

**HARRISON EAST
ELEMENTARY**



**HOME OF THE HUSKIES
2017-2018 SCHOOL YEAR
SCHOOL HANDBOOK**

Table of Contents

Preface

| | |
|--|--------|
| Table of Contents | Page 2 |
| District Philosophy | Page 3 |
| District Mission Statement | Page 4 |
| Harrison Hills 2017-2018 School Calendar | Page 5 |

Contents

| | |
|---|------------|
| Absences | Page 6 |
| Accident and Sickness | Page 6 |
| Anti-Hazing | Page 6 |
| Areas of Prohibited Student Conduct (Zero Tolerance) | Page 6-7 |
| Grounds for Suspension/Expulsion | Page 7 |
| Assemblies | Page 8 |
| Attendance Absences (Excused & Unexcused) | Page 8-10 |
| Basic Rules | Page 11 |
| Building & Grounds | Page 11 |
| Bulletin Boards | Page 11 |
| Busing- Student Conduct on School Buses | Page 11 |
| Communicable Diseases | Page 12 |
| Communications | Page 12 |
| Conferences | Page 12 |
| Counterfeit & Look Alike Drugs | Page 13 |
| Divorced or Custodial Parents | Page 13 |
| Dress Code | Page 13 |
| Elementary Homework | Page 13-14 |
| Emergency Medical Authorization | Page 14 |
| Emergency School Closing | Page 14 |
| Family Educational Rights and Privacy Act of 1974 | Page 14-15 |
| Fire-Safety-Tornado Evacuation | Page 16 |
| Gangs | Page 16 |
| General Rules | Page 16 |
| Grading System, Student Progress Reports | Page 16-17 |
| Gym Classes | Page 17 |
| Health Services | Page 17 |
| Health and Immunization Requirements | Page 18 |
| Honor Roll | Page 18 |
| Interrogation & Searches | Page 18-19 |
| Lockers | Page 19 |
| Lost & Found | Page 19 |
| Lunch & Breakfast (prices, procedures, rules, schedule) | Page 19-20 |
| Make-Up Work | Page 20 |
| Medication | Page 20 |
| Non-discrimination, Policies and Grievance Procedures | Page 20-21 |
| Parental Involvement in Education | Page 21 |
| Permanent Records | Page 21 |
| Photographs/Pictures | Page 22 |
| Playground Rules | Page 22 |
| Promotion and Retention of Students | Page 22 |
| Report Cards | Page 22 |
| School Grounds | Page 23 |
| Sexual Harassment | Page 23 |
| Supervision to and from school | Page 23 |
| Surveillance Cameras Use on School Property | Page 23 |
| Telephone | Page 23 |
| Textbooks | Page 23 |
| Tobacco Use by Students | Page 23 |
| Valuables | Page 23 |
| Volunteers | Page 24 |
| Weapons on School Property | Page 24 |
| Withdrawing from School | Page 24 |
| Workbook Fees | Page 24 |

**HARRISON EAST ELEMENTARY SCHOOL
410 Normal Street
Hopedale, Ohio 43976
SCHOOL 740-942-7550
FAX 740-942-7554**

**HARRISON HILLS CITY SCHOOLS
BOARD OF EDUCATION**

Mrs. Debbie Kenny..... President
Mr. Melvin Allen Vice President
Mr. Phil Madzia Member
Mrs. Tracy Mattern Member
Mr. D.J. Watson..... Member

ADMINISTRATION

Mrs. Dana Snider..... Superintendent
Mr. Duran MorganAssistant Superintendent
Mrs. Roxane Harding Treasurer
Mr. Brent Ripley Director of Operations
Ms. Jennifer Birney Building Principal
Mr. Donnie Madzia Assistant Principal
Mrs. Juliana Dickerson Secretary
Mrs. Stephanie McKinney..... Head Teacher

**HARRISON HILLS CITY BOARD OF EDUCATION
PHILOSOPHY OF EDUCATION**

The schools exist to help all of the children within the Harrison Hills City School District realize optimum personal development and to participate in and contribute to their democratic society.

To the end that such personal development may be realized, the instructional program emphasizes the dignity and worth of each individual as well as the importance of the fundamental skill subjects and the creative arts. In implementing the instructional program, the schools stress developing concepts, making comparisons and drawing conclusions; developing proper attitudes toward basic human values; developing respect for authority and hard work, and developing wholesome personalities.

To the end that youth participate in and contribute to democratic society, emphasis is placed on the importance of cooperation and the performance of service in daily living, the importance of flexibility and adjustment to a fast-changing world, and participation in the democratic process appropriate to the child's developmental level.

**HARRISON HILLS CITY SCHOOL BOARD OF EDUCATION
MISSION STATEMENT**

Our mission is to partnership with parents and community to enable all students to achieve and demonstrate academic excellence and become confident, responsible, productive citizens in a competitive global society by utilizing highly trained and qualified staff and an innovative comprehensive curriculum in well maintained facilities that provide for a secure learning environment in a region rich in heritage and diverse culture.

**HARRISON HILLS CITY SCHOOL BOARD OF EDUCATION
VISION STATEMENT**

Harrison Hills City School District, in an active partnership between staff and community, will empower students to become:

- H** Highly Motivated
- U** United to Achieve
- S** Self-Confident
- K** Knowledgeable
- I** Individuals
- E** Empowered to Be
- S** Successful in Life

Harrison Hills City School District 2017-2018 School Calendar

| | | | |
|-----------|--------------|--|-------------------|
| Monday | August 21 | Faculty Workday | No Classes |
| Tuesday | August 22 | Faculty Professional Meeting Day | No Classes |
| Wednesday | August 23 | Faculty Professional In-Service Day | No Classes |
| Thursday | August 24 | First Day of School for Students | |
| Monday | September 4 | Labor Day | No Classes |
| Monday | October 09 | Parent-Teacher Conference Day | No Classes |
| Friday | October 20 | 1 st Grading Period Ends (40 days) | |
| Wed-Sun | Nov 22-26 | Thanksgiving Recess | No Classes |
| Monday | November 27 | Classes Resume | |
| Thu-Mon | Dec 21-Jan 1 | Christmas Recess | No Classes |
| Tuesday | January 2 | Classes Resume | |
| Friday | January 5 | 2 nd Grading Period Ends (44 days) | |
| Monday | January 15 | Martin Luther King Jr. Day | No Classes |
| Friday | February 16 | Parent-Teacher Conference Day | No Classes |
| Monday | February 19 | Presidents' Day | No Classes |
| Friday | March 16 | 3 rd Grading Period Ends (47 days) | |
| Thu-Mon | Mar 29-Apr 2 | Easter Recess | No Classes |
| Tuesday | April 3 | Classes Resume | |
| Friday | May 25 | 4 th Grading Period Ends (47 days), Last Day of School | |

| | Marking Periods | # of days | Progress Reports | Report Cards |
|-----------------|------------------------|------------------|-------------------------|---------------------|
| 1 st | August 24 – October 20 | 40 days | Friday, 09/22 | Friday, 10/27 |
| 2 nd | October 23– January 05 | 44 days | Tuesday, 11/21 | Friday, 01/12 |
| 3 rd | January 08 – March 16 | 47 days | Friday, 2/09 | Friday, 03/23 |
| 4 th | March 19 – May 25 | 47 days | Friday, 4/20 | Friday, 05/25 |

Commencement Date and Location:

John W. Stephenson Center

Harrison Central Junior-Senior High School

Friday, May 25th 2018

7PM

ABSENCES-SCHOOL DAY

Parents wishing to have their children excused from school will send in advance a written excuse to the Principal. Students must make up all work missed during his/ her absence. All make up work shall be requested by the student. There are only two types of absences from school: **EXCUSED** or **UNEXCUSED**. An excused absence permits the student to make up work missed as per Board Policy on attendance.

After an excused absence, the student and not the teacher is the responsible person for making all arrangements and completing all make up work in reasonable time. A student who returns after an unexcused absence will not be privileged to make up work missed, since make up work involves extra time and preparation on the part of the teacher. Students who are absent without proper excuse, should not expect the privilege of making up work. Students excused for the day are considered absent for reporting purposes. The following policy regulates marking attendance records:

A.M. ATTENDANCE

1. Arrival before 9:30 a.m. - TARDY
2. Arrival after 9:30 a.m. – ABSENT ½ day a.m.

P.M. ATTENDANCE

1. Excused before 2:00 p.m. - ABSENT ½ day p.m.
2. Excused after 2:00 p.m.-Counted as EARLY DISMISSAL

ACCIDENT - SICKNESS

Parents will be notified if their child should have an accident or become sick during the school day. Parents will be requested to come to the school and pick up their child. If this is not possible, you may request a member of the administration to take your child home, if someone will be in the home to care for them. **Each child is required by Law to have an emergency medical card on file in the school office within two weeks of enrollment that states a course of action in case of emergency.**

ANTI-HAZING POLICY

It is the policy of the Harrison Hills City School District Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved student shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent. The contents of the policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be the subject of discussion at employee staff meetings or in-service programs.

AREAS OF PROHIBITED STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The

information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The Superintendent has the authority to expel a student from school for a period not to exceed 80 days, unless it involves a firearm, knife, bomb threat, or serious offense that causes harm to a person or property. These offenses can result in an expulsion up to one year. If there are not enough days remaining in a school year the expulsion can be extended into the new school year. Certain behaviors can result in the permanent expulsion of a student. The school district policy will be posted in each building.

GROUND FOR SATURDAY SCHOOL, SUSPENSION OR EXPULSION

1. Stealing, causing damage to, or destroying school property or private property if done on school grounds or during a school function or event.
2. Causing or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.
3. Threatening or intimidating any student, teacher, or other school employee, or visitor.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
5. Possessing, using or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon.
6. Possessing, using, selling, buying, transmitting or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, or look-alike drug.
7. Involvement in any conduct on school premises or during a school function or event which violates a local, state, or federal law where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees, or visitors.
8. Refusal or failure to comply with state and local attendance laws.
9. Smoking and/or the use or possession of tobacco products on school premises or at school-sponsored functions.
10. Gambling on school premises or at school events.
11. Willful failure to comply with the directions of teachers, student teachers, aides, bus drivers, principals, or other authorized school personnel.
12. For an infraction or for a refusal to comply with a reasonable rule or regulation of the school.
13. Subject to the lawful exercise of the First Amendment rights, participating in any activity which substantially disrupts or materially interferes with or is likely to so disrupt or interfere with, any school function, activity, or purpose.
14. For persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct. (Such as bullying, lying and cheating).
15. For the use of profane or obscene language toward staff and students.
16. For insulting language and behavior toward the staff and students.
17. For disrespect toward students and staff.
18. For conduct of the parents when they interfere with school discipline or where parents refuse to submit themselves to Board rules.
19. Engaging in any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of other students.
20. Possessing, using, selling, buying, transmitting, or secreting any of the following:
 - a. Materials which appeal predominately to base or other prurient sexual interests, which are potently offensive to prevailing standards in the community, and which are without redeeming social value.
 - b. Materials which contain language potently offensive to prevailing community standards.
 - c. Materials which are libelous or slanderous of any person or institution, or which are intended to hold any student, teacher or other employee, race, ethnic group, handicap or religion as such up to scorn, ridicule, or contempt.
 - d. Materials which pose a clear and present danger to the health or safety of other students, teachers, employees, or visitors.
 - e. It is illegal to buy, possess, use or sell counterfeit drugs as defined by Section 2925.01 (P) of the Ohio Revised Code (Suspension or Expulsion Code).
 - f. The Principal or designee of each school will be directed to inform all students concerning this procedure.

ASSEMBLIES

Assemblies are popular with students. However, they cannot be successful unless all members of our school cooperate to make them so. The following rules must be followed.

1. At the appointed time, quietly go to your assigned area.
2. Use no other form of applause than clapping of hands.
3. Refrain from reading, talking or engaging in any other actions that may detract from the program.
4. Wait your turn to leave the assembly. Each group will remain seated until it is their turn to leave.
5. Parents are always welcome to attend any program presented by the school.
6. Since attendance at an assembly is a privilege, teachers may require all work to be completed before a student is permitted to attend.

ATTENDANCE-STUDENT ABSENCES AND EXCUSES/TARDINESS

The regulation of this policy will be set forth in two sections. Section (A) will address the Absences and Excuses and Section (B) will address Tardiness. The legal references for File: JED state the same Compulsory Attendance for all grades K-12.

Section A Absences and Excuses

Definition of Terms: (A) Unexcused Absences and (B) Excused Absences.

(A) **Unexcused Absences:** The student is absent from school while it is in regular session with the knowledge of the parents, but is in violation of the school attendance rules. Any excuse not having a specific reason stated will be classified unexcused. Excuses signed by 18 year old students and not by parent or guardian, unless living away and are self supporting, will be classified unexcused. Any test(s), quizzes and/or exams missed during an unexcused time cannot be made up. All other work missed MUST be made up within five (5) days upon return of school. No credit will be awarded for an unexcused absence.

1. **All absences counted** All absences, excused and unexcused, will be counted and charged against the limit of absences a student is allowed to accumulate.
2. **Limit on absences** All students will be allowed to accumulate a number of absences before his/her attendance will be considered irregular and excessive. Below are these limits:
Elementary K-6-Junior High (7-8) A students who is absent for more than nine (9) days a semester or eighteen (18) days a year is a candidate for retention regardless of academic standing.
Senior High School (9-12) Eighteen week courses (One (1) semester): Nine (9) days and/or nine (9) class periods. Thirty-six week course: Eighteen (18) days and/or eighteen (18) class periods. A student will not receive credit for the course if the limit is exceeded as they have not fulfilled the minimum requirements.

The absences set forth above are meant to be used for personal illness, serious personal problems, and professional appointments which cannot be scheduled after school.

1. **Excessive Absences** Absences which exceed the limits stated above will be considered excessive.
2. **Administrators' Report to Parent/Guardian on Absenteeism** Upon verification of absences, the following procedure will take place.
 - a. A form letter sent when a student misses five (5) days of school.
 - b. A form letter sent when a students misses ten (10) days of school.
 - c. Principal/designee will make official contact with the parent or guardian when the student has missed fourteen (14) days of school. The student will be sent a letter stating that the said student cannot be out of school without a doctor's slip or days will be deemed unexcused and work missed may not be made up.
 - d. At eighteen (18) days absent the student, parent or guardian will be notified that a charge has been filed in Juvenile Court on the student.
 - e. Elementary (K-6)- Junior High (7-8) would be considered a candidate for retention. Senior High (9-12) student can be denied credit for all courses and on credits earned.
 - f. A charge may be filed against a parent or guardian for failure to have student attending school on a regular basis as required by law.
 - g. Consideration will be given to doctor related illnesses or injuries. All slips from the doctor's office must include the corresponding dates that the student was absent. These slips must be returned to the Principal's office within five (5) days after the student's return to school. IT IS THE RESPONSIBILITY OF THE PARENT AND/OR GUARDIAN AND THE STUDENT TO PROVIDE AND RETURN ALL DOCTOR SLIP VERIFICATION.
3. **Review of Attendance Record** When a student's absence from a class become excessive, the Principal, teacher and counselor will review the student's attendance record to determine whether he/she will receive credit for his/her work. The following information will be taken into account during the review:
 - a. The nature of the absences.
 - b. The teacher's evaluation of the make-up work completed by the student.
 - c. Reports from the administrative staff.

If, in the judgment of the Principal, the results of the review warrant an extension of the limit placed on absences, the limit may be

extended. If extending the limit of days is not warranted, the student will not receive credit for the course.

4. Attendance to Class After Loss of Credit A student who is denied credit in a course/grade because of excessive absences must continue attending that class. If the student continues to miss the class, suspension, court action or expulsion may be recommended.
5. Unexcused Absences In cases of unexcused absences, the Principal may take disciplinary action such as detention, suspension, court action, or recommendation for expulsion to the Superintendent.
6. Truancy from School Truancy from school is an unexcused absence.
Forfeit of Right of Review: When a student is absent because of truancy or skipping, he/she may forfeit the right to review his/her attendance record.
 1. Suspension from School A student who has been suspended from school or from class will have the number of days of suspension charged against the limit of days of absence. All suspended days are unexcused absences. Parents/Guardians will be notified of the suspension. Suspended students are not to take part in or attend any school activity, game or other function.
 2. Absenteeism at the end of the school year Excessive absenteeism in the last three (3) weeks of the school year, unless due to illness or accident, may result in the class-work being marked **INCOMPLETE** and loss of credit.

(B) Excused Absences: Absence from school for any other reason other than those listed below and recommended by the State Department of Education, State of Ohio, is not acceptable and will be unexcused. The teacher and the student have a joint responsibility in completing work missed due to unexcused absences.

1. Personal illness or illness in the immediate family requiring the student to stay home.
2. Death in the family or close friend.
3. "Act of God" such as weather or unexpected home calamities.
4. Religious holidays as related to your own faith.
5. Family going on vacation; this is to be discouraged and must be approved by the building Principal one week in advance. Failure to secure permission will cause the absence to be unexcused.
6. Attending wedding or graduation ceremony of family or close friend.
7. Doctor or dentist appointment.
8. Attending an institution of higher learning. This applies only to seniors and they are allowed two (2) days.

Excused absence note:

- a.
 1. Student's name
 2. Date(s) of absence
 3. Nature of absence (must meet list 1-8) and description
 4. Parent or guardian's signature

In order for an absence to be "excused" the student must bring a note signed by a parent or guardian. All excuses, including doctors, must be on file in the school office within five (5) school days of the absence. Absences not covered by excuses will be treated as unexcused. Excuses must state reason for the absence.

- b. Make-up Work: After an excused absence, the student and not the teacher, is responsible for making arrangements for completing all make-up work in proper time. A student who returns after an unexcused absence will not be privileged to make up work missed, since make up work involves extra time and preparation on the part of the teacher. Students who are absent without proper excuse should not expect the privilege of making up work.

- c. College Visitation: A senior is permitted to make two (2) college or technical school visits which will not count as an absence IF they make arrangements through the guidance office PRIOR to the visit.

- d. School sponsored or sanctioned activities: School sponsored or sanctioned activities which have prior administrative approval are exempted from and will not count toward the total absences.

- e. Attendance procedure:

1. Attendance will be taken during the first period and a list of absentees will be sent to the office.
2. Students who have been absent will immediately bring a written excuse to the office in the morning to avert being tardy to first period.
3. The Daily Attendance Sheet will list the absentees and students to be dismissed early from school.
4. Each teacher will keep a record of attendance each period and turn in the names of any students absent from class but whose name did not appear on the absence list.
5. A student coming to school tardy must first file a report to the Principal's office and sign in.
6. Any student leaving the building must have the written permission of the principal or designee. When the student returns he/she must obtain an Admit to Class Slip from the Principal/designee.

- f. Early Dismissal from School Procedure

1. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissal will be treated as other absences. Request for early dismissal must be made before school begins in the morning.

2. Out of school appointments: The student dismissed from school for a professional appointment (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counseling), will bring a slip back to the Principal's office upon returning that day or before school the next morning. Failure to do so will deem the student unexcused for time out of school.
3. Emergency: Students who become ill during the day must report to the Principal's office for permission to call the parent or guardian to go home ill. The call must be made by the Principal/designee ONLY.
4. Students who need to leave early must notify the school office by 2:00 PM at the latest. This allows time to notify the student as we are preparing to dismiss at this time.

Section B

Tardiness-Definition of Terms: (A) Unexcused Tardiness, (B) Excused Tardiness

Unexcused Tardiness: The student reports to school or class without an acceptable excuse.

1. Reporting Late to School: A student coming to school tardy must report to the Principal's office and admit himself/herself by signing the sign-in sheet.
 2. Unexcused Tardiness to Class: The penalty for three (3) unexcused tardies to a particular class will be the same as the penalty for one (1) absence from that class. You will be considered absent if you are tardy more than fifteen (15) minutes.
 3. Limit on Tardies: All students will be allowed to accumulate a number of tardies before his/her attendance will be considered irregular and excessive. Below are these limits:
Elementary (K-6)-Junior High (7-8) A student who is tardy for more than twenty seven (27) days a semester or fifty-four (54) days a year is a candidate for retention regardless of academic standing.
Thirty-six (36) week courses: Fifty-four (54) days and/or fifty-four (54) class periods. A student will not receive credit if the limit is exceeded as they have not fulfilled the minimum requirements.
 4. Excessive Tardies: Tardies which exceed the limit stated above will be considered excessive.
 5. Administrator's Report to Parents/Guardian on Tardiness: Upon verification of tardies, the following procedure will take place:
 - a. A form letter sent when a student is tardy fifteen (15) times to school or class.
 - b. A form letter sent when a student is tardy thirty (30) times to school or class.
 - c. Principal/designee will make official contact with the parent or guardian when the student has been tardy forty-two (42) times to school or class.
 - d. At fifty-four (54) times tardy to school or class the parent or guardian will be notified that a charge has been filed in Juvenile Court on the student and the student can be denied credit for all courses and credits earned.
 - e. A charge may be filed against a parent or guardian for failure to have a student attending school or classes on time on a regular basis as required by law.
 - f. Consideration will be given to a student who is tardy due to an appointment with a doctor or other professional person. A slip from the professional with their signature and corresponding date must be given to the secretary/designee when the student returns and signs in. IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN AND THE STUDENTS TO PROVIDE AND RETURN ALL SLIP VERIFICATIONS.
- (B) Excused Tardy: When a student is scheduled for a professional appointment with a (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counselor) parent or guardian should notify the Principal's office and the student signs in at the Principal's office with a slip signed by the doctor or other professional and is given to the secretary/designee.
1. Teacher-Caused Tardy: A teacher who detains a student causing him/her to be late to another class will complete a pass for the student stating the reason for his/her being late. These passes will be honored by all teachers concerned.
 2. Make-up Work: All work must be made up. Failure to complete work will result in an incomplete, which could result in failure of a course.

Mediation through Harrison County Juvenile Court may be utilized in lieu of other consequences.

BASIC RULES

1. Students should walk into and out of the building.
2. Respect for law and order and a courteous respectful attitude to those in authority are essential at all times for success. Students who desire to cooperate seldom encounter difficulty.
3. In the classroom, you should give your attention to the teacher, speaker, announcer, or student that is reciting.
4. Assembly and similar programs are measuring sticks of you and your school. Enter quietly, listen attentively, and applaud enthusiastically are ways to maintain the best traditions a school can have.
5. Be punctual and regular in attendance and study.
6. Take part in worthy projects for the good of the school.
7. Help new students to get acquainted. Offer every courtesy and services to visitors.
8. **RADIO'S, ELECTRONIC DEVICES, CELL PHONES, TOYS, ETC. ARE NOT TO BE BROUGHT TO SCHOOL.** (IPOD'S , MP3 PLAYERS and HAND HELD GAMES) The school is NOT responsible for these or related items.
9. Never forget the "MAGIC" words PLEASE and THANK YOU.
10. Show respect to other students and yourself.

BUILDINGS AND GROUNDS

Care of our school is everyone's responsibility. As a center for our community and home activities, it is a constant task to maintain and improve our school. You can help by keeping the building clean and attractive. Report any damage which results to the building, whether accidental or malicious. Do not mark on walls, desks etc. Persons who do mark, deface or destroy any school property may be subject to dismissal and will have to repay the cost of the damage.

BULLETIN BOARDS

Bulletin boards are found in the classrooms and hall. Teachers and students carefully plan these exhibits to correspond with the holidays, seasons, and special school events. Since these help make our building pleasant and attractive, you are not to touch, remove or damage anything placed on these boards.

BUSING- STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway. Students wait for bus driver's signal to cross.
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus and
12. obey student code of conduct as adopted by the Board.

Failure of a student to follow these regulations may result in a write-up on a bus conduct report as approved by the Board of Education.

Students are not permitted to change buses or ride buses to which they are not assigned. If an emergency situation arises and the parent is unable to contact the transportation supervisor, the parent must contact the building principal. Any problems, other than those above, should be reported to the transportation supervisor.

DISCIPLINE - The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

COMMUNICABLE DISEASES

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. Any student suspected or reported to have a communicable disease is examined by a school nurse/designee or public health nurse. The student may be excluded from school, according to the guidelines set forth by the Ohio Department of Health. Re-admission is dependent upon a decision by a physician, school nurse or local health department.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted

Contagious Diseases -The following diseases are classified by the Ohio State Department of Health as "Communicable Disease," and the exclusion from school of the actual patient is recommended as follows:

| <u>DISEASE</u> | <u>INCUBATION PERIOD</u> | <u>CONTROL MEASURES</u> |
|----------------------------|--|---|
| Chicken Pox | 10-21 days | Exclude from school until the sixth day after onset of rash or until lesions are dry. |
| Conjunctivitis (Pink eye) | 24-72 hours | Exclude until 24 hours of antibiotic therapy until discharge ceases. |
| Measles | 7-18 days | Exclude for at least 4 days following the onset of rash Can return on day 5 |
| Whooping Cough | 6-20 days from | If not treated with antimicrobial therapy exclude school until three weeks after the onset. If antimicrobial therapy 5 days after initiation of antimicrobial therapy. |
| Mumps | 12-25 days | Exclude for 9 days after the onset of swelling. Can return on day 10. |
| Scarlet Fever/Strep Throat | 1-3 days | Exclude until 24 hours of antibiotic therapy has been completed and symptoms of infection such as fever have subsided. |
| Ringworm | 4-10 days (body) 10-14 days (scalp) | Exclude until 24 hours of appropriate treatment completed. Continue to exclude from contact sports until lesions are gone to prevent spread. |
| Pediculosis (Head Lice) | Removal from classroom | Can return to school when checked by school nurse, Treatment with medicated or other so appointed medicated shampoo (as directed). Readmission -upon no evidence of nits |

Referral of venereal cases shall be made directly to the Health Department office where investigation can be made by proper school officials without undue alarm to parents, faculty, or patient.

Students suspected on having STD's should be referred to a family physician, local health department or other appropriate medical resources for prompt diagnosis and treatment. Information regarding STD's must be held in strict confidence.

COMMUNICATIONS

At the beginning of each month, a bulletin of events and a menu will be sent home with each student for that particular month. Parents should expect their child to bring this home as it provides information on classroom activities and homework. Interim reports will be sent home with the students to inform the parents of the academic status of their child. If interim or report card contains failing grades, please call the school to schedule a conference. This will help us work together for your child.

CONFERENCES

The office is always open to anyone who wishes to confer with the principal or teachers about school business. However, we do appreciate you calling first, if possible, so that a suitable time can be scheduled for all concerned. Contact the secretary who will schedule a specific time and date.

COUNTERFEIT AND LOOK-ALIKE DRUGS

The Harrison Hills City School District Board of Education also prohibits making, selling, and possessing counterfeit drugs and related tools including, but not limited to true look-alike and over-the-counter stimulants and depressants.

DIVORCED PARENTS OR CUSTODIAL PARENTS

The school wants to cooperate with the parents of our students, but we must do so according to Ohio Law. Sometimes parents have disagreements and make request of school personnel regarding releasing children during the school day. **If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of the complete order must be on file in our office.** This court-issued document directs the school.

DRESS CODE

Student dress and appearance are forms of symbolic expression. Although the primary responsibility for dress and appearance lies with the student and his/her parents, the school does require that students' dress and appearance conform to the guidelines listed below in order to be consistent with the above stated philosophy and positive self-imaging of the schools. The District's responsibility in this regard is three-fold.

1. The district must help prepare each student to become confident, responsible and productive citizens.
2. The district must maintain an atmosphere in which students can learn.
3. The district must be concerned for the safety of each student.

The following regulations will be enforced:

1. Clothing should be safe and clean. The student should practice good personal hygiene.
2. School clothing should be appropriate as to time, place and weather.
3. Clothing, patches, insignias, slogans or buttons which are in poor taste, suggestive, derogatory, provocative, obscene, profane, vulgar or drug related are not to be worn. Tobacco and/or alcohol slogans are examples of drug-related slogans which are not permitted.
4. No hats, caps, headbands, unnecessary headgear, gloves or sunglasses are to be worn in the building.
5. Only manufactured sleeveless shirts may be worn (NO cutoff sleeve shirts). Tank tops may be worn only if the strap is (3) fingers wide or larger.
6. Muscle shirts, see-through, sheer or exposing garments or shirts normally worn as undergarments are not to be worn as outer garments. Halter tops, tube tops, midriff blouses, cutoff or shimmer T-shirts or any other style of garment that exposes the torso are not permitted. No clothing with revealing cuts or slashes are permitted.
7. Appropriate foot wear is to be worn at all times.
8. Clothing must be at least mid-thigh in length. Short-shorts, tight shorts or cut off shorts are not permitted.
9. Wallet chains, chains or jewelry which may be perceived by the building administrator as a weapon or potential safety factor will not be permitted.
10. Facial piercing provided that it is not deemed excessive or a safety issue by the building principal will be permitted. However, body piercing must not be visible.
11. Objectionable tattoos, determined by the building principal, must be covered at all times.
12. Any other types of clothing, dress apparel, or bodily attraction that may be considered a cause for disruption to the school's educational process by the building administration will not be permitted.

WINTERTIME DRESS

PLEASE PARENTS: The teachers would appreciate your care in proper winter time dress. This is especially important when students go outside to play at recess time. REMEMBER: Problems can always develop that heat may not be available. It is better to be overdressed than have a child become cold.

ELEMENTARY HOMEWORK

I HAVE HOMEWORK

Your child's homework will depend on their grade level. There are several reasons for homework.

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility.

We think learning is important and that learning should continue after school hours. Daily homework should not be viewed as punishment, but rather as a way to encourage and extend learning.

DO YOUR HOMEWORK

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide their child with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage their child, but avoid undue pressure.
5. Show interest in what their child is doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned on time.

THE RIGHT WAY TO DO IT

A student who studies well:

1. Brings notebook, paper, pen, or pencil, and other materials to class.
2. Is an active participant in the classroom - listens well and takes part in discussion.
3. Ask questions if he/she doesn't understand the discussion if he/she has a problem.
4. Plans his/her work and schedules time for homework each day, makes sure he/she understands the assignment before he/she leaves the class.
5. Uses what he/she learns, sees how each subject applies to the other subjects.
6. Strives to do his/her best, not just enough to get by.

In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Hard and fast rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, to establish uniformity for each grade possible, responsibility for homework should generally increase for grade one through grade five. If your child has persistent difficulties with homework, never seems to have homework, or always has too much to finish, you should confer with the teacher to see if there is a problem.

EMERGENCY MEDICAL AUTHORIZATION

At the beginning of each school year, or upon enrollment a student release form is provided by the school to parents or guardians for their children who become ill or injured while under school authority, when the parents or guardians cannot be reached. This form also enables you as a parent or guardian to refuse permission to the proper school authorities to carry out any emergency treatment. This is not local school policy, but one prescribed by Ohio Law Section 3313.712. It is important that each parent or guardian complete all information requested. This form must be returned within 14 days or your child will not be permitted to return to school.

EMERGENCY SCHOOL CLOSING

Due to adverse weather conditions or other emergencies it may become necessary to close school. Please listen to: WTOV-TV, WTRF-TV, WWVA, WOVK, FROGGY, WEIR, WJER, WTUZ, WCDK. Also, you will receive a call on the automated phone system. In the event of an early school dismissal parents should discuss with their child where they should go for an alternate site if the parent is working or not at home. It is the responsibility of the parent or guardian to keep their address and phone number current.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

General Education Provisions Act-Public Law 93-380, Section 438, known as the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, demands compliance by state and local educational agencies. The Board of Education of the Harrison Hills City School District has adopted the policy, rules, and regulations as found herein to meet the stated obligations specified in Public Law 93-380.

BUILDING PRINCIPALS: The Harrison Hills City School District Board of Education recognizes and strives to uphold the right to privacy, recognizes that school personnel have a need for educationally relevant information regarding students, recognizes its responsibility as elected representatives of the community for establishing guidelines which will both protect the rights of the individual and make available that student data necessary for ongoing educational purposes.

IMPLEMENTATION or GUIDELINES: Student records include any and all official records, files, and data directly related to students, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system and specifically including, but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized intelligence, aptitude, and psychological tests, interest

inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns).

ADULT STUDENT: A student over eighteen (18) years of age.

ADMINISTRATION:

1. The building Principal, or designated representative, shall be the building administrator responsible for record maintenance and access.
2. Student records should be kept under the lock and key at all times and at all times shall be under the supervision of the designated professional.

INSPECTION PROCEDURES: In the event a parent or guardian desiring to inspect their minor child's records, or in the case of an adult student desiring to inspect their own school records, the following procedure shall be followed:

A request shall be made to the building Principal.

1. The Principal may require the request to be submitted in written form, if in his opinion the situation warrants.
2. The building Principal shall arrange a mutually agreed upon date and time at the earliest possible date for the inspection and review. The date shall be arranged no longer than 45 days from the request.
3. The records shall be inspected in the presence of the building Principal or his designated representative.
4. It is recommended that the building Principal or a designated representative offer any explanation of the contents of the records which may be requested or seem advisable.

CHALLENGE HEARINGS: In the event a parent or guardian desires to challenge any information found in their minor child's records, or in the case of an adult their own records, the following procedure shall be followed:

1. A request shall be made to the building Principal.
2. The building Principal shall schedule and conduct a hearing. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the date, time, and place of the hearing shall prevail. However, the hearing shall be held within 45 days.

CONSENT AND DISSEMINATION: Only the following agencies and persons may have access to student records without a signed release from parents or guardian of a minor student or from an adult student.

1. Other school official and/or teachers within the Harrison Hills City School District who have legitimate educational interests.
2. Officials of other schools or school systems in which the students intends to enroll, upon condition that the student's parents or adult student be notified of the transfer, and receive a copy of the records if so requested.
3. Specified representatives of the United States Government and educational agencies.
4. In connection with a student application for, or receipt of financial aid.

Court orders or subpoenas for student records shall be honored by the school, but notification of such orders shall be sent to the parents or adult students. The following procedures shall prevail relative to the dissemination of student record information.

1. All persons and agencies desiring access to student records shall submit to the Principal a signed request including a signed written affidavit which states that the third party will not transmit the information in the record to any party without a signed release from the parent or adult student. (Exceptions to this are: Other school officials and/or teachers within the school district, and court orders or subpoenas).
2. THIS AFFIDAVIT SHALL REMAIN PERMANENTLY IN THE STUDENT'S FILE. In the event of an adult student, parents or guardians of a minor child authorizes the release of records to a third party to the receipt of a signed affidavit as above indicated from the third party prior to releasing any information.

EACH MATTER OF REQUEST MUST BE HANDLED SEPARATELY: Blanket permission for release of data within an extended period or time may not be solicited. It is recommended that the Principals use the "RECORD ACCESS REQUEST" and "CONSENT FOR RECORD RELEASE" forms as issued by the School District Office. It is recommended that the Principals maintain a record or log containing signatures of school administrators, counselors, and teachers within the school district as they have access to student records.

FIRE, SAFETY, EVACUATION AND TORNADO DRILLS

Fire and tornado drills will be held according to the Ohio State Code. On the sound of an alarm, students will move orderly through the nearest exits and stairways to a safe distance from the building during a fire drill or to their assigned area during a tornado drill. Teachers have specific drill instructions for each emergency and will direct their students accordingly.

GANGS

The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District.

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. To provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, training is provided by security on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

GENERAL RULES

1. Students must be aware of other classroom(s) in session as they move around the school including the hallways and stairways during the day and maintain a certain degree of quiet and order in keeping with the situation. Behave in corridors - walk at all times and keep to the right.
2. Students are not permitted to throw snowballs, ice, stones, or other items while at school or at bus stops.
3. Gum chewing is not permitted during class hours.
4. Students who walk to school or arrive via car should be at school by 8:20 a.m.
5. Parents are required to phone the school office (942-7550) when your child is absent. If you do not call, the school secretary will attempt to contact you by phone.
6. All students are expected to exercise care in the use and preservation of school property. They should help to keep the building neat and orderly by putting waste paper and other litter in the receptacles provided and not on the floor. Students are responsible for paying damages caused by negligence or abuse.

GRADING SYSTEM/STUDENT PROGRESS REPORTS TO PARENTS

Grade cards for students K-12 shall be issued at four intervals of nine weeks each. Progress reports shall be issued at the middle of each marking period (4 ½ week intervals) for students K-6. Deficiency reports shall be issued for students 7-12 at the middle of each grading period. Evaluations of student progress will be made as follows: Kindergarten students will be evaluated by the use of a check system to indicate their progress in social, personal and academic skills. Students grades 1-12 will be given the letter grades based on the percentage figures of:

| | | | |
|--------------|------------|------------|---|
| 95-100 = A | 90-94 = A- | | S= Work meets class requirements |
| 87-89 = B+ | 83-86 = B | 80-82 = B- | U=Work does not meet class requirements |
| 77-79 = C+ | 73-76 = C | 70-72 = C- | |
| 67-69 = D+ | 63-66 = D | 60-62 = D- | |
| Below 60 = F | | | |

Students in grades 1 and 2 will receive letter grades in the following classes: Reading, Math, Spelling, and English/Composition. They will receive S's and U's in Art, Music, Health, Science, Social Studies, and Physical Education.

Students in grades 3-6 will receive letter grades in the following classes: Reading, Math, Science, Social Studies, English/Composition, and Spelling. They will receive S's and U's in Art, Music, and Physical Education.

In grades 1-6, the four scholarship marks in each subject are cumulative for the year and are averaged for the final mark that determines whether credit has been earned. The final grade shall be determined by using the scale: A=4; A-=3.7; B+=3.4; B=3; B-=2.7; C+=2.4; C=2; C-=1.7; D+=1.4; D=1; D-=0.7; F=0 with: 3.71-4.00 = A; 3.51-3.709 = A-; 3.30-3.509 = B+; 2.71-3.299 = B; 2.51-2.709 = B-; 2.30-2.509 = C+; 1.71-2.299 = C; 1.51-1.709 = C-; 1.30-1.509 = D+; 0.71 -1.299 = D; 0.7-0.709 = D-; Below .70 = F

When final grades are given and the student is bordering between passing or not passing the year, the teacher shall confer with the

counselor and principal and they shall determine the most educationally sound action in light of the circumstances of the grades achieved. If the student is "placed" in the next grade, a statement listing the reasons for which the placement was made shall be filed in the student's cumulative folder.

Incompletes can be removed only by a student completing all required work. Making up incompletes is the responsibility of the student and is to be done at the convenience of the classroom teacher. Unless there are extenuating circumstances, causing the teacher and principal to extend the time period, the work must be completed no more than ten (10) days after each nine (9) weeks' grading period ends. An exception will occur in the last (fourth) nine weeks' grading period whereby, any incomplete received for the final grading period of the school year must be made up no later than the end of the teachers' work day (at the conclusion of the school year). Failure to make up incomplete course work within these time constraints will result in denial of credit for the course(s) in which a student has an incomplete.

Grades are a means of communicating degrees of success or failure to parents and students on actual academic achievement. Grades should be determined by having sufficient evidence (grades from homework assignments, classroom participation, projects, reports, quiz(s) and tests) to base the grade upon, that a minimum of 9 items during a nine-week period for grades K-3, 12 items for grades 4-6 and 15 items for grades 7-12.

There will be a place on the report card to write encouraging or critical notes, but the grade is to reflect the progress of the student performance. The Board recognizes that any grading system, however effective, is subjective in nature. Therefore, fundamental principles must guide all instructors in assigning marks and achievement:

1. The achievement mark in any subject should represent the most scientific estimate by the teacher of the achievement of the individual in the subject. Great care, understanding and empathy must be employed at all times in fairness to the student. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.
2. Each individual must be given every consideration. An individual should not receive a failing grade unless he/she cannot meet stated minimum requirements.
3. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student to better grades.
4. Grades are never to be considered the goals of learning, they are merely the symbols which evidence the extent of learning.

Grades are a consequence of learning and not the purpose for learning. The purpose of grades are to:

1. inform students concerning their scholastic progress
2. acquaint parents with the achievement of their children
3. enable teachers to evaluate their instruction and proper guidance techniques
4. provide administrators, consultants and guidance counselors with adequate, accurate records of student's progress and achievement.

GYM CLASSES

We have regularly scheduled physical education classes. Some suggestions that might help your child are:

1. Try to have tennis shoes for your child to wear.
2. Check your child's clothing as to dress on days that they have gym classes to be sure their clothing is appropriate.
3. Be sure a note from the doctor is sent to the teacher if for some reason your child is not to participate in gym classes.

HEALTH SERVICES

The Harrison Hills City School District will provide certain health services. The services at school are a vital function in the interest of the health of each child. The school health nurse will be available should the School Principal or designee need him/her. Their function is:

1. Maintain the health records.
2. Vision screening of students in grades Pre-K, K, 1, 3, 5, 7, and 9 and all teacher referrals from other grades.
3. Hearing screening to all Pre-K, K, 1, 3, 5, and 9 grade students and all teacher referrals from other grades.
4. Available for any health problem which the school Principal may bring to his/her attention.
5. Make home visits as it relates to health problems a student or students may have.
6. Encourage and participate in assemblies which are health related.

HEALTH & IMMUNIZATION REQUIREMENTS

The Ohio Department of Health has established minimum requirements for immunizations of pupils in public and non-public schools. Minimum state required immunizations for school year are as follows: (Some exceptions may apply. See below)

| Pre-K | Kindergarten | Grade 1-10 | Grade 11-12 |
|------------------------|---------------------|--|--------------------|
| 4DTP/DTAP/DT | 5DPT/DTAP/DT | 4DPT/DTAP/DT | 4DPT/DTAP/DT/TD |
| 3 Polio | 4 Polio | 4 Polio | 4 Polio |
| 1MMR | 2MMR | 2MMR | 2MMR |
| 3-4 HIB | 3 Hep B | 3 HepB | |
| 3 HepB | 2 Varicella | 1 Varicella (1 st & 3 rd grade only) | |
| Physical Exam (annual) | Health HX | TDAP (7 th grade only) | |
| Health HX/Lead Test | | | |

(Students arriving from any country considered high risk for tuberculosis by the Bureau of Infectious Disease Control should have a Mantoux tuberculin skin test with follow up.)

Pupils who do not meet or exceed minimum immunization requirements should be considered inadequately immunized. Such pupils should not be admitted to school unless they have received at least one dose of DPT or TD (adult) vaccine, one dose of Polio vaccine, one dose of MMR Vaccine, one dose of HepB vaccine (according to the age/grade requirements for the current school year, and one dose of Hib (Preschool enrollment). It is permissible for a physician or health department to administer any combination of these vaccines on the same visit. Parents should be advised that failure to complete the balance of required DPT/Polio/MMR/HepB immunizations in a timely manner is basis for excluding pupils from school; parents should be further advised that re-admittance will not take place until proof of additional immunization(s) is submitted. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

The required immunizations can be waived if a medical contraindication exists. A physician's written statement is required. Objection on religious or philosophical ground is a valid exemption only when a written statement to this effect is signed by a parent or guardian.

Honor Roll All courses are used in determining Honor Roll. The student must have all A's, B's and S's for the nine-week period.

Principal's List All courses are used in determining Principal's List. The student must have all A's and S's for the nine-week period.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (coat hook, desk, etc.) and the seizure of items in his/her possession.)

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of rooms may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Principal

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches of student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given a reason(s) for the search as soon as feasible after its completion.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept on a coat hook, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, school authorities should bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school Principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student if the police have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official should request to be present when an interrogation takes place within the school.
6. When the police remove a child from school, the administration will make an attempt to notify the parent(s).
7. The police department should always be notified by the school Principal whenever a student is involved in any type of criminal activity. When the Principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department.

LOCKERS

These lockers will be inspected periodically and students are expected to keep them clean and neat. No locks are to be used. Do not place valuables or money in the lockers. The lockers are school property and hence are open to searches.

LOST AND FOUND

Take all found articles to the office. You may inquire about lost articles there. If you find it is necessary to do so, leave it with a teacher or in the office for safe keeping. DO NOT leave money unattended in the halls or classroom. All items will be disposed of at the end of the year or donated to charity.

LUNCH PRICES:

| | |
|------------------------------|----------------------------|
| Lunch: \$2.75 | Adult Lunch: \$3.00 |
| Reduced Lunch: \$0.40 | Milk \$.50 |
| Breakfast - No charge | |

Lunch Rules and Procedures

1. All students will be escorted by their teacher to the lunch room. Students that are bringing their lunch from home may be seated immediately.
2. Students will wait in the lunch line quietly as they approach the food service area. Students who engage in unacceptable behavior will be subject to disciplinary action.
3. Assigned tables may be designated for each student's grade in the dining area.
4. Noise will be kept to a minimum as there are classes in other grades in session and for safety reasons. Procedures to control the noise level in the dining area will be explained in each student's class or the lunch room the first day of school.
5. Students will be dismissed by the person in charge in an orderly fashion to go to recess or back to class. Each student will clean the area where he/she is sitting. Remember, other students will eat later; they like a neat clean place to eat also.
6. No food or beverage is to be taken out of the cafeteria.
7. All papers, etc., are to be placed in the garbage cans.
8. Do not throw food, waste paper, or any other items.
9. Assigned personnel will escort the students outside and supervise them.
10. It is recommended that payment for lunch room accounts be made by separate check.
11. Students are not permitted to buy soda or sports drinks during school.

The Harrison Hills City School District utilizes a computerized payment system for the cafeteria. Each student will receive an ID number that will remain with the student until graduation. Students will pay for lunches by depositing money into their account, similar to a debit system. Students deposit money into their accounts through their homerooms. Envelopes will be distributed on Friday and money will be collected on Monday. *Pre-payments by check are accepted and encouraged.* Money needs to be in the student's account in order for a student to make a purchase as charges cannot be made to an account. Please put your

ID number on the check. If you have qualified for free or reduced lunch, this information will be in the system, and the meal will be processed just as it is for all other students. **Students with a doctor's documented dietary requirements MUST contact the school food service director and principal for accommodations**

MAKE-UP WORK

All students must complete class work and tests missed during an absence. Make-up work must be completed or satisfactory arrangements made with the teacher. The first day a student returns is counted as the first day of the make-up period. Work not made up may result in a grade of "I". Students who miss one day of school are expected to make up tests or quizzes the day they return. A student is to be given two days for every day of absence.

Exception: Students with an unexcused absence or suspension will not be permitted to make-up quizzes, tests, or exams. All other class work is to be completed as stated above.

MEDICATION

The Harrison Hills City School District Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed and over the counter medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student.

For purposes of this policy, "medication" shall include all medicines which includes prescription and over the counter prescribed by a physician, any patent drug or aspirin. **A request to administer Medication Form must be submitted for all medication given to students.**

Before any medication may be administered to or by any student during school hours, the Board will require:

1. The written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication, and
2. The written order of the prescribing physician which shall include the pupil's name and address, the school name and class, the purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administered, the length of period for which the medication is prescribed, the possible side effects of the medications, and the doctor's emergency phone number. Medication should be sent to school in the original container properly labeled with the above information. Both documents shall be kept on file in the office of the school nurse and building Principal.

A. INHALERS FOR ASTHMA- Students have the right to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or any activity, event or program sponsored to or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

B. EPINEPHRINE AUTOINJECTORS- Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program in which the student's school is a participant. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent's. Written approval must be on file with the principals, and if one is assigned, the school nurse. In addition, the principal and/or the school nurse must have receive a backup dose of the medication from the parent or student.

NON-DISCRIMINATION POLICIES & GRIEVANCE PROCEDURES

The school district affirms that no person shall, on the basis of race, color, national origin, sex and disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity conducted under OUR auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board of Education Policies concerning school employees and students. The Harrison Hills City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and activities operated by the district.

It is the policy of the Harrison Hills City School District that educational programs and activities are provided without regard to race, color, national origin, sex and disability. No student shall be denied admission to the Harrison Hills City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and disability or any other basis of unlawful discrimination.

STUDENTS ALLEGED DISCRIMINATION GRIEVANCE PROCEDURES

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Harrison Hills City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulation of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Educational Amendment of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1972 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the Principal or supervisory level. An informal grievance with the above mentioned administrators does not require parents/guardians to be present. However, if an informal acceptable solution can not be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

STEP 1 An alleged formal discrimination grievance complaint should first be made to the Principal or immediate supervisor within ten school days of date incident occurred.

STEP 2 If not resolved in Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

STEP 3 If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

STEP 4 If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, Ohio 44114-1816

Note: Parents/guardians do not have to be present at the informal complaint meeting with the Principal/supervisor. However, parents and/or guardian must be present for youths under age 18 at all levels of the formal alleged discrimination process.

To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

Mr. Duran Morgan
Title IX Coordinator, Title VI Coordinator, and Section 504 Coordinator:
Harrison Hills City School District
730 Peppard Ave, Cadiz, Ohio 43907

PARENTAL INVOLVEMENT IN EDUCATION

The Board believes that parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents are encouraged to take an active role in the education of their children.

1. Encourage strong home-school partnerships;
2. Provide for consistent and effective communication between the parents and school officials;
3. Offer parents ways to assist and encourage their children to do their best;
4. Offer ways parents can support classroom learning activities and
5. Provide opportunities for parents in the parental involvement program.

PERMANENT RECORDS

When a student enters school, a record of the students' school history is started. This record follows the student through school until the student withdraws or graduates from high school. It generally contains the students' academic accomplishments and other related information that may assist the present as well as the future teachers to better help the student in a learning situation. The accuracy of certain information, namely: exact name (legal name), birthday, and parent's names are very important. An emergency number is also important in case of an accident or sickness. If you transfer to or from another school district, a records release form must be completed and signed in order for records to be released or received.

PHOTOGRAPHS/PICTURES/VIDEOS

In order to maintain a progressive and coordinated program of public relations for our schools, district, and community; photographs/pictures and videos are at times taken during school events and published in various news articles, media events and/or district calendar/annual report. These photos are considered to be directory information and are not intended to be personally identifiable. If a parent does not want their son's/daughter's pictures to be used in any of the above mentioned examples, they should contact their building principal in writing.

PLAYGROUND RULES

1. Students are to remain outside the building at all times unless signaled to return to class, unless permission is given by the staff member on duty to enter the building.
2. There shall be no unnecessary roughness that may lead to injury.
3. Students are NOT to:
 - a. Twist on swings or swing sideways.
 - b. Walk in front of swings when in use.
 - c. Walk, run, or stand on sliding board.
 - d. Throw balls against the building.
 - e. Walk on top or crawl between the monkey bars.
4. There shall be only one person in each swing at a time.
5. Students are not to throw stones on the playground.
6. Tackle football, hard balls, and bats are not permitted.
7. When kick balls, footballs, go over the fence, get permission to go after them.
8. Do not climb under or over the fence.
9. Students are NOT to throw snowballs.
10. To prevent injuries, students need to wear appropriate footwear on the playground.

In order to see these rules are followed it will be necessary for those playground supervisor(s) on duty disperse themselves to different areas of the playground for proper supervision.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The district takes into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

A child who has received a failing average in two of the major subject areas (reading, social studies, mathematics, Language Arts or science) should be considered for retention.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines include the following elements.

1. A student receiving passing grades in reading, social studies, mathematics, science, Language is promoted.
2. A student having failing grades in reading, mathematics and Language Arts at the end of each year has his/her case evaluated by the district personnel for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. A student having passing grades, "D" or above, throughout the year is not failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary and anecdotal evidence should be available to justify retention.
8. A student with failing grades during any academic term is entered into the District's intervention programs to be assisted toward academic success in those areas.

Intervention services will be offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

REPORT CARDS

Workbook, cafeteria, library or lost or damaged book fees must be paid by the second nine weeks in January to receive the second report card. Report cards must be signed and returned within 1 week.

SCHOOL GROUNDS

PARENTS-VISITORS ARE TO REPORT TO THE OFFICE AT ALL TIMES UPON ENTERING THE BUILDING. If you are here to pick up a student for early dismissal, an appointment, conference, etc., office personnel will notify the student or teacher involved. **DO NOT GO DIRECTLY TO THE CLASSROOM.**

If any person other than the parent or guardian is to pick up the child, the school must have a written note from the parent specifying the necessary information. Remind your child that they will not be able to call home at the last minute in order to make after school arrangements to visit a friend. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child. **PARENTS ARE REQUIRED TO SIGN OUT STUDENTS IN THE OFFICE BEFORE LEAVING OR SIGN IN IF THE STUDENT IS LATE.**

SEXUAL HARASSMENT

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

Principals should encourage the reporting of any act that the student perceives as sexual harassment. Furthermore, the school staff should be informed as to how to respond to victims who come to them for help or just to talk about their problems. Principals should be aware that a hostile environment is not necessarily one that forces a student to drop out of school, it may be enough that a student's emotion well-being, sense of safety and security, dignity, and self-worth are adversely affected.

Principals should move expeditiously and decisively to stop harassment when it is identified, and to punish the offenders. Students who make allegations which are unfounded or made-up will be subjected to disciplinary action for unfounded damaging allegations.

Sexual harassment is a problem that should not be ignored and must be fairly handled for all concerned.

SUPERVISION TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this becomes the responsibility of the parents. Generally, misbehavior that occurs off school property is a police matter and the school can treat it as such after considering the public relations impact.

SURVEILLANCE CAMERAS USE ON SCHOOL PROPERTY

For student's safety and welfare, video surveillance camera may be used on the school grounds and on the buses. Action recorded on these cameras may be used to aid in disciplinary action and provide security to our students, staff and facilities.

TELEPHONE

The telephone is to be used for school business only and is to be used only after permission is received from the school secretary. Incoming calls will be taken for emergencies and school business. We are not in the message business, so please do not ask us to interrupt a class for routine messages. Telephone calls can be made to the school office between 7:30 AM and 4:00 PM. Students must have a pass from a staff member to go to the office to use the telephone. Unless it is an emergency, if you wish to contact the school office to make a transportation change, please contact the office by 12PM (noon). Bus transportation changes must be approved by the district bus transportation coordinator.

TEXTBOOKS

All books issued to students must be handled and used with care. In the event books are abused beyond reasonable wear, the teacher is required by board policy to charge for all damages prorated upon the expected durability of the book. Five years is usually considered to be a fair estimate of expected use.

TOBACCO USE BY STUDENTS

The Harrison Hills Board of Education does not approve of smoking or the use of tobacco products nor does it wish to encourage it. Therefore students will not be permitted to smoke or use tobacco products on school property or at any school sponsored activities. The use or possession of tobacco may result in a suspension.

VALUABLES

Never leave valuables or money in your desk or locker. Carry them with you or leave them at home.

VOLUNTEERS

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal check (BFBI). Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be

assured that all records pertaining to such information are destroyed.

WEAPONS ON SCHOOL PROPERTY

The Harrison Hills City Board of Education is committed to providing the students of the district with an educational environment which is free from the dangers of firearms, knives and other dangerous weapons in the school. (These are excerpts from Board Policy JFCJ adoption July 26, 2001).

Students are prohibited from bringing firearms or knives onto school property, in a school vehicle or to any school-sponsored activity,

or having such firearms or knives in his/her possession under the same circumstances. If a student brings a firearm or knife or has in his/her possession a firearm or knife on school property, the Superintendent shall expel the student from school for a period of (1) year.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

Students are prohibited from bringing to school or possessing at school, on school vehicles or at school sponsored activities, such devices that "look like" a gun or rifle, BB guns and other items that are not included in the definition of firearms. The District may suspend; expel or discipline students for such offenses. Students are also prohibited from bringing or possessing knives on school property, in school vehicles or to any school-sponsored activity. A knife shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, switchblades, and buck knives. Small pocket or pen knives, if used to harm, threaten or injure/damage person or property shall be treated as a dangerous weapon and subject to the procedures of the district as contained in this policy and other applicable policies. A firearm shall include, but is not limited to, any weapon (including a starter gun), and destructive device such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a mine, or device similar to the devices describe in the preceding clauses.

The Board may extend the right to expel for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, throwing stars, explosive, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion. Matters which might lead to a reduction of the expulsion period includes: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

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

WITHDRAWING FROM SCHOOL

Any student withdrawing from school must report to the school office and turn in all school texts, library books, and equipment. Parents are to give the secretary the date of withdrawal and the name and address of the new school you plan to attend. A transcript of your grades and health records will be forwarded to the new school after a release is signed by the parent or guardian. All outstanding fees must be paid for these records to be released to the new school.

2017-2018 K-6 WORKBOOK FEES

Most textbooks are furnished free of charge. These books belong to the Harrison Hills City School District.

They are not to be marked, torn, or mistreated in any way. If the book is damaged or lost, the student to whom the book was issued is responsible.

For the 2017-2018 school year, workbook fees have been waived.

