher
- 1.7 Removal from activity, program, trip
- 1.8 Detention after school
- 1.9 In-School Suspension or Out-Of-School Suspension
- 1.10 Six grade Saturday School
- 1.11 Expulsion

## **SUSPENSION AND EXPULSION**

Suspension and/or expulsion will be determined in accordance with ORC 3313.66 and 3313.661 employing both due process and regard for prudent behavior toward Frontier School District students.

## **PARENTAL RESPONSIBILITY**

The ultimate responsibility for a child's behavior falls upon the parents/guardians and the school. We encourage parental support in working out solutions to problems. It is essential that we work together as a team to ensure your child's success.

1. Students should realize that by violating one particular rule, they must also be in violation of other rules.
2. Student due process rights will be observed in accordance with law and school district policies.
3. In-school suspension procedures:
  - A. Student will obtain assignments from each teacher prior to serving the suspension. This is the student's responsibility.
  - B. Only the principal or their designee may release student from ISS.
  - C. The student will show the principal or ISS teacher the assignments completed each day. A definite lack of quality or quantity, as determined by the principal or instructor-in-charge, may result in additional day(s) of suspension or out-of-school suspension.
  - D. Students assigned to the ISS program are under the direct supervision of those teachers and principal.
4. The principal and/or teacher reserve the right to modify the consequences of a violation if such modification would be in the best interest of a student or the school.

## **SUSPENSION**

1. The student must be given an informal hearing.
2. The intended suspension must be in accordance with the school code.
3. If the student has been suspended, the student will be given his/her discipline as soon as possible.
4. In-school suspension, or out-of-school suspension, may be given, depending on the severity and the circumstance of the infraction, and in the best interest of the student and the school.
5. The Frontier Local Superintendent represents the Board of Education or the Hearing officer in all appeals involving disciplinary actions of a student.

## **DISCIPLINE PROCEDURES**

The following discipline code will be enforced when the inappropriate behavior occurs on school property (buildings, buses, grounds, etc.) as well as **any time or place** when the student is under the direct jurisdiction or responsibility of the school, i.e., field trips, before, during, and/or after school events, etc.

In many instances throughout this code, a student may be referred to a counselor in order to receive help in understanding proper behavior when it is in the best interest of the student and the school. Counseling may be in addition to any other disciplinary assignment that is made due to the offense.

### **DISRESPECT/DISOBEDIENCE/PROFANITY/HORSEPLAY**

First offense: Instruct student on proper behavior and/or loss of recess minutes

Second offense: Instruct student on proper behavior and loss of recess minutes

Third offense: Notify parents and loss of recess

Fourth offense: ISD or OSS

### **FIGHTING/ASSAULT**

First offense: Notify parent and suspension (1-2 days)

Second offense: Notify parent and (2-3 days)

Third offense: Notify parent and suspension (up to 10 days)

### **MENACING/BULLYING**

First offense: Instruct student on proper behavior and loss of recess minutes

Second offense: Notify parents and loss of recess

Third offense: ISD or OSS

## **STEALING**

First offense: Instruct student on proper behavior and loss of recess minutes

Second offense: Notify parents and loss of recess

Third offense: ISD or OSS, notify legal authorities (if severity deem necessary)

## **MENACING/THREATS/SEXUAL HARASSMENT/PHYSICAL CONTACT (IMPROPER PHYSICAL ACTIVITY AND/OR ADVANCES)**

First offense: Notify parents, notify legal authorities (if severity deem necessary), possible suspension or expulsion

Any further offenses will result in immediate notification of legal authorities, out of school suspension and recommendation of expulsion. Depending on the severity of the situation, this action may be taken after the first offense.

## **USE OR POSSESSION OF TOBACCO (ALL TYPES)/ VAPES**

First offense: Notify parents, refer to counselor, refer to legal authorities (if severity deem necessary), suspension (up to 10 days)

Any further offenses will result in immediate notification of legal authorities, out of school suspension and recommendation of expulsion. Depending on the severity of the situation, this action may be taken after the first offense.

## **DRUGS AND ALCOHOL-POSSESSION, USE, OR SALE**

Under school law in the State of Ohio, any substances that are “look alike” drugs are also banned even though they may not have a narcotic base. Provisions are made for a student who is taking medicine prescribed by a medical doctor. After all relevant paperwork is completed by the doctor and parents, the medication(s) shall be kept in the school office and administered to the students by the school nurse or other designated school employee. The student may not carry the medication after arriving in the building. (See policy for taking medicine at school)

First offense: Refer to counselor and/or legal authorities, notify parents, suspension (up to 10 days)

Any further offenses will result in immediate notification of legal authorities, out of school suspension and recommendation of expulsion. Depending on the severity of the situation, this action may be taken after the first offense.

## **UNAUTHORIZED LEAVING OF SCHOOL GROUNDS AND/OR “SKIPPING SCHOOL”**

All offenses: Notify parents and legal authorities. Possible suspension (up to 10 days)

## **PHYSICAL, VERBAL, OR CYBER ASSAULT OF SCHOOL EMPLOYEES OR STUDENTS**

All offenses: Notify parents and legal authorities. Possible suspension (up to 10 days) or recommend expulsion to superintendent

## **VANDALISM OF PRIVATE OR SCHOOL PROPERTY**

All offenses: Notify parents and legal authorities. Replace (pay cost of repair) all vandalized property. Possible suspension (up to 10 days) or recommend expulsion to the superintendent.

## **CHEATING**

First offense: Instruct student on proper behavior. Loss of grade on that assignment. Refer to school counselor (if deemed necessary).

Second offense: Notify parent. Loss of grade on that assignment. Refer to school counselor.

Third offense: Notify parent. Loss of credit for the class.

## **CLASSROOM DISRUPTION, DISRESPECTFUL, INSUBORDINATE**

First offense: Each teacher will utilize various classroom management procedures and discipline methods to alter student’s behavior.

Consequences will vary depending on each teacher’s classroom policy and severity of the behavior. Consequences that may occur:

1. Verbal warning
2. Loss of recess minutes
3. Removal from class.
4. Notify parents.
5. Refer to a counselor for assistance and / or counseling.
6. Up to 10 days in-school detention or out-of-school suspension, if in the best interest of the student and school.

\*Depending on the evaluation of the school counselor and other school personnel involved in the student's case, various other referrals may be made including, but not limited to, special psychological services, the Sheriff's Department, Children's Services, Juvenile Court, and / or expulsion from school.

### **BRINGING TO SCHOOL, POSSESSION, OR USE OF DANGEROUS WEAPONS (ALL TYPES)**

Any Offense:

1. Teacher will immediately refer the situation to the principal.
2. Principal shall notify the Sheriff's Department.
3. Principal will refer to the Board Policy of Dangerous Weapons in the Schools, File: JFCJ and recommend expulsion to the superintendent.

### **SEXUAL HARASSMENT POLICY**

Our school is a place for students to learn and grow intellectually, socially and interpersonally. The school years and the social relationships that develop positively during this time are hopefully enhanced through the school experience. Social contact will occur in a hopefully positive way among the students. Inappropriate displays of affection or sexual conduct will not be tolerated. There can be no acceptance in the school setting for inappropriate, unwelcome and, at times, vulgar or illegal harassment or advances of a sexual or other nature.

If a student believes he or she is a victim of such actions by another member of the school community, they should report it immediately to the principal or perhaps guidance counselor or teacher. The principal should be contacted if the original referral was not made there. Students should also inform their parent or guardian of the situation. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate actions will be taken. Depending upon the magnitude of the situation, his/her consequences could range from a warning to recommendation for expulsion from school with criminal charges being filed. Repeated violations will encounter further consequences on a more serious basis.

Federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any employee or student. Furthermore, such a conduct is offensive, unprofessional and sets a poor example for our students and community. Accordingly, The Frontier Local Board of Education will not tolerate harassment and will make every effort to maintain schools free of harassment.

Racial, ethnic, religious, and age harassment includes such conduct as slurs, jokes, intimidation or any other verbal or physical conduct of a sexual nature:

1. Submission to such conduct is an explicit or implicit term or condition of an individual's employment or participation in a school-related activity; or,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grades affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

### **BUS STUDENTS**

It is the intent of the Board of Education that pupils be transported as efficiently and safely as possible.

1. The driver has complete authority on a bus.
2. Pupils shall meet the bus promptly at the assigned stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
3. State law requires bus drivers to have assigned seats for students
4. Pupils are not permitted to engage in rowdiness; they are not to throw articles, have arms out of windows, yell at persons outside the bus, or use indecent language.
5. Eating of food or drinks is not permitted while riding the bus.
6. No students shall be permitted to disembark at a place other than the normal stop for that particular pupil, except when written permission is furnished to the driver by the parent and initialed by the principal.
7. The bus is school property and should be treated as such.

Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to school.

## **PUPIL BEHAVIOR**

Drivers are to report pupil misbehavior to the building principal and document by usage of **Public School Works**. In cases involving students from two (2) different schools (example: FHS and NES) the report, B-4, may be turned into **either** principal. Each building principal will be responsible for the discipline involving his / her student. The transportation supervisor may be involved in any disciplinary procedure involving two or more schools.

## **AUTOMATIC PUPIL SUSPENSION FROM BUS TRANSPORTATION**

1. Use of tobacco on bus—Two (2) days suspension from all Frontier buses and/or school
2. Fighting on the bus—One-Two (1-2) days suspension from all Frontier buses and/or school suspension.
3. Cursing the bus driver—Verbal reprimand. Refer to Disobedient – Disrespect suspension on Page 14.
4. Unauthorized departure from emergency exit on Frontier buses—Three (3) days suspension from all Frontier buses, and payment of damages.
5. Destruction of bus property—Five (5) days suspension from all Frontier buses and payment of damages.
6. Striking the bus driver—Suspension from school (may vary with grade level of student), and recommend expulsion from school to superintendent. The transportation supervisor and building principal will be involved in this procedure.
7. The use of drugs and / or alcohol on the bus—SEE BOARD POLICY; suspend from school (may vary with grade level of student); refer to counselor; refer to legal authorities; notify parents.
8. Under the influence of drugs or alcohol on the bus—SAME AS POSSESSION POLICY above.

## **PROCEDURES FOR STUDENT DISCIPLINE REFERRALS FROM BUS DRIVER**

The building principal may use any of the following disciplinary procedures for any infractions not covered by the policy, using his / her professional judgment according to the offense:

- Pupil conference.
- Parent/ Guardian conference.
- In-school detentions.
- Out-of-school suspension.
- Suspension from the bus transportation to and from school. Parents will be responsible for providing transportation. School attendance is required.

## **PRINCIPAL'S ROLL, HONOR ROLL, MERIT ROLL (4-6)**

Computed at the end of each nine-week period. The numerical equivalents of grades are: A=4, B=3, C=2, D=1. Each subject (math, ELA, science, social studies is 1 credit). Band, as an elective, is .2 of a credit.

**PRINCIPAL'S ROLL** A student must have all A's in all subject areas (first three 9 weeks).

**HONOR ROLL** Scholar award- maintains an average of 3.50 -- 3.99 (first three 9 weeks). A student is eligible if he / she has A's, B's, and C's. One D or F makes the student ineligible for the honor roll.

**MERIT ROLL** Academic achievement award-maintains an average of 3.00 -- 3.49 (first three 9 weeks). A student is eligible if he /she has A's, B's, C's, and D's. One F makes the student ineligible for the merit roll.

## **GRADING SCALE**

The following grade scale has been adopted by the Frontier Local Board of Education and must be used by teachers in grades 1-8.

A =	90 - 100
B =	80 - 89
C =	70 - 79
D =	60 - 69
F =	Below 60
INC =	Incomplete

Kindergarten pupils will receive E, M, P, C (Excelling, Mastered, Progressing, Concern designations instead of letter grades)

- If a student's fees (workbook, lunch, etc.) are not paid, the student will not receive his / her grade card. The fees are cumulative through the student's school years, and he / she may not graduate until they are satisfied.

Students will receive the following for Music and Physical Education:

E-	Excellent
S-	Satisfactory
N-	Needs Improvement

## **SCHOOL DANCES**

All school-sponsored dances are closed dances. This means if a student leaves the dance area, he/she will not be readmitted. Proper dress required (follow school dress code). Any bodily contact beyond dancing is not permitted.

Any violation of dance rules may result in expulsion from the dance and other disciplinary measures. All aspects of the Frontier Local School District discipline code apply to school dances.

## **PROMOTION AND RETENTION OF STUDENTS**

It is the position of the Frontier Local School District that either promotion or retention can be positive options for students to assist them in their academic progress and to enhance their sense of well being. With the goal of academic success at the forefront of concerns for students in the Frontier Local School District, at the end of the school year, students will be considered for promotion, retention, or placement with their best interests in mind. It is expected that parents will be involved in the placement decisions of their child, however, the principal has final authority to determine the placement.

### **Kindergarten through Sixth Grade**

1. To be promoted, a student cannot be absent more than 10% (unexcused) of the required school attendance days.
2. A student who has failed two or more required courses at his / her grade level cannot be promoted, however, if the principal and teachers of the failed subjects agree that there are extenuating circumstances and that the student is academically prepared for the next grade level, an exception may be made to this directive.
3. Under normal circumstances, the parent/guardian should be notified by April 1 if there is a possibility of retention. All decisions concerning promotion, placement, or retention should be finalized prior to the end of the school year.
4. Decisions for students with Individual Education Plans (IEP's) will be made by the student's IEP team with the involvement of the parents.
5. The final decision concerning promotion, placement, or retention of any Frontier Local School District student remains in the hands of the district teaching and administrative staff following notifications and involvement of parents.
6. Should a student be promoted / placed against the best judgment of the district teaching and administrative staff, a letter signed by the parent / guardian attesting to the circumstances of the promotion must be placed in the student's permanent file.

## **PEDICULOSIS (HEAD LICE) NIT-FREE POLICY**

Pediculosis (Head Lice) infests millions of school-age children in the United States every year. Head Lice is a widely misunderstood “nuisance-type” health problem and can happen to anyone at any age. Please report any suspected or confirmed cases to your school.

1. K-4th Grade students will have their hair checked by the nurse for head lice throughout the school year. Students new to the district will be included in these checks.
2. Students may be checked for suspected, reported or confirmed cases at any time during the school year
3. Any student who has head lice must have all nits removed from their hair and be checked by the nurse before riding on any Frontier Local School Bus and/or returning to school. It is the responsibility of the family to see that all nits are removed.

### **ROUTINE SCREENINGS**

Vision Screenings are conducted at grades: K, 1, 3, 5, 7, 9

Hearing Screenings are conducted at grades K, 1, 3, 5, 9, 11

### **MEDICATION AT SCHOOL**

At the beginning of each school year any student requiring medication at school, prescribed or over-the-counter, **MUST HAVE THE PROPER PAPERWORK SIGNED AND TURNED IN TO THE SCHOOL OFFICE** for medication to be given to the student. The **Medication Administration Record** must be completed by the parent/guardian and the prescriber/doctor for prescription medication. You may obtain this form from the school office.

Parents, or another designated adult, must deliver the medication to the school and make arrangements to pick up the medication at the end of the school year.

Asthma inhalers and Epi-pens may be kept with the student if proper paperwork is completed and submitted to the nurse. A backup Epi-pen is required by law if the student carries his or her Epi-pen on their person.

Diabetic testing equipment, insulin and syringes, must be kept in the school office or another secure location as determined in conjunction with the parent/guardian, nurse and building principal.

All medication must be in the original container. **DO NOT SEND MEDICATION TO SCHOOL IN BAGGIES OR UNMARKED CONTAINERS!**

Cough drops are not considered medication.

## RIDING BICYCLES TO SCHOOL

Due to safety concerns of riding along our streets and crossing the highways, riding bicycles to school is discouraged, but it is not prohibited. Parents/ guardians must assume liability for their children's safety if they allow their children to ride to school. Neither the school, nor school district, encourages children to ride bicycles to school and neither are responsible for the students' safety when operating a bicycle on the way to or from school.

**If a student is allowed to ride a bicycle to school, the following procedures must be followed:**

1. The parents / guardians must submit written permission to the school principal stating that they are aware of and accept the dangers associated with a child riding a bicycle to and from school.
2. This permission form is available in each school office.
3. The bicycle must be parked in the designated area at the school.
4. The bicycle may not be ridden while school is in session.
5. The school shall not be liable for stolen or damaged bicycles while parked at the school.

## SCHOOL CLOSING PROCEDURES

When weather, or other conditions dictate that it is necessary to operate on a two-hour delay or to close the schools, the announcement will be made on local television and radio stations as early as possible. The information will also be available on the Frontier School District website. Decisions will always be made with the safety of students and staff in mind. We never want to endanger our children.

A two-hour delay allows the state, county, and municipal road crews time to work on the roads and for the school authorities to make the best decision regarding closing the schools. A two-hour delay means that the schools will open exactly two hours from their normal starting time and will dismiss at the normal time unless otherwise noted.

Parents and students should never call the TV or radio stations, principals or teachers, or bus drivers for closing information. Our area television and radio stations are very cooperative and will broadcast any closing or delay information to you immediately.

The following stations will broadcast school closings:

**WTAP-TV**  
**WMOA radio**

**WTOV-TV**  
**WTRF-TV**

**WATH/WXTQ/WHBR/WXKX radio**  
**WWVA/WOVK/WKWK/WBBD radio**

## **AUTOMATED CALLING SYSTEM**

The Frontier School District uses an automated notification system to communicate with parents about student absences, school announcements, and school closings and delays.

Any day your child is absent from school you will receive a phone call to your home or cell phone. Please follow the directions given during the phone call to verify that you have received the information. If you have any question about our child's absence or suspect that he/she may be inappropriately missing from school, call the school office immediately.

Any day there is a weather-related two-hour delay, weather-related school closing or emergency early dismissal, you will be called with that information.

The automated calling system will also occasionally be used to deliver school announcements to you about important activities, meetings, etc.

To ensure that the automated calls are made to the correct phone numbers, please complete the form in this packet and return it to your child's school office. If your phone number(s) changes at any time, please promptly contact the school's secretary who will update the number(s) in the automated calling system.

**Please complete the remainder of this handbook and return to the School Office.**

**Signature of Reading Handbook**

**Please check all that apply:**

\_\_\_\_\_ I give permission for my child to use and access the Internet at school and for the district to issue an Internet/Email account to my child.

\_\_\_\_\_ I give permission for my child's image (photograph) to be published online on the School's website or building's Facebook page.

\_\_\_\_\_ I have read and understand the responsibilities of my child's use of the school owned equipment.

**The signature below also indicates that I understand and will abide by the policies contained in this Student Handbook as adopted by the Frontier Local Board of Education.**

\_\_\_\_\_  
Student Name (print clearly)                      Student Signature (Grades 4-6)                      Date

\_\_\_\_\_  
Parent/Guardian Name (print clearly)                      Parent/Guardian Signature                      Date

**FLSD AUTOMATED CALLING SYSTEM**  
**TELEPHONE INFORMATION**  
PLEASE PRINT CLEARLY

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Siblings Names \_\_\_\_\_

School (Check One)

\_\_\_\_\_MES

\_\_\_\_\_NES

Name of Parent/Guardian to be called \_\_\_\_\_

Primary Phone Number

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Second Phone Number

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Please complete and return as soon as possible.

If your number changes PLEASE send a note to the school as soon as possible and indicate the changes to be made.

Thank you

FRONTIER LOCAL SCHOOLS  
**Volunteer's Statement of Commitment**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

As a volunteer of Frontier Local Schools, I agree to the following:

- I understand that any volunteers who work or apply to work unsupervised with children on a regular basis will be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. I understand that I should never allow myself to be alone with a child on school grounds without proof that I have submitted to and passed a Bureau of Identification and Investigation check.
- If I must be absent from a scheduled time with the children, I will notify the school as much in advance as possible.
- I agree to abide by the school rules and Board of Education regulations which are applicable to me.
- I understand that Frontier Local Schools are required by law to protect the privacy of student information and student records. I also understand that as a volunteer working in Frontier Local Schools, I will have access to a great deal of information about students that is not available to the general public. Further, I agree that:
- Except in cases of emergency, I will treat all information about a specific student as being confidential. This includes such things as:
  - family information
  - health information
  - test scores or other evaluations of the student
  - grades and school work done by the student
  - educational services provided to the student
  - things that a student does in school
  - things a student says in school
  - things that happen to a student in school
  - discipline or punishment of a student
  - any other information which relates specifically to one student

- I will discuss individual students with school staff members only.
- I will not discuss any child outside of the school environment.
- If I have questions about whether any student information is confidential, I will ask a teacher or school administrator before disclosing the information to any other persons.

Volunteer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

I prefer to volunteer as:	I prefer my role to be:
_____	_____ Continuous basis
_____	_____ One-time basis
_____	_____ On-call basis

Days of the week I can volunteer:

Monday      Tuesday      Wednesday      Thursday      Friday

\_\_\_\_\_

\_\_\_\_\_ I recommend the above as a volunteer

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

The following "statement of volunteer regarding criminal record" shall be completed and attached with the application.