

# 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. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. 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. 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.

**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](http://www.holgateschools.org). If you forget your password, please contact your building secretary.

**HOLGATE LOCAL SCHOOL****2020-2021 SCHOOL CALENDAR**

<b>August 24</b>	<b>Teacher Work Day</b>
<b>August 25</b>	<b>First day of school for students in grades 1-5 Kindergarten Orientation by appointment</b>
<b>August 26</b>	<b>Kindergarten Orientation by appointment</b>
<b>August 27</b>	<b>First day of school for Kindergarten students</b>
<b>September 7</b>	<b>NO SCHOOL-Labor Day</b>
<b>September 9</b>	<b>Picture Day</b>
<b>September 23</b>	<b>Quarter 1 Interim</b>
<b>October 22</b>	<b>Picture Retake Day</b>
<b>October 23</b>	<b>End of first quarter</b>
<b>November 2 &amp; 4</b>	<b>Parent/Teacher Conferences in the evening</b>
<b>November 6</b>	<b>NO SCHOOL</b>
<b>November 25-27</b>	<b>NO SCHOOL-Thanksgiving</b>
<b>December 9</b>	<b>Quarter 2 Interim</b>
<b>December 23-January 1</b>	<b>NO SCHOOL-Winter Break</b>
<b>January 15</b>	<b>End of second quarter/End of first semester</b>
<b>January 18</b>	<b>NO SCHOOL-MLK Day-Teacher Work Day</b>
<b>February 15</b>	<b>NO SCHOOL-Presidents' Day</b>
<b>February 17</b>	<b>Spring Picture Day</b>
<b>February 24</b>	<b>Quarter 3 Interim</b>
<b>March 26</b>	<b>End of third quarter</b>
<b>April 1-5</b>	<b>NO SCHOOL-Spring Break</b>
<b>April 28</b>	<b>Quarter 4 Interim</b>
<b>May 27</b>	<b>Students' last day/End of fourth quarter</b>
<b>May 28</b>	<b>Teacher Work Day</b>

**Make Up Dates:****Feb 15, April 5, June 1, 2, & 3**

**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**

**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. Make-up work must be completed in a timely fashion. 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), 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 form which must be turned in one (1) week 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.

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.

**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. 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.

**Vacation Form:** The parents or guardians must complete the vacation form, found on the next to last page of this handbook. It must be received five (5) school days in advance of the vacation 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.

**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, 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**

**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.

**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.

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's 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.

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.
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. 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.).

28. 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.
29. 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.
30. Publication or distribution of obscene, pornographic or libelous material.
31. Placing of signs and slogans on school property without the permission of the proper authorities.
32. Distribution on school grounds of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy
35. Tardiness
36. Leave school premises/building during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
39. 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.
40. Indecent exposure.
41. Engaging in sexual acts on school premises. Students are not to hold hands or exhibit displays of affection at school or while representing out school at events.
42. Turning in false fire, tornado, bomb, disaster or other alarms.
43. 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.
44. Presence on school property with a communicable disease.
45. Failures to abide by rules and regulations set forth by administration for student parking.
46. Any disruption or interference with school activities.
47. Willfully aiding another person to violate school regulations.
48. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
49. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

50. 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.
51. 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.
52. Hitting, kicking, or other inappropriate physical contact with a school employee, student or other person.
53. 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.
54. 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.
55. 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.
56. 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.
57. A student shall not physically or verbally threaten another student, teacher or any school employee, or any person at a school-sponsored function.
58. 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.
59. The buying, selling, transferring, using, or possessing any substance that contains betel nuts is prohibited.

**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 or accessories 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. 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 and frayed or torn shorts. Dresses, skirts and shorts are to be at or below fingertip length.
12. Slippers
13. Outdoor garments (jackets and coats) are not permitted in the classroom unless the room is uncomfortably cold in the teacher's judgment.
14. Articles of clothing worn during spirit days and field trips must still conform to the guidelines regarding length and exposure of skin.

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.

Student 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. If a student has one in his/her possession and using it during school hours, it will be turned into the office. 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. 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.

**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 are the 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. 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**

**ACCELERATION:** Four types of acceleration are available to qualified students:

1. Early entrance to Kindergarten
2. Subject acceleration
3. Whole grade acceleration
4. Early graduation from high school

Parents and teachers who wish to make a referral should contact the student’s building Principal. Referral forms may be found in each school building office and the district website. For more information, please refer to the Holgate Board of Education policy manual available on the district website.

**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 on back of Emergency Medical Form (EMF). 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 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 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.

**RETENTION:** (Board Policy 2623.02) 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.

Beginning with students who enter the third grade in the 2013-2014 school year, no student shall be promoted to the fourth grade who attains a score in the range designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless one of the following applies:

- A. The student is limited English proficient student who has been enrolled in United States Schools for less than two (2) full school years and has had less than two (2) years of instruction in an English as a second language program; or
- B. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under this division; or



Middle and High School Dances (Including Homecoming and Prom)

An Installment Plan Agreement is available in the elementary office.

**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.

2020/2021 Lunch Prices	
Grades K-5	<b>\$2.60</b>
Grades 6-8	<b>\$2.65</b>
Grades 9-12	<b>\$2.70</b>
Adults	<b>\$3.50</b>
Extra Milk	\$.50
Breakfast	\$1.50
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.

For additional information, you may call 1-800-LEARN (1-800-872-5327) (voice). Individuals who use RDD may use the Federal Relay Service (</about/contacts/gen/index./html#frs>).

Or you may contact: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

**INSURANCE:** Insurance may be purchased on a school day or 24-hour, year round plan. Information will be sent home early in the school year.

**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.

**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. The Education Service Center also employs the services of an Attendance Officer, who is given the legal authority to supervise the attendance of students who do not come to school on a regular basis for any reason other than those recognized by the school Board as legal absences.

**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.

**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**

**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.

**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. In order for us to have the most up to date records, please return all forms as soon as possible.

- 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, asthmas 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.

**ILLNESS AT SCHOOL:** Students who become ill at school shall report to the Principal's office. Their parents, guardians or close relatives shall be notified before they are allowed to leave school. Elementary students should be signed out by the parent or guardian in the elementary office.

**NON-PRESCRIPTION DRUGS:** Non-prescription drugs should be sent in the original container to the office with only the quantity needed for one day. The student will be responsible for administering his/her own non-prescription drug.

**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. Restrooms are restricted during recess; they should be used before or after recess.
6. Running in the halls is never permitted and will result in loss of recess.
7. 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.
8. Playground balls should not be bounced or thrown off the outside walls or fences.
9. Balls or jump ropes are not to be played with, on, or thrown over the equipment.
10. Running on the sidewalk will not be allowed.
11. Playing tag on the equipment will not be allowed. Regular tag will be allowed with a one hand tap played only in the grass.
12. Snow boots are needed to play in the snow.
13. Pretending to fight or pretending to use knives and/or guns will not be allowed.
14. Play fair at all times.
15. 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.  
At other times, softball will not be permitted.

**Soccer Rules:**

1. No hanging on the soccer nets.
2. Do not move soccer nets.
3. Only use soccer ball to play soccer.

**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.

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 no changes after 2:00 p.m. 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 and Channel 11-WTOL of Toledo and 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.

**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 LOCKDOWN:** 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: 7/25/2011

<b>A+</b>	<b>97.5</b>	<b>+</b>
<b>A</b>	<b>94.5</b>	<b>97.4</b>
<b>A-</b>	<b>92.5</b>	<b>94.4</b>
<b>B+</b>	<b>90.5</b>	<b>92.4</b>
<b>B</b>	<b>84.5</b>	<b>90.4</b>
<b>B-</b>	<b>82.5</b>	<b>84.4</b>
<b>C+</b>	<b>80.5</b>	<b>82.4</b>
<b>C</b>	<b>73.5</b>	<b>80.4</b>
<b>C-</b>	<b>71.5</b>	<b>73.4</b>
<b>D+</b>	<b>69.5</b>	<b>71.4</b>
<b>D</b>	<b>65.5</b>	<b>69.4</b>
<b>D-</b>	<b>63.5</b>	<b>65.4</b>
<b>F</b>	<b>0</b>	<b>63.4</b>

### SATISFACTORY CLASS SCALE

<b>S+</b>	<b>3.5</b>
<b>S</b>	<b>2.5</b>
<b>S-</b>	<b>1.5</b>
<b>U</b>	<b>0</b>

### 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

# Vacation Form

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

This student will be going on a family vacation from:

\_\_\_\_\_ to \_\_\_\_\_

Teachers: All students who complete & return this form at least five (5) school days in advance of vacation 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. Please give the date when the make-up work must be completed.

\_\_\_\_\_

If the work is not completed by the above date, 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. Have teachers sign the form.
3. Return completed form to the office at least 5 days before the first day of vacation.
4. 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 6/8/2017

**2020/2021 Handbook Additions & Changes**

(Additions and changes will be in **bold** print in the handbook.)

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