

PARENT AND STUDENT HANDBOOK

ADMINISTRATION:

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MISSION STATEMENT

The mission of the Holgate Local School District is to provide opportunities of the development of skills, knowledge, and self-confidence, which will assist all students in reaching their fullest potential, excelling as life-long learners, and acting responsible citizens.

General Disclaimer-Should the Ohio Revised Code, Ohio Department of Education, or the Holgate Local Schools Board of Education adopt new law or administrative rules, the rules and regulations of the Holgate Local Schools Teacher Handbook are secondary to the above mentioned agencies. Holgate Local Schools Policy is superior to the Teacher Handbook and any changes made in Board policy will be followed if there is a conflict between the policy and the teacher handbook.

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LETTER FROM THE PRINCIPAL

Dear Parent/Guardian,

On behalf of the entire staff, I take great pride in welcoming you to your elementary school. It is essential that parents read the Student Handbook and that students are made aware of its contents. I am more than happy to answer any questions or concerns that you may have. I encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

Best wishes for a successful school year!

Sincerely,
Laura Young

FORWARD: The Holgate Elementary School District Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building Principal and on the District's website.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal.

EQUAL EDUCATION OPPORTUNITY: It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while

at school or a school activity should immediately contact the School District's Compliance Officers:

Ms. Laura Young
Elementary Principal
419-264-5231
lyoung@holgateschools.org

Mr. Spencer Root
MS/HS Principal
419-264-5141
sroot@holgateschools.org

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

STUDENT RIGHTS AND RESPONSIBILITIES: The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way communication link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

DISTRICT INFORMATION SOURCES: Holgate offers a variety of ways to keep up with important news and information on our school district:

- Website: The district's site offers a wealth of information about Holgate, including school closings and delays, kindergarten registration, Board of Education minutes, daily announcements and Monthly Memos Home.

ON-LINE ACCESS TO STUDENT INFORMATION: Students and parents are able to access information via the school website. Your "PowerSchool Parent Portal" account gives students and parents access to grades. Lunch account balances are also available via the website. You can access these links at www.holgateschools.org. If you forget your password, please contact your building secretary.

HOLGATE LOCAL SCHOOL**2024-2025 SCHOOL CALENDAR**

August 19	Teacher Work Day Open House for Grades K-12
August 20	First day of school for students in grades 1-5 Kindergarten Orientation by appointment
August 21	Kindergarten Orientation by appointment
August 22	First day of school for Kindergarten students
September 2	NO SCHOOL-Labor Day
September 9	NO SCHOOL-Professional Development
September 25	Quarter 1 Interim
October 25	End of first quarter NO SCHOOL-Professional Development
November 4 & 7	Parent/Teacher Conferences in the evening
November 8	NO SCHOOL-Conference Exchange Day
November 27-29	NO SCHOOL-Thanksgiving
November 29	Quarter 2 Interim
December 23-Jan. 2	NO SCHOOL-Winter Break
January 10	End of second quarter/End of first semester NO SCHOOL-Professional Development
January 20	NO SCHOOL-MLK Day-Teacher Work Day
February 12	Quarter 3 Interim
February 17	NO SCHOOL-Presidents' Day
March 21	End of third quarter NO SCHOOL-Professional Development
April 17-21	NO SCHOOL-Spring Break
April 23	Quarter 4 Interim
May 22	Students' last day/End of fourth quarter/End of second semester
May 23	Teacher Work Day

Make Up Dates:

Feb 17, April 17, May 27, 28, 29

PHILOSOPHY OF HOLGATE LOCAL SCHOOLS: The Holgate School recognizes that the primary goal of education is to guide each student in attaining his/her full potential so that he/she may find a happy and productive role in life. To achieve this, each person's individual needs and talents, differences and difficulties must be considered in the school program.

The mission of the Holgate Local School District is to provide opportunities of the development of skills, knowledge, and self-confidence, which will assist all students in reaching their fullest potential, excelling as life-long learners, and acting responsible citizens.

To implement these beliefs and realize our goal of educating each individual the school program is organized around these principles:

1. The curriculum is designed to teach necessary course of study in multiple fields. These courses are based, not only on factual information and human skills, but equally stress acquiring the necessary disciplines of life.
2. To broaden and deepen the student's cultural world, activities introduce him/her to such areas as music, art, and athletics—pursuits, which will enrich his/her life now and in the future.
3. To foster the growth of citizenship, the school program encourages an understanding of our American government and our heritage, emphasizing especially each person's privileges, and recognizing the rights of others.

ATTENDANCE

SCHOOL DAY: The doors to the front of the building unlock at 7:45 am. Students who are in the building prior to 8:00 am must report to the cafeteria where they are supervised by two adults. When the 8:00 am bell rings, students are dismissed to their classrooms. Dismissal begins at 2:50 pm for Preschool and 2:56 pm for all other elementary students. Students being picked up in a car are monitored by two teachers at the front of the building. Students riding the bus go out the back doors with Ms. Young or Mr. Root or their designee. Students waiting for a sibling from the MS/HS must wait in the dome area or in the elementary office.

EARLY DEPARTURE: Students may not leave school grounds without permission of the school Principal. Prior written notice should be sent with students who will be leaving during the school day for dental or medical appointments. Elementary students must be signed out by the parent or guardian in the elementary office.

NEW STUDENTS: Parents or guardians of students new to the school district will be required to show proof of legal custody of all students involved. Parents of students from divorced or separated families will be asked to provide legal documentation to be kept on file in the elementary.

STUDENTS MOVING INTO THE DISTRICT ONCE SCHOOL BEGINS: Absences from any school district a student attended during the year will follow them to the Holgate Local School District. Absences in the other school district will count toward the 42 hour maximum per school month and 72 hour maximum for the year at Holgate Local Schools.

SCHOOL ABSENCES: Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced with individual study. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible. (ORC 3321.04)

A parent, custodial parent, guardian, legal guardian or other person having care or charge of a student shall report by telephone or otherwise to the appropriate school administrator that his or her child will be absent for a specified number of days or part of a day from school. Notifications must occur as early as possible the same day that the student is absent from school, but no later than 10:00 a.m. unless the absence is prearranged. Please call the school at 419-264-5231 listing the child's name, grade, teacher's name, the reason for the absence, and (if it is an illness) the nature of the illness.

Each building Principal, or designee, shall be responsible for the notification of parents, custodial parent, guardian, legal guardian or other person having care or charge of a student who is absent from school when the appropriate school administrator has not been notified of the student's absence as required by school policy. The building Principal or designee shall contact the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee by telephone the same day a student is absent from the school. If the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee, is not contacted by the end of the school day, the building Principal, or his/her designee shall send written notification of the absence to the student's residence. Students must be in school for at least one half or 3 hours of the school day (PM) or bring a doctor's note stating they are able to attend/participate in any extracurricular activity or sporting event that same day.

Upon returning to school, the student must bring a note signed by his/her parents or guardians explaining the absence if a phone call or email was not received by the office. Doctor's notes need to be returned by the third day back. If an absence is excused, the student will have an opportunity to make up missed work. Students will have as much time to make up work as they were absent. For example, if a student has an excused absence of three days, he/she will be allowed three days to submit make up work. For prearranged absences such as; vacations (up to five days), field trips, college visits (two (2) days for juniors and seniors), job shadowing, farming, etc. Makeup work will be given prior to the absence or when the student returns, at the teacher's discretion. Students will have as much time to make up work as they were absent. Contact the appropriate school office for a prearranged absence form which must be turned in 5 days prior to absence.

Unexcused Absences: Students who are absent unexcused will not be allowed to make up missed work. Students who are absent from school or tardy and who do not provide a written excuse will be considered truant. Students arriving at school late or leaving early must have their parents sign them in or out at the Principal's office. Non-custodial parents may not pick up their child(ren) unless the custodial parent submits a note to the office.

Excessive Absences

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify barriers to regular school attendance.

Excessive absenteeism could result in denial of vacations and/or field trips.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more school hours in one school month, or 65 or more school hours in a school year, the following will occur: The Principal and the school's Attendance Officer will notify the child's parent, guardian, or custodian of the child's absence after the date of the absence that triggered the notice and will be required to bring an excuse from a medical authority to have subsequent absences excused.

Truancy: (Board Policy 5200) Students who are absent a total of 30 or more consecutive hours or 72 or more total hours of school for the year will be required to bring an excuse from a medical authority to have subsequent absences excused. Excessive excused absences may be dealt with by a parent conference followed by a referral to the proper authorities.

Habitually Truant: A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) hours in one (1) school year.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- assign the student to a truancy intervention program
- provide counseling to the student
- may request or require the student's parent to attend a parental involvement program
- may request or require a parent to attend a truancy prevention mediation program
- notify the Registrar of Motor Vehicles of the student's absence
- take appropriate legal action

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school

regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Students Who are Tardy: For a tardy to be excused, there must be a note from the student's parents stating an acceptable reason. Failure to produce a note or a reason which is not acceptable will be counted as an unexcused tardy. Students who have excessive unexcused tardies (over 5), may serve in school detentions at the discretion of the Principal. Any lateness after 9:45 a.m. will no longer be counted as a tardy but rather as a half day absence. Any partial day absence which is over 80 minutes will be counted as a half day of absence. If the absence is in excess of 160 minutes, the absence will be counted as one full day of absence. Students who leave during the day for less than eighty minutes for appointments or other excused activities will be counted as a morning, midday or afternoon tardy.

Absence Permission Form: The parents or guardians must complete the Absence Permission Form, found on the next to last page of this handbook. It must be received five (5) days in advance of the pre-arranged absence and indicate the dates the student will be absent from school. Parents must give written authorization for child to be with another adult. If not, the absence will not be excused. The Principal will approve or disapprove the request. The student is responsible for all assignments and tests missed during the vacation absence. Make-up work will be given prior to the absence or due when the student returns, at the teacher's discretion. Make-up work not submitted at the required time will be considered unexcused and no credit will be given. Students are allowed up to five (5) days per school year. Any days beyond five (5) vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion. Students that have accumulated 65 absent hours will not be excused for prearranged absences.

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home;
- D. death in the family
- E. necessary work at home due to absence of incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence shall be completed by the student.
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725.

WITHDRAWAL FROM SCHOOL: When withdrawing from Holgate Local School, the following must be met:

1. All fees are paid, including library fines, copy charges, cafeteria charges, etc.;
2. Books are returned in satisfactory condition;
3. Assigned work is completed.

COMMUNICATION

ANNOUNCEMENTS: Public service announcements will be given at the beginning of the day when the regular announcements are given. It is urged that all announcements be received by 8:00 a.m. to be included during that day. The school secretary also publishes announcements on the school website and sends the announcements out via email. Please contact the school secretary to be added to her email distribution list.

DISTRICT NEWSLETTER: The Principal will communicate special points of interest in information letters, the district newsletter or on the school's website.

EARLY DISMISSAL: Notices will be sent home when an early dismissal is scheduled for Teacher In-service meetings, severe weather, etc. A school message will also be sent via phone, text, and/or email.

PARENT/TEACHER CONFERENCES: Conferences will be held after the first grading period. Other conferences may be requested by the parent, teacher, or administrator anytime during the school year. Please arrange an appointment prior to arrival to be sure the individual is available.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION: (Board Policy 2416) The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the

student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

No survey or evaluation containing one (1) or more of the items listed in A-H above will require student signatures. The principal will inform parents of such a survey/evaluation or of a survey/evaluation created by a third party prior to disbursement by sending notification of such surveys/evaluations home with the students. The parent may contact the principal if s/he wants to preview the survey/evaluation beforehand, or deny participation by his/her child.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

CODE OF CONDUCT

EXPECTED BEHAVIORS: Holgate Elementary utilizes PBIS (Positive Behavioral Interventions and Supports) to teach and reinforce positive behaviors. This school-wide approach focuses on building a safe and positive environment in which all students can learn. Students are taught to rise up, have ownership, have a good attitude and show respect in the classroom, playground, hallway, bathroom, and cafeteria. Expectations are explicitly taught at the beginning of the school year and reinforced throughout the school year. Students are rewarded for going above and beyond expectations.

In the classroom each student is expected to:

- Accept a challenge, work without complaint, be a good listener, complete homework and classwork on time, stay on task, clean up after yourself, have a positive outlook, do your best, respect differences, show kindness in words and actions, keep hands, feet and objects to yourself and be honest.

On the playground each student is expected to:

- Accept others, invite others to play, talk through conflict/resolve conflicts, learn new games/activities, keep rubber mulch in fenced areas, take care of the playground equipment, put away balls and jump ropes, treat others as you wish to be treated, use positive words, listen, think and then respond, share and take turns, line up the first time the whistle is blown.

In the hallway each student is expected to:

- Model the correct behavior, help others to do their best, keep the hallways clean, mind your own space, own your behavior and your choices, demonstrate what you have been taught, treat others the way you wish to be treated, be quiet, listen to adults, take turns, walk, stay in line.

In the bathroom each student is expected to:

- Do the right thing, follow the rules, return to class promptly, clean up trash and soap, use two pumps of soap only, use water appropriately, remember the rules apply to everyone, be quiet, keep hands to yourself, treat others the way you wish to be treated.

In the cafeteria each student is expected to:

- Sit by someone who is alone or someone you usually don't sit with, show kindness, help others without being told or asked, have conversations with new people and get to know each other, clean up, care for your belongings, put items where they go, be friendly to all, have patience while waiting, use inside voice level, clean tables, keep hands to yourself, use manners with cafeteria staff, other adults and students.

Student behavior is monitored on a daily basis. If a student is unable to consistently meet school wide expectations after being reinforced, retaught, and modeled, a team can be brought together, including the parent(s), to create a plan for the student.

BULLYING: The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. (ORC 3313.666)

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips, or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a groups of students exhibits toward another

particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

CARE OF PROPERTY: Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS: This code of regulations is adopted by the Board of Education of Holgate Local Schools pursuant to 3313.661, 3313.20, 3313.534, 3313.66 3313.666 Ohio Revised Code.

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

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

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community. The Board has a zero tolerance of violent, disruptive or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency and honesty shall be maintained in the schools of this District.

Students are expected to act courteously to adults and fellow students, be prompt to school and attentive in class, work cooperatively with others when involved in accomplishing a common goal regardless of other's ability, gender, race, or ethnic background, complete assigned tasks on time and as directed, help maintain a school environment that is safe, friendly, and productive, and act at all times in a manner that reflects pride in self, family, and in the school.

In the classroom environment it is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows a teacher to communicate effectively with all students in the class and all students in the class the opportunity to learn.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment, inflicting mental or physical harm, verbally or physically threatening mental or physical harm or creating a risk of mental or physical harm to other person or persons or damage property when the student has information about such action or plans.
Bullying when a pupil is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and the pupil has difficulty defending himself or herself.
5. Fighting.
6. Hazing (to persecute, harass, or humiliate another student and/or employee).
7. Abuse of another. Verbal abuse of another student or a verbal altercation.
8. Chronic misbehavior which disrupts or interferes with any school activity.
9. A student shall follow the reasonable directions and will comply with the reasonable requests of all school personnel. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school related documents.
15. Cheating or plagiarizing (including sharing assignments/answers physically or electronically).

16. Gambling, dice or card playing.
17. Extortion of a pupil or school personnel.
18. The theft, attempted theft, or unauthorized possession any school property or equipment, or the personal property of another student, teacher, visitor or employee of the school district.
19. Arson or improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or objects that look like weapons, including, but not limited to: guns, firearms, ammunitions, knives, straight razors, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.
22. Buying, selling, transferring, using, possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip or using tobacco in any other form.
23. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance, any substance that is made to look like a controlled substance.
24. Buying, selling, transferring, possessing or being under the influence of, or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, e-cigarettes/devices, etc.
26. Buying, selling, transferring, possessing, or using or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. The buying, selling, transferring, using, or possessing any substance that contains betel nuts is prohibited.
28. Electronic laser pointers are not permitted on school property at any time. Such items as MP3 players, CD players, cell phones, beepers, pagers, two way radios, radios, electronic games, cameras or any other related electronic devices must be turned off and stored out of sight during the academic portion of the school day (8:10 a.m. to 3:10 p.m.).
29. Using wireless communication devices that contain built-in cameras in locker rooms, classrooms, and/or bathrooms. Students are prohibited from using wireless communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
30. Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.
31. Publication or distribution of obscene, pornographic or libelous material.

32. Placing of signs and slogans on school property without the permission of the proper authorities.
33. Distribution on school grounds of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
34. Demonstrations by individuals or groups causing disruption to the school program.
35. Truancy
36. Tardiness
37. Leave school premises/building during school hours without permission of the proper school authority.
38. Upon initial arrival, leaving school property without permission.
39. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. that at the discretion of the Administration is reasonably related to or represents gang or gang like activity. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts on school premises. Students are not to hold hands or exhibit displays of affection at school or while representing our school at events.
43. Turning in false fire, tornado, bomb, disaster or other alarms.
44. Inducing panic by a threat to do an act of violence, or initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing such report or warning is false.
45. Presence on school property with a communicable disease.
46. Failure to abide by rules and regulations set forth by administration for student parking.
47. Any disruption or interference with school activities.
48. Willfully aiding another person to violate school regulations.
49. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
50. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
51. Failing to report the actions or plans of another person to a teacher or administrator when these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
52. Sexual harassment, sexual imposition, sexting, or sexual assault. This includes but not limited to any and all forms such as verbal, nonverbal, physical, electronic, and cell phones.
53. Hitting, kicking, or other inappropriate physical contact with a school employee, student or other person.
54. A student shall not knowingly violate or circumvent the attendance procedures as outlined in a separate portion of this handbook. This includes but not limited to skipping of class, assemblies, school lunch period, or other required activities.

55. The chewing of gum or eating of candy or consumption of beverages in school areas other than the school cafeteria without the principal's approval is prohibited.
56. Students shall not engage in any activity such as running, tripping, shoving, and throwing of objects or other 'horseplay' that may endanger themselves or others.
57. Student should not be in violation any of the bus transportation rules as stated in separate portion of this handbook. Violations may result in suspension.
58. A student shall not physically or verbally threaten another student, teacher or any school employee, or any person at a school-sponsored function.
59. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension or removal from school.

DRESS AND APPEARANCE CODE: Students of Holgate Schools have considerable choice on their style of dress and appearance. Common sense and respect should prevail. Clothing must be neat, clean, and modestly worn. Hair must be well-groomed and clean. Shoes must be worn at all times. Sweat pants and athletic shorts are permitted. Baggy and loose fitting clothes should not inhibit a person's ability to walk safely. Any clothing accessories, or modifications to appearance (excessive make-up, face paint) that causes a disruption in the orderly function of the school are not permitted. The items contained in the following articles are forbidden and/or restricted as follows:

1. Clothing and articles that promote the use of tobacco, alcohol, or other drugs.
2. Clothing and articles with suggestive, offensive, or inappropriately worn decals, slogans or emblems.
3. Bandanas, dew rags, hats, hoods (up), or other head gear.
4. Clothing and articles that support or promote gang affiliation or activities.
5. Clothing, accessories, and articles that may cause injury to the wearer in class, shop, or lab, (i.e. roller shoes, wallet-chains, studded wristbands, and any other studded jewelry).
6. Backpacks and purses are to be kept in lockers.
7. Articles that may damage the building, equipment, or furniture.
8. Spaghetti straps or straps less than one inch, muscle shirts, cut-out arm shirts, or see-through articles.
9. Exposed midriffs or low cut tops revealing cleavage.
10. Tops, shirts, and pants that fail to cover undergarments. Appropriate undergarments must be worn at all times. Any tears in jeans or other pants should be reasonable in size and limited to the area of the knee or lower.
11. Biker shorts
12. Dresses, skirts and shorts are to be at or below fingertip length mid-thigh.
13. Slippers
14. Outdoor garments (jackets and coats) are not permitted in the classroom unless the room is uncomfortably cold in the teacher's judgment.
15. Articles of clothing worn during spirit days and field trips must still conform to the guidelines standard dress code other than special permission granted.

In accordance with the previous standards, administrators and teachers have the right to issue warnings and to refuse to admit to school or class those students who violate the Dress Code. Any class time missed due to violations of the Dress Code will be considered unexcused.

Students who choose not to abide by the Dress Code will be warned and may be required to call home to obtain appropriate clothing.

ELECTRONIC DEVICES: All electronic devices such as MP3 players, iPods, CD players, DVD players, Game Boys, cell phones, Smart Watches, Fitbits, etc. should NOT be used or heard during school hours including recess. Smart Watches or any wrist worn device that gives notifications or be used to communicate may not be worn during school hours. If a student has one in his/her possession and using it during school hours, it will be turned into the office. These items are extremely disruptive. The item will be released only to the parent. Holgate School is not responsible for lost, stolen, or damaged cell phones or other personal digital devices.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

HOLGATE LOCAL SCHOOL DISTRICT-ACCEPTABLE USE POLICY FOR STUDENTS

Introduction

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Holgate Local School District provides students with access to computer equipment, software and network services to be used as tools to support learning, collaboration, and educational research related to the District curriculum. The use of this technology is a privilege, not a right.

Use of the District network includes Internet access. The Internet is not designed exclusively for the use of children. The Holgate Local School District, through the Northwest Ohio Computer Association (NWOCA), restrict access to inappropriate or offensive materials. NWOCA filters web content with firewall systems that meet CIPA (Children’s Internet Protection Act) mandates, but it is impossible to control the quality of all materials that might be accessed. We firmly believe that the value of information and interaction available through the network far outweighs the possibility that users may encounter material that is not consistent with the educational goals of the district. While Internet access is filtered throughout the District and is subject to supervision, it is possible that students might occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read, understand and sign the following Acceptable

Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet.

Technology Resource Use

The computers, network, and technology systems of the School District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, users should know that a third party might view materials. All communications and information should be assumed to be property of the District.

Acceptable uses of technology resources:

- Students will respect the proper care and functions of the equipment and immediately report any hardware or software problem, security problem, or network abuse to the teacher or school personnel in charge, or it will be assumed that the student is responsible.
- Students will respect the privacy of fellow students, which includes not touching the mouse, keyboard, or work of another student without permission, either on individual machines or documents on the server. Consequences will occur if a student inappropriately alters the work of another student.

Unacceptable uses of technology resources, which are prohibited under any circumstances:

- Use District technology equipment, software, and network services without teacher supervision.
- Share a network account or password with another person or leave an open file unattended or unsupervised.
- Use someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, or network.
- Create or change configurations on computers or network.
- Access or "hack" unauthorized hardware, software, or network.
- Access inappropriate material or share information about inappropriate material with other students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Waste resources, i.e., paper, ink, server space, network bandwidth, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing, or other peripheral devices.
- Download, copy, or store any files, software, shareware, or freeware.

- Engage in actions that cause damage, impair effective use, or defeat the protective security software.
- Access personal email accounts (hotmail, yahoo, AOL, etc.), chat rooms or other means of direct electronic communication over the District network.
- Agree not to submit, publish, display, or retrieve/download any inappropriate material, including but not limited to material that is offensive, abusive, obscene, contains profane language, sexually explicit, sexually threatening, racially offensive or illegal.
- Agree not to use the electronic devices that contain built-in cameras in locker rooms, classrooms, and/or bathrooms.
- Agree not to use electronic devices to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images during school hours, on school bus, or any school-related function.
- Not attempt to harm, modify, gain unauthorized access to District systems or data, destroy software, or interfere with system security.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Not use electronic mail in any manner that is contrary to District policy.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business.

Consequences of Irresponsible Use

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation (See Student Handbook). Consequences might include disciplinary action (ie detention, suspension, expulsion from school), suspension and/or revocation of network and/or computer privileges, and/or involvement of law enforcement agencies. Students may be responsible for the damages/theft/loss of school property.

Warranties/Indemnification

The Holgate Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Holgate Local School District will not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility of his/her use. The user agrees to indemnify and hold the Holgate Local School District, its employees, and the Northwest Ohio Computer Association harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user

agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the School District's network.

ENFORCEMENT: The building Principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measure to correct pupil behavior. These disciplinary measures may be used in combination.

- Assign detention (during school)
- Assign detention (1/2 to 3 hours)
- Issue verbal reprimand
- Restrict or remove privileges
- Advise parents by telephone
- Advise parents by letter
- Refer student to counselor
- Require restitution (property damage or stealing)
- Suspend
- Recommend to the Superintendent for expulsion
- Arrange pupil conferences
- Arrange a pupil, parent and Principal conference
- Cite to Juvenile Court
- Call Juvenile authorities, truant officer and/or notify police
- Remove student from class
- Refer to psychologist, request psychological evaluation, or participate in intervention program
- Assign bullying consequences from rubric chart

A violation of any of the rules shall result in disciplinary action, including suspension, expulsion or removal from class, extracurricular activities or from the school grounds.

EMERGENCY REMOVAL: Whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on school premises, school personnel may take the following actions:

1. The Superintendent, elementary Principal or high school Principal may remove the pupil from the school premises.
2. A teacher may remove the pupil from any activity under the teacher's supervision.
3. These actions may be taken without notice or hearing to the pupil.

EXPULSION: The removal of school attendance privileges and all school activity privileges for more than 10 days. School work may not be made up for credit during the time a student is expelled from school. A student expelled from school may not participate in any school activity for the duration of the expulsion.

EXTRACURRICULAR BEHAVIOR: Elementary school students are encouraged to attend extracurricular music and athletic events at Holgate Local Schools. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary students should be under the supervision of an adult at all times on these occasions. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Proper behavior at these events is expected. We are concerned about the safety of all children and want all fans to enjoy the event. At sporting events, students are expected to sit with their parents, or locate

themselves in the student section of the bleachers. Running up and down bleachers during these events will not be permitted. School rules for behavior apply whenever students are on school property.

1. We presume that all students come to see the event. Therefore, they are expected to be in the proper student section or with their parent(s) and watch the event while it is in progress. Students are not to be sitting in areas designated for adult seating unless accompanied by their parents.
2. Students should walk to/from the concession stand and restroom.
3. Students are to only leave their seats to go to the restroom or concession stand during halftime, between games or intermission unless they are accompanied by an adult. Students are not to be wandering the halls or cafeteria at any time.
4. No horseplay or running will be tolerated. Balls or other throwing objects are not allowed. Any student conduct that is considered to be in poor taste or a detriment to the event environment will result in either a suspension from that event and/or future events, suspension or expulsion from school, and/or handled by law enforcement.
5. Except in cases of emergencies, if a student leaves the game before the event is completed, he/she will not be permitted to return. Students leaving an event to observe or to get involved in conduct that is in poor taste may be suspended from future events.
6. Students are not to bring any type of mechanical noise makers including horns, bells, etc. Also, please refrain from throwing confetti on or under the bleachers.
7. Students are reminded to display the proper decorum during the playing of the National Anthem and the Alma Mater at all athletic events. Proper decorum for the National Anthem is to stand at attention facing the flag with hats off.
8. Gym floors are reserved for the use by the participating event players.

DETENTION: Detention may be held from 7:35 a.m. to 8:05 a.m., or from 3:00 p.m. to 3:30 p.m. in the teacher's room or the Principal's office. Lunch detention will be held for 30 minutes in the elementary office. Recess detentions will be held for 10-15 minutes in the elementary office.

All students will receive one day's notice for any detention assigned after or before school hours unless other arrangements have been made with the parents. In-school detentions (recess, lunch) will be served as soon as possible after they are assigned.

1. No Talking or moving from assigned seat.
2. No headphones or radios.
3. Students need to bring schoolwork or reading material
4. No sleeping.

DUE PROCESS PROVISIONS FOR STUDENTS: In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity to tell his/her side of the story. The student will have the opportunity at an informal hearing to state his/her case.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

An emergency removal may occur whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on school premises.

In case of suspension, a student will be given a written notice of the intention to suspend which will contain the reasons for suspension. The pupil will be given an opportunity for an informal hearing before the Principal, the Superintendent or his designee to challenge the reasons for the intended suspension.

In the case of an expulsion, the Superintendent will issue written notice of the intention to expel, which will include reasons for the expulsion. The student, parent or representative has an opportunity to appear before a hearing officer designated by the Superintendent to challenge the reasons for the expulsion.

It is the policy of the Holgate School District Board of Education that students not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of education, the Superintendent or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his/her absence.

IN-SCHOOL DETENTION: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. School work can be made up for full credit during the in-school detention. This detention may be housed at Holgate School.

OUT-OF-SCHOOL SUSPENSION: The removal of school attendance privileges and all school activity privileges for a period from one to ten days. School work can be made up for credit during the time a student is suspended out of school. A student suspended from school may not participate in any school event or be on school grounds for the duration of the suspension.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION: The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved restraint or seclusion to maintain a safe environment.

SCHOOL BUS NOTES: A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at

the beginning of the school day to the elementary office. The student will receive a photo copy of the request to be handed to the bus driver before the end of the school day. If a student does not have the copy he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than Board-approved bus stops.

SCHOOL BUS RULES: Notice to Students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding Holgate school buses, safety precautions are a must. Your help is needed because safety is everyone's responsibility.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report: building administrators will assure that each student received a copy of the Student Handbook (with bus rules included) at the beginning of each school year or upon enrollment of a new student. Each year primary grade students will be given instructions during the first two (2) weeks of school on proper safety guidelines involving school buses.

Parents will be asked to fill out a form for students riding the bus to or from town stating which stop their child gets on or off. Students who ride bikes or walk to and from school should designate the appropriate boxes on the form for them to do so.

All students are to understand that the bus driver is in charge of the bus at all times. Riding to and from school is a privilege and convenience. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation coordinator. To that end, the following conduct rules are called to your attention.

Students will:

1. Be on time for the bus in order to permit the bus to follow the time schedule.
2. Be careful in approaching bus stops; walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway and wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb or property of any individual.
3. Abide by the bus drivers who have the right to assign a student to a seat on a bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Go to your seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and cheerfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not use profane language.

7. Refrain from eating and drinking on the bus except as required for medical reasons.
8. Not use or possess tobacco on the bus.
9. Not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
10. Not throw or pass objects on, from, or into the bus.
11. Not engage in loud talking or laughing. Stay in assigned seat keeping noise to a minimum. Confusion diverts the driver's attention and may result in a serious accident.
12. Keep head, feet, and hands to self inside the bus at all times. Windows are intended for light and ventilation.
13. Open the windows only with permission of the driver.
14. Never sit in the driver's seat or handle the switches, which operate bus safety equipment.
15. Be courteous to fellow students and to the bus driver.
16. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly. You may be held responsible for any damages.
17. Remain in assigned seat until the bus stops to unload; wait for signal from the bus driver and then cross road in front of the bus.
18. Leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
19. If your child rides a bus to one of the bus stops in town, please remind him/her to wait until the bus pulls away from the stop before he/she begins to walk home.
20. Comply with the established school rules and regulations as defined in the Code of Regulations for Conduct and Pupils as adopted by the Board of Education of Holgate Local Schools pursuant to 3301.83, ORC.
21. The use of video surveillance equipment may be used in the investigation of violations of the code of conduct & bus rules.

SCHOOL'S RIGHT TO SEARCH: Lockers, desks or storage places provided for student use are, and remain at all times, property of the Holgate Local School District Board of Education. These areas and their contents, therefore, are subject to a random search at any time, pursuant to Board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. Searches of students may include the use of a metal detector. In addition, the contents of a cell phone or other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

SECURITY RECORDINGS: The Holgate Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

CURRICULUM, INSTRUCTION & ASSESSMENT

FIELD TRIPS: Field trips are permitted with prior approval of the superintendent. These trips are encouraged to supplement classroom learning experiences. Permission for field trips is located in the online forms. Holgate Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior. Siblings are not permitted to attend field trips with chaperones.

GRADE CARDS: Report cards are issued every nine weeks. Children will receive grade cards at school the week after the grading period ends. Lost grade cards will cost \$1.00 to be replaced. Grade cards will be withheld for outstanding fees including: library, copy, textbook, technology, latchkey, and cafeteria. Fees must be paid up to the present quarter.

HOMEWORK: (Board Policy 2330) The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.

- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

INTERIM REPORTS: Interims are sent home with every student in the first quarter. The remainder of the quarters will be at the discretion of the teacher. Interim reports may be sent between grading periods to check student progress.

INTERVENTION ASSISTANCE TEAM (IAT)

Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.

PROMOTION, ACCELERATION, AND RETENTION:

Promotion to the next grade is based on the following criteria:

- A. Current level of achievement based on instructional objectives and mandated requirements for the current grade;
- B. Potential success at the next level;
- C. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by a whole-grade or by subject area) when the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be nominated for acceleration by teachers, administrators, parents and the student requesting acceleration. Decisions regarding accelerations are based on the following criteria:

- A. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently in and any grade(s)/course(s) the student will skip
- B. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. Potential for success in the accelerated placement based on sufficient proficiency at current level
- D. Social, emotional, and physical maturation necessary for success in an accelerated placement.

A student may be retained at their current grade level based on the following criteria:

- A. Failure to demonstrate proficiency in mathematics, reading, and/or core subjects
- B. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. Scoring below basic level on any State-mandated assessment test

A student will be retained if the student is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade. Even if the student falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student shall be promoted to the fourth grade if they attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State-mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with State law.

For any student who attains a score in the range designated by statute on the third-grade reading achievement test, the District shall do one of the following:

- A. Promote the student to fourth grade if the student’s principal and reading teacher agree that other evaluations of the student’s skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;
- B. Promote the student to fourth grade, but provide the student with “intensive” intervention services in fourth grade; or
- C. Retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the District shall offer intensive remediation services during the summer following third grade.

SCHOOL TESTING PROGRAM:

KRA (Kindergarten Readiness Assessment): Kindergarten (Beginning of school year)

Co-Gat & IOWA IQ Test: Grade 2

Ohio State Tests:	Grade 3:	ELA-(English Language Arts) (Fall)
		ELA-(English Language Arts) & Math (Spring)
	Grade 4:	ELA-(English Language Arts) & Math (Spring)
	Grade 5:	ELA-(English Language Arts) Math & Science (Spring)

STAR Early Literacy: Grades K, 1 (3 times a year with reports sent home)

STAR Reading : Grades 2, 3, 4 & 5 (3 times a year with reports sent home)

STAR Math: Grades 2, 3, 4 & 5 (3 times a year with reports sent home)

These tests are supplemented by teacher-made tests and tests that are published by textbook companies.

DIAGNOSTIC TESTING

- Third Grade Reading Guarantee Law (ORC 3313.608)
- More information go online at ODE: [Third Grade Reading Guarantee Guidance](#)

Legislative Requirements

Diagnositics

- A reading diagnostic from the state-approved list must be annually assessing the reading skills of each student in grades K-3
 - Schools must administer the reading diagnostic by Sept. 30 for grades 1-3
 - During the first 20 days of instruction for kindergarten students, the Kindergarten Readiness Assessment-Revised (KRA-R) to all first-time kindergarten students.
- The ODE cut scores on the diagnostic assessments identifies students as *on-track* and *not on-track*.
 - *On-track* means any student who is reading at grade level based on previous end-of-year standards’ expectations by September 30.
 - *Not on-track* means any student who is not reading at grade level based on previous end-of-year standards’ expectations by September 30.

2024-2025 School Year		
Grade Level	Reading Diagnostic Test Options	Deadline
Kindergarten	Kindergarten Readiness Assessment (KRA)	first 20 days of instruction
Grade 1	STAR Early Literacy	September 30
Grade 2	STAR Reading Enterprise	September 30
Grade 3	STAR Reading Enterprise	September 30

- If the reading diagnostic shows that a student is not on-track (is reading below grade level), schools must communicate the following, as soon as possible and in writing, to the parents:
 - Notice that their child is not reading on grade level;
 - A description of current services the student is receiving;
 - A description of proposed supplemental instructional services;
 - Notice that Ohio’s grade 3 English language arts test is not the sole factor determining promotion;
 - A statement that connects the child’s proficiency level in reading to long-term outcomes of success related to proficiency in reading; and
 - Notice that unless the student reaches the appropriate level of reading competency by the end of grade 3, the student may be retained, unless the student is exempt from retention.

- For every student who is not on-track (reading below grade level), the school also must:
 - Administer any necessary informal or formal diagnostic assessments to determine the instructional needs of the student;
 - Immediately provide reading instruction and/or intervention using research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and are targeted at the student's identified reading deficiencies; and
 - Develop a RIMP within 60 days of receiving the student's diagnostic results.

Legislative Requirements

RIMPs

- Districts and community schools must create RIMP for any student in grades K-3 who is not on-track (reading below grade level) within 60 days of receiving the reading diagnostic results.
- The district or community school must involve the student's parent or guardian and the classroom teacher in developing the plan.
- A RIMP must include:
 - Identification of the student's specific reading deficiency;
 - A description of proposed supplemental instruction services that will target the student's identified reading deficiencies;
 - Opportunities for the student's parents or guardians to be involved in the instructional services;
 - A process to monitor the implementation of the student's instructional services (progress monitoring);
 - A reading curriculum during regular school hours that:
 - Helps students read at grade level;
 - Provides scientifically based and reliable assessment;
 - Provides initial and ongoing analysis of each student's reading progress.
 - A statement that unless the student attains the appropriate level of reading competency by the end of grade 3, the student may be retained unless otherwise exempt.
 - High-dosage tutoring opportunities aligned with the student's classroom instruction. Tutoring must include additional instruction time either: Three days per week, or at least 50 hours over 36 weeks.
- Intervention services must be aligned to the science of reading.
- Districts and schools must continue to provide the RIMP until the student is reading proficiently at their current grade level.

Legislative Requirements

Promotion and Retention

- Beginning in the 2023-2024 school year, students who are promoted to fourth grade will require a RIMP if either of the following scenarios is true:
 - Students who had a RIMP in grade 3 and did not score proficient (700 or higher on Ohio’s State Test for grade 3 English language arts)
 - Students who did not meet the promotion score on Ohio’s State Test for grade 3 English language arts but the student’s parent or guardian, in consultation with the student’s reading teacher and principal, requested the student be promoted to grade 4.
- These same students must receive 90 minutes of daily reading instruction that includes intensive intervention.
- The RIMP continues until the student is reading at grade level (a score of proficient or higher on the Ohio Test for English language arts).
- Exemptions To Retention Each year, students scoring below the promotion score on Ohio’s grade 3 English language arts test must be retained, except for the following students:
 - A student who is an English learner enrolled in U.S. schools for fewer than three full school years and with fewer than three years of instruction in an English as a second language program.
 - A student whose IEP specifically exempts the student from retention under the Third Grade Reading Guarantee (more information is available in the Students with Significant Cognitive Disabilities section of this document).
 - A student who demonstrates competency on an alternative assessment for reading approved by the Department.
 - A student whose IEP shows the student received intensive remediation in reading for two years and the student previously was retained in any of grades kindergarten through 3.
 - A student who received intensive remediation in reading for two years and previously was retained in any of grades kindergarten through 3.
 - A student whose parent or guardian, in consultation with the student’s reading teacher and principal, has requested that the student be promoted for grade 4 regardless of the student’s score on Ohio’s State Test for grade 3 English language arts.

Legislative Requirements

Instructional Qualifications

- All instruction and intervention required under the Third Grade Reading Guarantee must be research-based reading strategies successful in improving reading among students with reading difficulties and instruction targeted at the student’s identified reading difficulties. Any intervention or remediation services required by the Third Grade Reading Guarantee must include intensive, explicit, and systematic instruction.

- A teacher of a third grade student who has been retained or is on a RIMP must have at least one year of teaching experience and must meet at least one of the following qualifications required in law (see clarification below):
 - Has a K-12 reading endorsement on a teacher’s license;
 - Completed a master’s degree with a major in reading or literacy;
 - Earned a passing score on a rigorous test of principles of scientifically research-based reading instruction (The only test that satisfies this qualification is the Praxis 5205);
 - Has an educator license issued on or after July 1, 2017, in early childhood (preK-3), middle childhood (4-9) education or K-12 Intervention Specialists (Early Childhood, Mild/Moderate, Moderate/Intensive, Hearing Impaired, Visually Impaired, or Gifted); or
 - Holds a license issued by the Board of Speech-Language Pathology and Audiology under Chapter 4753 of the Ohio Revised Code and a professional pupil services license as a school speech-pathologist issued by the State Board of Education.

Dyslexia Law Information

- **Dyslexia Screening Section 3323.251**
- *More information go online at ODE: [Ohio’s Dyslexia Guidebook](#)*
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Tier 1 Process:	
	Tier 1 Dyslexia Screening to take place for all kindergarten students after the 1st day in January.
	Grades 1-6 administer a tier 1 dyslexia screening measure upon request of a student’s parent, guardian or custodian or request of a student’s teacher and the student’s parent, guardian or custodian grants permission for the screening measure to be administered.
	Grades K-6 screen each student who transfers midyear within 30 days.
	Students determined to be at risk from the tier 1 dyslexia screening will be progress-monitored for up to six weeks.
Tier 2 Process:	
	Unless administering a tier 2 screening measure shortly after tier 1, the district must monitor the progress of each student identified as at risk on the tier 1 dyslexia screening measure for up to six weeks. The district must check progress at least on the second, fourth and sixth week after the student is identified as at risk. If no progress is observed during this period, the district must administer a tier 2 screening measure.
	Students who do not demonstrate progress will be administered a tier 2 screening measure

	The district may administer a tier 2 screening measure to any student whom the district administered a tier 1 screening measure.
	Recommended tier 2 screening within 30 days of tier 1
	Parents must be notified of students who are progress monitored, not showing progress, and tier 2 diagnostic will be administered
	Within 30 days, tier 2 results must be received by parents
Teacher/School Responsibilities	
	All K-3 grade teachers will use their evidence-based training for identifying characteristics of dyslexia and pedagogy for instructing all students with a structured literacy approach to reading.
	Under Section 265.330(A)(2) of House Bill 33 of the 135th General Assembly, districts and schools shall require all teachers and administrators to complete a course provided by the Department not later than June 30, 2025, except that any teacher or administrator who has previously completed similar training, as determined by the Department, shall not be required to complete the course.
	If a student is showing dyslexic tendencies, the school must provide information about reading development, risk factors, and evidence-based interventions.
	If a student demonstrates markers for dyslexia, the school's structured literacy program must be provided to parents.

TEXTBOOKS: Textbooks are furnished by the Board of Education and should be covered at all times. Students are responsible for proper care of these books or fines may be assessed by the principal. Workbooks and other supplies are purchased by the individual students. Checks should be made payable to Holgate Local School.

FEES

COPY FEES: Students who need additional page(s) of papers or worksheets due to irresponsibility will be charged \$.05 per page.

FEE COLLECTIONS: Fees are assessed so students have the necessary instructional supplies and material they need throughout the school year. When student fees go unpaid fewer materials are purchased, adversely affecting the educational experience of students. While we regret the need for this policy we support the outcome and benefits it will have for all students.

To be eligible to participate in any activity listed below a student must pay current school fees and all delinquent school fees from prior year by September 15th of each school year. As an alternative to paying delinquent fees in full, parent will have an opportunity to enter into an installment plan agreement with the district which allows parent to make incremental payment

of \$10 per month/per child during the months of September-May.to reduce prior years' outstanding fees. However, payment of the current year's fees is required.

Extracurricular Activities Affected:

Clubs	NHS/Student Council Activities
Homecoming Court	Camp Willson
Non-Academic Field Trips	All Middle/High School Athletics
Class Officer Activities	
Elementary sports (Running Club, Basketball, Football, Mini Cheer Camp)	
Middle and High School Dances (Including Homecoming and Prom)	

SCHOOL FEES: A statement of your child's fees will be sent home at the beginning of the school year. Payments should be made by cash/check/money order and given to the elementary secretary. Make checks payable to "Holgate Local Schools." We appreciate your prompt attention to school fees.

FOOD SERVICE

CAFETERIA: Holgate Schools participated in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal guidelines. The lunch program provides meals at fee or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year.

Holgate also participates in the School Breakfast Program. The free and reduced price program also applies to breakfast.

If your child has a medically documented food allergy, Holgate Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at 419-264-5231 ext. 608. A note stating these circumstances should be prepared and signed by a medical doctor and presented to the elementary Principal.

Elementary students may purchase or pack their lunch. Student lunches should not include pop and/or fast food brought in by the parents. Milk or juice may be bought as separate items for packers. Grade 3 students may purchase an extra drink. Students in grades 4 and 5 may also buy additional entree or one item from the ala-carte selection. Students are encouraged to taste everything on their tray but are not required to completely finish each item. The cafeteria is using computerized registers that work as a debit system. Each student will be assigned a pin number which is used for our Meals Plus system and also for online grades. Students are encouraged to drop off any deposit to the cafeteria drop box. All deposits must be made by 9:30 a.m. Envelopes are available to fill out and place in the cashier box or any envelope marked with the student's name, date and deposit will suffice. Students may pay by check or cash. Students will not be able to charge more than the cost of two (2) lunches. A note (red card) will be sent home as a reminder. Parents are able to access their child's account balance online at the Holgate School website. Use your child's student pin number and last name to access the account

Parents may occasionally wish to eat with their children in the cafeteria. When doing so, please call ahead to be sure of the proper time to arrive for lunch and inform the child's teacher. They are asked to sign in the office when they arrive. They are asked to either buy an adult meal or pack a lunch (with no pop).

CAFETERIA RULES: The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All Trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.

2024/2025 Lunch Prices	
Grades K-5	\$2.75
Grades 6-8	\$2.80
Grades 9-12	\$2.85
Adults	\$3.95
Extra Milk	\$0.50
Breakfast	\$1.60
Reduced Breakfast	\$.30
Reduced Lunch	\$.40

GENERAL INFORMATION

EXTRACURRICULAR STUDENT TICKETS: Student passes may be obtained at the beginning of the Fall Sports and Winter Sports seasons. This pass entitles the student admittance into all home sporting events at a substantial savings. Please be prepared to show the pass to all games. The passes are not good for any tournament games that might be played in our gym.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): The Family Educational Rights and privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parent certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Or you may contact: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

HANDICAPPED ACCESSIBILITY: Holgate Local Schools are designed to provide handicapped accessibility for all individuals. Please contact the Principal to make arrangements for your child as necessary. The handicap accessible buttons for doorways are to be used only for those individuals that need this accommodation.

LOST AND FOUND: Lost articles are taken to a table or box near the teacher’s workroom. Ask your child to check the office if anything is lost. Proper labeling enables teachers and staff to return articles to their owners more easily. Items not claimed will be given to a charitable organization.

NONDISCRIMINATION POLICY IN THE EDUCATIONAL AND ACTIVITY PROGRAM: No student or employee, shall, on the basis of sex, race, color, creed, ethnic background or handicap be denied the benefits of, or be subjected to discrimination under any and all educational or activity programs operated by the Holgate Local School.

Principal Holgate Elementary School
Title IX Coordinator 801 E. Joe E. Brown Ave.
Section 504 Coordinator Holgate, Ohio 43527

(419) 264-5231

NORTHWEST OHIO EDUCATIONAL SERVICE CENTER: Holgate Elementary receives the services of the special education programs, speech and hearing specialist, occupational and physical therapists, and curriculum supervisors.

PARENT AND FAMILY ENGAGEMENT: The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Superintendent will provide a comprehensive plan to engage parents, families and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will provide for annual evaluation, with the meaningful engagement of parents and families, of the plan's content, effectiveness and identification of barriers to participation of parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background: the needs of the parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title 1, Part A activities, services and programs. The compact will outline how parents, entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

PARENT-TEACHER ORGANIZATION: The PTO meets monthly during the year to plan events, etc. We encourage parents to take an active part in this organization and attend these meetings.

PHYSICAL EDUCATION: All children in grades K-5 must have tennis shoes for physical education class. It is preferred they are kept at school so they are not forgotten and will remain clean. It is suggested that girls not wear dresses on gym days. Please keep in mind what days your child has physical education and help him/her dress accordingly.

Students who cannot take physical education classes due to a parent's or doctor's note will not be allowed to participate in recess. They will be assigned to the office during this time. No more than three parent excuses each nine weeks will be permitted.

SCHOOL HOURS: Holgate Elementary School starts at 8:10 a.m. We request that children who do not ride a bus arrive no earlier than 7:50 a.m., as supervision is not provided before 7:50 a.m. Dismissal time is 2:56 pm and once the child leaves, the responsibility of the school stops.

Students should not remain in the building after dismissal unless accompanied by a teacher or coach.

TEACHER QUALIFICATIONS: Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001.

As a parent of a student at Holgate Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether that teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the superintendent's office.

TEACHER REQUESTS: Parents may submit a teacher request for the following school year no later than May 1 of each school year. Requests must be received in writing and be based on student need. Holgate Elementary School reserves the right to ensure classes are balanced and all students' needs are being met; therefore, not all parent requests may be granted.

TELEPHONE: Students must obtain permission from a teacher or office personnel to use the office phone. Use will be limited to emergencies or special circumstances.

VALUABLE PERSONAL PROPERTY: The school will NOT accept responsibility for the loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to the building policy may result in disciplinary action and confiscation of the items(s). At the building leadership's discretion confiscated items may only be returned to a student's parent or guardian.

HEALTH

WATER BOTTLES: Students may bring water bottles to school that only contain water. Juice, pop, or any other beverage will not be allowed.

ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS: Section 3313.713 of the Revised Code requires Boards of education of each school district to adopt a policy on the administration to students of drugs prescribed by physicians.

No employee of the school district shall be required to administer drugs to students until the following conditions are met and a Permission Form for Prescribed Medication has been completed:

1. The school Principal must receive a written request signed by the parent, guardian or other person having charge of the student, that the prescribed medication be administered to the student, by a designated employee.
2. The Board's designee, must receive a statement, signed by the physician who prescribed the drug that includes:
 - The name and address of the student
 - The name of the drug and the dosage to be administered
 - The times or intervals at which each dosage of the drug is to be administered
 - The date the administration of the drug is to begin
 - The date the administration of the drug is to cease
 - Any severe adverse reactions that should be reported to the physician and one or phone numbers where the physician can be reached in an emergency.
 - Special instructions for administration of the drug including sterile conditions and storage
 - Any severe reactions that occur to another student, for whom an inhaler is not prescribed, should he/she receive a dose of medication
 - Any prescription medicine to be administered at school must be received by authorized person in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
 - A copy of the physician's instructions shall be kept on file in the Principal's office for the school year and a copy of these instructions shall be given to the person assigned to administer the drugs
 - Students have the right to possess and use a metered-dose inhaler or a dry inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at the school or at any activity, event or program sponsored by 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 must have received copies of these written approvals
 - The Physician's Report and Parent's Request must be updated at the beginning of each school year.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES: Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by Local and State Health Departments.

Any removal will be limited to the contagious period.

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES: The School District has an obligation to protect staff and students from direct contact communicable diseases. When a direct contact communicable disease is suspected the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Direct contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

CONTROL OF BLOOD-BORNE PATHOGENS: The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all bodily fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations but limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other bodily fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extra-curricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding to occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the office. The parents of a student who is exposed will be contacted regarding the exposure. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The parents of the student who caused the exposure will also be contacted.

HAND WASHING PROTOCOL: (Board Policy 7420F) Hand washing and personal hygiene are important measures for use to prevent illness and communicable disease. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

Students and staff should wash their hands with soap and water:

- A. After using the restroom;
- B. Before and after eating;
- C. If hands are visibly soiled;
- D. Upon encounter with chemicals or other items, such as soil, in a science lab, art room, career/tech facility or other activity that may soil hands;
- E. Upon encounter with chemicals during cleaning processes;
- F. After cleaning animal habitats, and before and after handling animals;
- G. Before and after food preparation activities in family science or other integrated class;
- H. After athletic practices and games;
- I. Upon encounter with bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc.);
- J. After recess;
- K. After sneezing or coughing.

HEALTH POLICIES:

- **EMERGENCY MEDICAL FORMS:** Parents are required by state law to fill out an Emergency Medical Authorization Form (EMF). These are kept on file in the office and used in emergency situations. It is essential that these forms be filled out completely and accurately by the parent or legal guardian. We request three different contacts be given on these forms. A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.
- Vision screening will be given annually to students in grades specified by a school nurse and to students in other grades upon teacher, parent or physical requests. The tests will be administered with a Snellen Chart.
- Hearing screening will be done annually to students in grades specified by a school nurse and school speech therapist.
- Audiometric testing will be done by the speech therapist. Any student may be screened upon parent or teacher request.
- Any hearing referrals will be made to the student's parent. If any referrals made through either the school nurse or other school personnel are a financial burden to parents, please call the school nurse.
- A health education program for all fourth grade students is on menstruation for the girls and maturity for the boys is held in the spring. Parents will be notified by a letter from the principal.

Students suspected of health problems requiring removal from school will be checked by the school nurse. If the school nurse is not available, the decision to send students home will be made by the building Principal or his/her designee.

There are many contagious viral and/or bacterial conditions in which students may be excluded from school. Any student suspected of scabies or ringworm will be sent home from school and may not return until they have a note from the doctor confirming scabies or ringworm and that adequate treatment has been administered and the date the student may return to school. A note is also needed, from the doctor, if examination indicates scabies or ringworm is not present.

All students entering Kindergarten or the school system for the first time must have a physical examination and certified copy of their birth certificate turned into the school no later than the first day of school or a date set by the school. Nursery school physicals will be accepted if given after August 1 of the preceding year providing they state the child may participate in all school activities. Dental exams are not required, but most certainly recommended.

If your child requires special consideration due to a previous illness or a potentially dangerous condition (i.e. severe reactions to bee stings, heart conditions, asthma attacks, etc.) please contact the elementary Principal to alert him/her. Emergency medical forms should also contain this information so that proper steps can be taken in case of emergency.

Parents who will be out of telephone contact on a school day are encouraged to call the school to give a number where they can be reached. This saves valuable time in the event of an emergency.

Pediculosis (head lice) control at Holgate School consists of the following:

1. Holgate School shall confirm suspected cases by using the services of the school nurse. If the school nurse is not available, the decision to send students home will be made by the building Principal or his/her designee.
2. All siblings in school, of confirmed cases, shall be checked.
3. Exclude confirmed cases from school until treated, and no signs of live lice.
4. Require confirmed cases to have follow-up examinations provided by the school nurse or health department.
5. Require confirmed cases to be negative for two consecutive weeks before being released from follow-up.
6. Request the school nurse to sign a readmission form following the follow-up examinations.

ENVIRONMENTAL HEALTH AND SAFETY ISSUES: (Board Policy 8405) The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities.

IMMUNIZATIONS: In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being

immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal or School Nurse.

INJURY AND ILLNESS AT SCHOOL: All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Elementary students should be signed out by the parent or guardian in the elementary office.

NON-PRESCRIPTION DRUGS: For a student to take non-prescription drugs (Tylenol, Ibuprofen, etc.), a Medication Administration form must be completed by the parent. The non-prescription drug should be sent in the original container to the nurse's office. The Nurse will administer the non-prescription drug to the student.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY: The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.

- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

USE OF MEDICATIONS: (Board Policy 5330) R.C. 3313.711, 3313.712, 3313.713, 4729.01 The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#)- Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician completed on the school districts permission form for prescribed medication.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has completed the school districts permission form for prescribed medication to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as fore noted, may be stored in the principal's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

RECESS

RECESS: Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed.

All children should go outside during recesses unless they have a note stating a valid reason for not participating. Parent notes to stay inside can be used only for 3 days each grading period. Requests to remain inside for extended periods may require a note from a physician. Children should be properly clothed for daily outside play. If weather conditions are bad (20 degrees or lower, wind chill advisory, high wind warning, snow advisory, rain, ice, etc.), recess will be held in the gym or classroom. During indoor recesses, students are instructed to remain in their seats or on the floor unless otherwise directed by their classroom teacher or a supervisor. Classroom Board games are available in each classroom during recess. Student may not play on any electronic devices brought from home during any recess.

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.).

Playground Rules include the following:

General Rules:

1. Snowball/ice throwing is not allowed. Snow must stay on the ground unless making a snowman.
2. Throwing rocks, stones, rubber, sticks, cans, bottles, etc. is not allowed.
3. Tackle football or other tackle games of any kind will not be allowed.
4. Fighting and abusive language will not be tolerated.
5. Students are instructed not to bring toys such as trucks, matchbox cars, dolls, trading cards, etc. on the playground, as they often become lost, broken or misused.
6. Playground balls should not be bounced or thrown off the outside walls or fences.
7. Balls or jump ropes are not to be played with, on, or thrown over the equipment.
8. Playing tag on the equipment will not be allowed. Regular tag will be allowed with a one hand tap played only in the grass.
9. Snow boots are needed to play in the snow.
10. Pretending to fight or pretending to use knives and/or guns will not be allowed.
11. When lining up to go inside after recess, students must be quiet in line, hands to self, remain quiet entering the building.

Boundaries:

1. Go no further than the west driveway (delivery access).
2. Grades K-2 should stay in the north fenced area.
3. Grades 3-5 may use the south fenced area.
4. Stay away from doors and windows.
5. Climbing on fences is prohibited.

Slides:

1. One person at a time on slides.
2. Always go feet first, on your bottom in a seated position, down the slide.
3. Slide all the way to the end of the slide.

Swings:

1. One person on a swing, sitting on your bottom in a sitting position.
2. No locking arms or feet with the person on the next swing.

3. Do not jump off swings while moving or perform “under dogs”.
4. Always swing straight.

Softball Rules:

1. Pitch and catch with softballs will be permitted.
2. Softball games are allowable with direct supervision of an aide or playground monitor.

Kickball Rules:

1. Only use kickballs to play kickball.
2. Balls kicked over the fence are retrieved by the kicker.
3. Throw ball below shoulders to tag someone out.

Football Rules:

1. Only two hand touch will be allowed.
2. Play football on grass.

Dodgeball Rules:

1. Only use soft foam balls to play dodgeball.
2. If a person is tapped out they are to move to the side.
3. A ball thrown in the face will result in an automatic out. Balls must be thrown from the shoulder down.

Basketball Rules:

1. No cranking the basketball pole lever to raise or lower the hoop.
2. No hanging on the net.
3. No kicking the basketballs.

Gage Pit Rules:

1. If you are hit by the ball, you are out.
2. Three-minute time limit.
3. Use an open fist when striking the ball.
4. No sitting or standing on the wall.

Any violations of the above rules will be handled by the playground monitors. Playground monitors utilize a checklist each quarter and repeated violations by an individual will result in suspension of recess privileges. Not following the rules will result in a warning and re-teaching first. The second violation will result in minutes on a bench. When there have been three violations in a grading period the student will meet with the Principal to discuss the violations. A letter or phone call may be made to the parent. The length of suspension of recess will be determined by the Principal.

SAFETY

ANIMALS IN CLASSROOMS: Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean.

Owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

AUTOMOBILE PICK-UPS: Parents who pick up their elementary students after school should wait for their children outside the front entrance. The same is true for dropping off students in the morning. This will allow the busses to enter/leave without congestion.

Parents of elementary students (K-5) are urged to keep the school informed when transportation arrangements are different than usual. Please attempt to not make changes to transportation after 2:00 pm. Younger students sometimes confuse the days when different arrangements are made. A note to the teacher avoids any confusion. Please keep transportation for your child as consistent as possible. All transportation information must go through the office. Please do not text or email your child's teacher or bus driver to make changes.

EMERGENCY CLOSING OF SCHOOLS: Reports will be broadcast over 103.1 FM-WNDH of Napoleon and 98.1 FM-WDFM of Defiance, 1280 AM-WONW of Defiance, Channel 11-WTOL of Toledo, Channel 13 WTVG and Channel 24 WNWO as well as the school message system.

EMERGENCY DRILLS: We conduct various emergency drills for fire (monthly), tornado (seasonally), and safe school. Drills are conducted should an emergency situation ever arise. While it is easy to view these drills as just drills, each must be taken with the seriousness that it may be an actual emergency. Routes and procedures are posted in each classroom and are reviewed and taught to all students.

School Message System could be sent to registered parents in the event of a delayed start, an early emergency release or the need for parents to pick up students at a designated location. To receive text notifications from the school, text yes to 79041.

FIRE: All personnel must leave the building. Students are to exit their room single file in a quiet and orderly manner and leave the building through the exit assigned to their classroom. They are to remain outside with their teacher until told to return to the building.

Teachers should be sure that all windows are closed, lights turned out, and the door closed before leaving the building. All teachers should check their roster once their class has cleared the building and report to the Principal the names of any missing students.

During lunch period, students in the cafeteria should leave the building through the exit assigned to the cafeteria. Other students who have been excused for lunch, but who are not in the cafeteria, should leave the building through the nearest exit and report to the cafeteria area outside the building.

INTRUDER: Periodically we may have drill simulations in which staff and students respond to a potential violent intruder in the building. Responses could include emergency exit, hiding in appropriate location or using distractions or barricading strategies if in the presence of a violent individual. These drills may be practiced with the assistance of local law enforcement.

SAFE SCHOOL DRILLS : Students and teachers immediately move into the closest classroom. When the halls are empty, the last person should close and lock the door. Each classroom should cover the window in the door with paper. Everyone in the classroom should stay away from the doors and windows. There should be NO noise. Students at recess will proceed into the designated Safe Room (hallway door, locked during recess). Cafeteria monitors at lunchtime would check the hallway for students and lock all doors. Cafeteria staff would lock all kitchen doors. The door to your area should not be opened for any reason. Have a class roster present with those absent and those from other rooms.

TORNADO: The tornado siren will be activated. The student in the seat nearest the door should open the door and lead students out into the designated hall or classroom area. Teachers will follow the group and take the attendance register or class record with them. Students should go to a designated area away from windows and squat on the floor next to the wall keeping their heads on their knees. Groups will stay together until authorized to return to their room or until dismissed.

SAFETY PATROL: Various fifth grade students are responsible for assisting students at the front (car pickup) and back (bus loading) areas after school. Please instruct your child about the importance of crossing only at designated areas.

SPECIAL DELIVERIES TO SCHOOL: Parents are asked to remember that sending balloons, flowers, gifts, and the like to children during the school day may create a disruption to learning. These items may be better enjoyed at home. If parents choose to send balloons, gifts, etc. to school, they may be held in the office until the end of the day. Parent may need to pick up items as they may not be allowed on the bus. This would be at the discretion of the building administrator.

STUDENT TRIPS AND TRAVEL: Travel by students whether local or distant is not school sponsored unless such travel is either:

1. Provided by the district-owned or leased vehicles, or otherwise provided by the district, or
2. Approved by formal action of the Board of Education and escorted by district employees who have been specifically authorized in writing by the school administration to participate in the trip in order to supervise students.

The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not intervene with student involvement in the regular school curriculum. Further, the Board of Education does not and cannot warrant, guarantee, or take any solicits students to such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside their employment and official responsibilities, and are not acting as employees or agents of the school district.

The Board cannot be aware of all non-school sponsored trips in which students, parents, or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school sponsored or not, to make an independent assessment of the risks involved. The Superintendent stands ready to answer all inquiries as to whether a particular trip is school sponsored.

VISITORS: All visitors are asked to report to the elementary office upon entering the building. They will sign in the Visitor's Log. All visitors are asked to first report to the elementary office before visiting any classrooms. No all-day visitations are allowed without administrative approval.

(Board Policy 9150) In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building Principal should request aid from the local law enforcement agency.
- C. No visitor may see a student in school unless it is with the specific approval of the Principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the Principal.
- E. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
- F. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the Principal and the teacher and state the purpose of the visitation. It is important that each parent understands that because classroom visitations can be distracting to the students, parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.

- H. Use of audio or visual equipment to record classroom activities must be approved by the Principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accord with AG [9160](#)- Attendance at Public Events.
- I. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
- J. If a parent or other visitor wishes to tape record a conversation or meeting with a teacher or the Principal, s/he should request permission from the teacher or Principal. If the teacher or Principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins. Federal law allows a parent to record an I.E.P. meeting and, if the parent does record, the District should record the conference also.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

Visitors are encouraged to meet with the Principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow the Board's Policy [9130](#) which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the Principal.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation in advance, the Principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable.

Each Principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

VOLUNTEERS: (Board Policy 4120.09) The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they will have to provide a set of fingerprints so that a criminal records check can be conducted at the Board's expense either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.

Unsupervised access to a child means that the person in question has access to a child and that either of the following applies:

- A. No other person eighteen (18) years of age or older is present in the same room with the child.
- B. If outdoors, no other person eighteen (18) years of age or older is within a thirty (30) yard radius of the child or has visual contact with the child.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C.109.572(A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

The Superintendent shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

See Board Policy 4120.09 for list of offenses.

HOLGATE DISTRICT GRADING SCALE

Effective Date: 8/01/2024

A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	0	59

SATISFACTORY CLASS SCALE

S+	3.5
S	2.5
S-	1.5
U	0

STANDARDS-BASED GRADING

Kindergarten will be using a standards-based grade card. The grade card will consist of a list of standards along with a symbol next to each standard to inform you of how your child is performing. First through fifth grades will receive letter grades as well as a number next to standards under each subject. The numbers for the standards are as follows:

- 3=Above grade level expectations
- 2=Meeting grade level expectations
- 1=Below grade level expectations

Holgate Elementary Absence Permission Form

Student _____ Teacher _____

Parent's Signature _____ Today's Date _____

This student will have a prearranged absence from:

_____ to _____
(first day absent from school) (last day absent from school)

Teachers: All students who complete & return this form at least five (5) days in advance of a pre-arranged absence will be given make up work before or when they return. This is at the teacher's discretion. The length of time for completion of make-up work shall be commensurate with the length of the absence. If the work is not completed by the date below, no credit will be given.

The student has shown me this notification and I have shared the above information with the student.

Classroom Teacher's Signature

Resource Teacher's Signature

Title I Teacher's Signature

Principal's Signature

The student/parent's responsibility:

1. Get this form from the office.
2. Return completed form to the office at least 5 days before the first day of absence.
3. Follow teacher's instructions regarding make-up work.

The completed original will be placed in the student's permanent record. Copies will be given to the teacher and parent. Students are allowed up to five (5) days per school year. Any days beyond five (5) vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion.

Revised 4/17/2023

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***Denotes changes in June 2024**