

**HILLSDALE ELEMENTARY SCHOOL
Hillsdale Local School District
479 Township Road 1902
Jeromesville, Ohio 44840
(419) 368-4364**

Dear Parents and Students,

On behalf of the Hillsdale Elementary Staff and Administration, we welcome you to the 2023-2034 school year in hopes that it will be a great year for learning.

This school-family handbook has been carefully prepared to help you become familiar with the policies and procedures at Hillsdale Elementary School. Hopefully, it will clarify and answer some of the questions or concerns which may arise throughout the school year. Please keep in mind that this handbook is certainly not all-inclusive, so should questions or concerns arise and you need an answer, please do not hesitate to ask. Some changes have been made to the handbook so please familiarize yourself with them.

The educational process is very important for you and your children. We strongly encourage you to take an active part with us here at school so we can help all children to achieve and develop to their fullest potential.

We hope that this year will be an enjoyable one for everyone involved with the education of the Hillsdale community's children.

Sincerely,
The Hillsdale Elementary Staff and Administration

HILLSDALE MOTTO

Building Character – Expecting Excellence

VISION STATEMENT

The Hillsdale Local Schools, in partnership with the community, will build character and expect excellence by providing a safe and challenging environment that prepares students to be successful in life.

MISSION STATEMENT

Hillsdale's mission is to build character and expect excellence in our students by offering diverse opportunities in the areas of academics, fine arts, career and technical education, leadership, service to the community and extra-curricular activities. These opportunities must inspire and empower students to value learning as an ongoing process, to gain the knowledge and skills they need for continuing education and employment in a changing global society.

VISITORS (Ohio Revised Code, Section 2917.211)

According to state law, all visitors are required to report to the school office on the lower floor upon entering the school to receive a visitor's pass. **DO NOT go directly to your child's classroom.**

Parents and visitors are welcome. If parents would like to visit a room or consult your child's teacher, please call ahead and make arrangements with the teacher. For the safety of the students, all doors will be locked at 8:00 A.M. Visitors are asked to buzz in through the breezeway door by the office.

School Address
Hillsdale Elementary School
479 Township Road 1902
Jeromesville, Ohio 44840
Telephone - (419) 368-4364

Concerns? PLEASE CALL US.

TRANSPORTING STUDENTS

If you bring or pick up your child at school, please use the main entrance as buses will be using the event entrance. Your child may then enter the building by walking through the K-6 entrance.

SCHOOL HOURS - Be Punctual

School hours for children begin at 8:00 a.m. and conclude at 2:45 p.m. If your child does not ride a bus, we require that he/she arrives no earlier than 7:15 a.m. as there is no one to supervise students.

Half day absence will be charged against pupils if they arrive after 10:00 a.m. or leave before 1:30 p.m. Students will be tardy after **8:00 a.m.** If for any reason your child arrives late for school, parents are asked to buzz in through the door by the office and sign your child in. **Students who are habitually tardy will be subject to detention.**

CHANGE OF ADDRESS, CUSTODY, OR PHONE NUMBERS

It is essential that the school be kept informed of any change of address, telephone numbers or change in custody. Please inform the office at 419-368-4364 and we will send the new paperwork, which will have to be completed. Final Forms will also need to be updated by the parent.

ABSENCE AND TARDINESS

It is the parent's responsibility to see that their children attend school regularly and are on time (ORC 3313.205). If a student is absent or tardy, he/she must report to the central office with a note from home containing the following information: dates of absence, reason for being absent, and the signature of Parent or guardian. We are required by law to have these notes. The student will be issued an admit slip from the office. It is the responsibility of each student to see that the teacher has this admit slip. Teachers are instructed not to admit student without this slip. **Please call 419-368-4364 by 8:30 AM to report absences.** Students who are habitually tardy will be subject to detention.

TARDINESS:

The development of good attendance habits includes being on time. It shows responsibility on the part of the student.

1. Tardies to School: A student is tardy if he/she is not in class by 8:00 a.m. A student arriving to school after 8:00 am must report to the office and a parent/guardian must sign in the student and obtain an admit slip to class. A written note should accompany the student. Students who are tardy because of doctor/dentist appointments or court appointments must bring proof of appointment with them when they return to school in order for the tardiness to be excused. Oversleeping and car trouble are not excused tardies. Excessive tardiness will be defined as five or more tardies. The principal will issue and supervise detention for school tardies with the following consequences:

- 1st Offense – 5th Tardy: Detention one hour
- 2nd Offense – 10th Tardy: Detention two hours
- 3rd Offense – 15th Tardy: Detention In-School three hours
- 4th Offense – 20th Tardy: Detention In-School one day

EXCUSED ABSENCES:

Regular attendance at school is not only important to a child's academic success, but it is also the law. The compulsory attendance law (ORC 3313.609, 3321.01, 3321.03, 3321.04 and OAC 3301-69-02) and Board Policy JED states that parents are responsible for seeing that their children attend school regularly. State law (ORC 3321.01) lists the following reasons for which an absence from school will be excused:

- Personal Illness
- Illness of the students family necessitating the presence of the child
- Death of a family member or relative (*applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence*)
- Quarantine for contagious disease
- Acts of God
- Observance of religious holidays *consistent with a student's truly held religious belief*
- Traveling out of state to a Board of Education approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.

- Absences due to a student being homeless
- Emergency or unplanned circumstances with Principal/Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by state law may, or may not, be permitted to make up work. Each case is considered on its merits by principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Board policy discourages absences from school for vacations and other non-emergency trips. (Board Policy JED.) We encourage pre-excused forms be turn in a week in advance (on the website). The responsibility for such absences resides with the parents, and they must not expect any work missed by their child to be retaught by teacher. If the school is notified in advance of such a trip, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent.

UNEXCUSED ABSENCES:

An unexcused absence permit will be issued for all absences other than those listed under excused absence. An unexcused absence permit will be issued if you do not bring a written excuse from your parent/guardian upon returning from an absence. A note stating the reason for the absence must be brought to the office no later than two school days after the unexcused absence permit was issued.

Unexcused absences include but are not limited to (Ohio Attendance Laws):

- | | |
|--------------------|--------------------------------|
| 1. Oversleeping | 2. Haircut/Beauty Shop Appt. |
| 3. Pictures | 4. Missing the bus/car trouble |
| 5. Hunting/Fishing | 6. Birthday Celebrations |

EMERGENCY MEDICAL FORMS

Emergency Medical authorization forms, which are mandated according to section 3317.712 of the Ohio Revised Code, are to be filled out by the parent/guardian in Final Forms located on the Hillsdale Local Schools website and kept on file in the office for use in case of an emergency. Final Forms must be updated every school year with parent signature.

ATTENDANCE AND HEALTH

Your child should attend school each day that he/she is well. Every absence, even part of a school day, interferes with your child's progress at school. Each subject is taught in sequence which builds understanding and correct habits of study. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready to profit from new materials.

However, for the protection of your child and others it is the responsibility of the parent as well as the school to not have the student attend school with symptoms of any of the following:

1. Definite or suspected cases of a communicable disease.
(Must have Doctor's release to come back to school.)

2. **Skin lesions:** Skin lesions must be diagnosed by a physician. A written release signed by the physician is required before the student can be allowed to return to school. This may include: **Impetigo, Scabies, Ringworm, Herpes Type Lesions, etc.**
3. **Head Lice:** Children having nits or live bugs will be excluded upon the finding, treated and then taken to the office the next day to be checked and cleared. (Ashland County Health Department Policy.) Parents need to transport the student to school for the recheck. They are not to ride the school bus until cleared.
4. Students should not attend school with any of the following symptoms: cold or flu (sneezing, temperature 101°, sore throat, pallor, constant cough, non-clear discharge from nose) or discharge from ears, eyes, nose, or open sores, conditions such as nausea, vomiting, diarrhea, or severe headache.
5. If a child is injured or becomes ill at school, the parents will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone numbers, addresses, places of work, and emergency contacts.
6. Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is kept confidential.

Please contact the school to discuss any health problems or attendance concerns.

MEDICATIONS AT SCHOOL

The State of Ohio has strict requirements concerning students taking medication at school (ORC 3313.713). Among those requirements are:

1. **Students are not permitted to take medication on their own.**
2. **School personnel can give medication only when appropriate forms (Final Forms) have been completed by parents and physicians.**

If your child must have medication during the school day, contact the school office before school starts for instructions and appropriate paperwork. **For the protection of all the children, do not send medication on the school bus with your child. This includes over-the-counter medication as well as prescription drugs (i.e. Tylenol, cough drops, antacids, etc.).** The school will not be able to dispense medication without the proper procedure being followed.

Inhalers- In order for a child to carry an inhaler, a form from the school must be completed by the doctor prescribing the medication. The doctor must also indicate that it is medically necessary for the child to carry their own inhaler rather than keep the inhaler in the school's medicine cabinet.

SCHOOL HEALTH SCREENINGS

The school nurse provides health screenings for vision, hearing and scoliosis. The following grades are screened as recommended by the State Education Department.

Vision: Pre-Kindergarten Screening, and Grades K, 1,3,5,7,9.

Hearing: Pre-Kindergarten Screening, and grades K, 1,3,5,9,11

This is only a screening and if your child fails this screening a letter will be sent to you concerning a follow up examination by your physician. If you feel your child needs to be screened during the year, please notify the office.

DIRECTORY INFORMATION

According to the Ohio Revised Code 3319.321, the following information is considered directory information: student's name, parents' names, address, date of birth and grade. If required, this information will be made available to the public unless the recipient is engaged in for-profit activities. Please notify the office if you would not like the information disclosed.

IMMUNIZATIONS

Section 3313.671 of the Ohio Revised Code Minimum Standards of Immunization for the child entering school shall be:

KG - 4:

DTaP (Diphtheria, Tetanus, Pertussis) – 5 (4 or 5 last after age 4)

Polio – 4 or 5 (last after age 4)

MMR (Measles, Mumps, Rubella) – 2

Hepatitis B Series – 3

Varicella (Chicken Pox) – 2

All new students (including Kindergartners) must complete a Tuberculosis Questionnaire before they may start school. Based on your responses to this questionnaire, your child may be required to obtain a TB skin test.

Children are required to be **EXCLUDED** from school until meeting the immunization requirements.

HEALTH DEPARTMENT SERVICES

Physicals: The Health Department no longer provides physicals. Kindergarten physicals are recommended for all children entering school and all new students to the school system.

Immunizations: The Health Department provides an immunization clinic each **Tuesday** during the months of October – June by appointment from 8:30 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m. These clinics are provided at the Ashland County Health Department in Ashland, Ohio 44805. Some insurances and Medicaid plans can be billed. Please call 419-282-4357 for more information or to schedule an appointment. July – September clinics are by appointment every 2nd and 4th **Tuesday** of each month from 8:30 a.m. – 11:30 a.m. and 1 p.m. – 5:30 p.m.

LUNCH/BREAKFAST

A cafeteria is provided for use by the children. A hot meal may be purchased. Milk is available to those who pack for .50¢. The lunches for this year will be \$2.50. (Prices are subject to change.) Breakfast will be provided daily at a cost of \$1.25. (Prices are subject to change.)

It is the parent's responsibility to see that the child has either a lunch or money before they leave for school.

Applications for free/reduced lunches are available on the Hillsdale Local Schools website. Completed forms must be returned for each child immediately if you feel you qualify for this program. If you qualify for free or reduced lunch, you will also qualify for free or reduced breakfast.

ACCIDENT/ILLNESS

If your child becomes ill or is injured at school, you will be called to come for him/her. No child is permitted to walk home should the above occurrence take place. If you have been called, we want you to please come to the office. Children can only be released to their parents, guardians, and authorized personnel. **If there is a change in family status, please notify the office.**

In the event of a severe injury or illness and we are unable to contact parent/guardian, we will follow the emergency medical form procedures.

INSURANCE

Insurance policies endorsed by the Hillsdale Board of Education are available each fall for a nominal charge and is optional for parents and students to participate. Forms are available in the board office.

LOST AND FOUND

Each year, many articles remain unclaimed. We believe that the care and conservation of all properties are essential traits of good citizenship.

Urge your child to be a responsible citizen! If your child has lost anything, please advise them to check at the office as soon as loss is discovered. Take time to put names on coats and other belongings. **All items left at the end of each grading period will be donated to charity, as there is not sufficient room to store them the entire school year.**

PETS

If satisfactory arrangements are made with the teacher beforehand, a parent may bring a pet to school and then take it home after a short visit. No pets are to be brought on the bus. The school will make arrangements for students who require service animals.

LIBRARY

Books may be checked out on a one-week basis (with a 3 day grace period).

Books may be renewed twice if no one has put a hold on that book.

Payment must be made at the end of each grading period for any book not returned to the library. Please contact the librarian to set up payment arrangements. A refund will be issued for any lost book up to six months after payment was made.

OBLIGATIONS

If your child owes money for student fees or library books, please take care of these obligations as soon as possible.

REPORT CARDS AND CONFERENCES

Report cards are issued 4 times per year. Parent/teacher conferences are held in the Fall and Spring.

RETENTION

The decision to keep a child in the same grade for two years will be a cooperative process between teacher, principal, and parent. Parents will be informed of their child's progress throughout the year and consulted before a recommendation is made at the end of the year. Pursuant to S.B. 55 any student who is truant 10% or more of the school year and failing 2 or more of the academic subjects areas may not be promoted.

FIRE DRILLS

A fire drill will be held once a month. Each teacher should become thoroughly familiar with the exit procedures of their room immediately and be sure that pupils are informed of such exits. Children in lower grades should have fire or emergency drills explained to them so that they understand what is involved and fear is eliminated.

TORNADO DRILLS

Tornado Drills will be conducted during the tornado season. Absolute quiet is demanded throughout the drill's duration. Children will face the walls in a crouched position when possible. Doors, and areas where there is glass, should be avoided.

TOYS

Any toy of any type brought to school by a student will be the responsibility of that student. It is not the school's responsibility for the care and safety of those items. It may be in the student's best interest to leave those items at home. **No** electronics (Cell phones, Nintendo DS, Game Boys, MP3 Players, etc.), trading cards (baseball, Pokemon, etc.) or playing cards are allowed **any time** at school.

PHOTOGRAPH REFUSAL

Throughout the school year, there are times when children are photographed for news releases for newspapers, newsletters, or our web site covering various activities within the school. In view of publishing children's pictures, there may be some parents who do not wish to have their children photographed. If this is the situation, please contact the school office at 419-368-4364.

DRESS CODE - Kindergarten - 4th Grade

The primary responsibility for a student's appearance and wearing apparel rests with the parents, however, with the concern for the health and well being of all students, and non-disruption to the school's daily routine, guidelines have been developed.

1. For grades K - 4, shorts may be worn during the school year. However, it is advised that parents please supervise the proper wearing of shorts for the appropriate weather.
2. **Footwear needs to be worn at all times and should be of a style that will not endanger the safety of the individual and will protect their feet from injury.**
3. Profane or suggestive wording and/or promotions of drugs, alcohol, and tobacco on clothing is not considered appropriate for school wear.
4. The wearing of "Outside Weather Apparel" is not considered appropriate within the school building.
5. Clothing should be worn the way it was intended originally by the designer.
6. Clothing should be worn so as to provide modesty for the individual.
7. Jewelry should be of a length and design that does not endanger the safety of the individual.
8. A clean and neat appearance is desired at all times to promote a positive learning atmosphere.

DISCIPLINE: STUDENT CONDUCT CODE-RULES AND REGULATIONS

The Ohio Revised Code 3313.661 states that the school has the right to expect reasonable behavior from all students in order to establish an atmosphere throughout the school in which students will feel safe, secure, and happy in order to allow effective learning to take place.

The Hillsdale Elementary staff is working to emphasize a positive learning environment, but when behaviors occur or rules are broken, negative consequences are in order.

Teachers have the responsibility of disciplining a child when he or she deems it necessary. Depending on the severity of the problem, the building principal may become involved. Suspension may be used when all other means of action have failed to resolve the problem or if the severity of the behavior problem is excessive. Parents and students will be given notice regarding the use of suspensions.

Rule 1, Disruption - A student shall not by use of violence, force, coercion, threat, fire, or otherwise cause disruption of the school on or off school grounds. Misconduct by a pupil that occurs off property owned or controlled by the district, but that is connected to activities or incidents that have occurred on school property will result in appropriate discipline.

Rule 2, Damage to school or private property - A student shall not cause or attempt to cause damage to school property or to private property on school grounds at any time or at a school activity on or off school property. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee will result in appropriate discipline.

Rule 3, Unauthorized touching - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to any other person or themselves while under the jurisdiction of the school. Law enforcement will be contacted.

Rule 4, Dangerous weapons and instruments - A student shall not possess, use, transmit, or conceal any dangerous weapon or instrument which might be considered capable of inflicting harm to another person. The O.R.C. 3313.66 requires expulsion for one year for any student for possession of a gun, knife, or weapon to school or school-sponsored activities. Law enforcement will be contacted.

Rule 5, Narcotics and drugs – It is prohibited by Ohio law for a student to possess, use, sell, transmit, conceal or be under the influence of any drug, narcotic or mind or body-altering chemical substance which is not directly prescribed for that student by a person licensed to prescribe medicine while at any school-sponsored activity which is on or off school property. This prohibition includes synthetic and/or look alike substances. An automatic ten day out of school suspension and recommendation for expulsion pertains to this violation. Law enforcement will be contacted.

Rule 6, Tobacco, alcoholic beverages - It is prohibited by Ohio law for a minor to possess, use, sell, transmit, conceal or be under the influence of any alcoholic beverage. Ohio law also prohibits the use, consumption, or possession of cigarettes, other tobacco products, or papers used to roll cigarettes.” It is also prohibited for a minor to assist, pay or share in the costs of such products. A student shall not possess, use, sell, transmit, or conceal any tobacco product or device to use tobacco products on school property or at a school-sponsored activity or event on or off school property. The prohibition also includes devices that are tobacco substitutes such as but not limited to vapor pipes, e-cigarettes, etc. The full statute can be found in The Ohio Revised Code Section 2151.87.

Rule 7, Insubordination - A student shall not fail to comply with directions of any authorized school personnel or school regulations while under the jurisdiction of the school.

Rule 8, Frightening, degrading, disgraceful acts or profanity - A student shall not engage in any act which frightens, degrades, disgraces, or is profane to any other person or themselves by written, verbal, pictorial, or gestural means while under the jurisdiction of the school.

Rule 9, Theft - A student shall not cause or attempt to take into possession the property of the school or any person’s private property which is on school property at any time while under the jurisdiction of the school.

Rule 10, Repeated violations - Refusing to comply with the direction of any authorized school personnel or school regulations while under the jurisdiction of the school.

Rule 11, Violation of law - A student shall not violate any ordinance of civil, state, or federal law while under the jurisdiction of the school (i.e. pulling false alarm, discharge of fire extinguisher, and/or threat of bomb).

Rule 12, Falsification - A student shall not falsely use, in writing, the name of another person, or falsify times, dates, addresses or other data on school forms or correspondence directed to the school or school personnel.

Rule 13, False reports - A student shall not falsely report incidents, or make accusations, or give false testimony to school personnel.

Rule 14, Bullying, Harassment and or Hazing

Bullying is defined as any intentional written, verbal, non-verbal, electronic, graphic or physical act that a student, or group of students, exhibits toward another particular student more than once; and the pattern of behavior that is exhibited causes emotional, mental or physical harm to the particular student. ***Harassment*** is defined as intimidation by threats or by actual physical violence.

Hazing is defined as student participation in any act or ritual that intends to injure, degrade, disgrace or coerce another student or any act of initiation which causes or risks causing mental or physical harm to any person.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (O.R.C. 2307.44 & Policy IFCF)

In all cases, a victim or fellow student is expected to notify an adult school official (teacher, counselor, support staff or principal) as soon as possible after the incident.

Rule 15, Extortion - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation of said person.

Rule 16, Fire/Explosives - A student shall not cause or attempt to cause the setting of fire or use or possess any incendiary device (such as fireworks).

No card playing or card games are permitted at any time during the school day.

Procedures not covered in handbook:

Questions not answered in the handbook will be the responsibility of the building principal to determine based upon the building's educational goals.

DISCIPLINE: EXPLANATION OF CONSEQUENCES

Possible Discipline:

- Verbal Warning
- Written Warning
- Phone Call to Parents
- Noon Detention
- ½ Day Detention
- Full Day Detention
- Out-Of-School Suspension

APPEALS PROCESS

1. An appeal must be submitted in writing to the superintendent with ten (10) days of notification of the suspension.
2. Any suspension begins immediately upon written notification to the students and parents/guardians. It will remain in effect during the appeal process.
3. Written notification of the outcome of the appeal must be presented to the student and parents/guardians within twenty-four (24) hours after the hearing takes place.

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GENERAL SCHOOL STUDENT CONDUCT

1. Students will be courteous, mannerly, and respectful to all adults who work in our school and to fellow classmates.
2. Students will walk in the hallways quietly and respect those who are in classes learning.
3. Students will obey all teachers' classroom, cafeteria, library and playground rules.
4. Students will keep their hands to themselves. Fighting, pushing, spitting, kicking, etc. are examples of behavior which is not acceptable.
5. Students will respect all staff and students by not using name-calling or loud, rude language.
6. Students will not throw items in or out of the building.
7. Students will not chew gum in school.
8. Students are expected to use the restroom properly and respect each person's privacy. Any behavior considered destructive, rude or distasteful is unacceptable.
9. Students will help to keep a clean building by picking up after themselves and not leaving paper, school items, clothing or materials laying around in the hallways or classroom.
10. School is a place for learning and this, of course, is our first priority. My best advice to all students is that if they value something, it is best left at home. The school will not be responsible for recovery of these items (electronics, collectibles, etc.) if brought to school. They may only be used at recess time or some bus drivers may permit them on the buses. Once in the school, the items must be put away and not taken out in the classrooms, restroom, hallway, or in line. The teacher, principal, or other staff member will take the item away if the above rules are broken. The parents will then be required to come to the school to pick up the item, as it will not be given directly back to the student. Children must be given the responsibility to safeguard their treasures. If items become lost, stolen, or broken, then this too will be a learning experience for the children.

CAFETERIA STUDENT CONDUCT

1. Students will keep food in the cafeteria.
2. Students may talk, but must keep the noise level low by keeping voices at a conversation level.
3. Students are to help keep the lunchroom clean by picking up after themselves and by not leaving their paper or food on the tables or floor.
4. Students will talk at a conversation level and keep their hands to themselves when standing in the lunch line.
5. Students should remain seated until they are finished eating. They may then take their trays to the kitchen window and return quietly to their seats until dismissed by the cafeteria aide to the playground or their classroom.
6. Students are expected to practice good table manners while eating.

BUS TRANSPORTATION AND STUDENT CONDUCT

Bus Assignment:

Bus students will ride only on assigned buses and are to get on and off at the assigned stop. If a reason comes up that a student is not to ride the bus home, **the parents must put their request for any changes in writing to the bus driver, child's teacher, and to the school secretary.** To ensure the safety of your child, **phone call changes are discouraged** in order to avoid communication errors or confusion. The note should contain the following information:

*Date student is to be picked up.

*Your Child's First and Last Name

Bus Rules & Regulations:

It is the goal of the Hillsdale Local School District to provide the safest bus transportation as possible. Student behavior at school and on the school bus is governed by the "Student Code of Conduct" (ORC 3313.661). It is the responsibility of each student to comply with the appropriate expected behavior. Bus drivers have a major responsibility while driving a school bus loaded with students. The following regulations have also been adopted for everyone's safety.

Prior to loading (on the road and at school):

1. Be on time (five minutes before scheduled pickup) at designated school bus stop in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders are to behave appropriately while waiting at the bus stop. (school conduct rules should apply)
3. Wait until the bus comes to a complete stop before attempting to enter. Avoid crowding or pushing.
4. Look for a signal from the driver before crossing the highway, look both ways, and walk quickly to the bus.
5. Students should respect the danger zone (10 feet around the bus) and stay in the vision of the driver.

Behavior on the bus:

1. Be seated immediately upon entering the bus and remain in that seat until you depart from the bus.
2. Do not save seats on the bus. Boys and girls may sit together if necessary and if assigned by the bus driver.
3. Keep hands and head inside the bus at all times after entering and until leaving.
4. Assist in keeping the bus clean and sanitary at all times. (No eating, drinking, or loitering.)
5. Refrain from loud talking, laughing, or unnecessary confusion. Behavior like this can divert the driver's attention and may result in a serious accident.
6. Damage to seats, etc. must be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.

GENERAL PLAYGROUND RULES:

If equipment is misused.....it will be removed!

The drinking fountain is NOT to be climbed upon.

All playground balls are to be played with away from the equipment.

Keep hands to yourself at ALL times.

No skateboards, roller-skates, or roller blades.

No kicking or throwing balls on the roof.

No throwing balls around any window areas.

Muddy areas are off limits at all times.

No fighting or rough-play.

Tackling is not permitted when playing football.

No throwing rocks, mulch or snowballs.

Students are not to play on the sides of the elementary buildings, dugouts or bleachers.

No climbing trees or poles.

Students are to get permission from a playground supervisor to enter the building or use the restroom.

No students are permitted beyond or on the barricade, or in the wooded or weed filled areas.

Teachers, playground aides, and volunteers are in charge. **NO TALKING BACK OR IGNORING THEM.**

1st offense - Warning

2nd offense - Removal from area - 10 minutes

3rd offense - Removal from area for 1 day with a phone call home

4th offense - May be considered for violation of Rule 10, Repeated Violations

PLAYGROUND RULES

EQUIPMENT

A. Swings

1. One person to a swing and swing straight ahead
2. Remain Seated
3. No Twisting or Spinning
4. No Jumping off until swing stops
5. Do not run in front or behind swings

B. Slides

1. Sit up and slide feet first when going down
2. Wait until bottom is clear before going down
3. No running up any slides or climbing on outside of circular slide
4. No stones, wood chips, or dirt on the slide
5. No blocking the slides

C. Basketball Hoop

1. To be used for playing basketball; no hanging on the net

D. Miscellaneous playground equipment

1. Jump ropes are used for jump rope only
2. There is to be no swinging, throwing, or tying up of someone with jump ropes
3. All playground balls are to be returned to the cart
4. Playground balls are not to be thrown or kicked against windows

E. Drop Shot

1. One ball at a time
2. 4 persons playing at one time

F. New Playground

1. No jumping off of bridge
2. No sitting/standing on top of the large monkey bars

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or 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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

ATTENDANCE/TRUANCY POLICY

Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school. On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program. Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy. The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with or without for 38 or more hours in one school month or 65 or more hours in a school year within excuse or seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or designee and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in Juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parents to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or

more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

LEGAL REFS; ORC 3313.663; 3313.668
3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;
3321.22; 3321.38

CLOSING NOTE

This handbook is not designed to be all-inclusive. It is an attempt to ensure that your child's experience here be a positive one. Please take time to read this handbook with your child. We all hope that your experience with the Hillsdale Schools is a rewarding one.

The Hillsdale Elementary Staff and Administration