

Hardin-Houston Elementary  
Student Handbook  
2017-2018



A Great Place to Learn!

## Arrival and Dismissal

Students are not to exit the buses before 7:54 a.m., and students arriving via other transportation will not be allowed to enter the building until 7:45 a.m. These “non-bus” riders must *wait in the commons* and remain there until 7:54 a.m. *after which they may go to their classroom.*

*Students wishing to participate in the breakfast program will report to the cafeteria upon arrival. Students receiving free or reduced lunch will also be eligible for free or reduced breakfast.*

Dismissal will begin at 2:54. Bus riders will be dismissed to the back parking lot, and car riders will be dismissed to the front entrance. Parents picking up their children may line up along the front drive or park in the student parking section and walk up to the front entrance to meet children. **Cars are NOT permitted to go around other cars. It is important that all vehicles leave the circle in the order in which they arrive for the safety of our students.** Anyone wishing to idle and wait may do so past the brick walkway so that others may pass. Because the front drive is coded as a fire safety zone, no one will be permitted to idle prior to 2:45. Anyone waiting prior to 2:45 will be in violation of fire code regulations and is subject to ticketing.

Picking students up early—Parents who need to pick up their child early must come to the school office and sign their child out. **Do not go to the child’s classroom—wait in the office or front lobby.** The secretary will call the student to the office for dismissal. Please try to keep early dismissals to a minimum.

## ATTENDANCE POLICY

School attendance is of prime importance in the life of a student. Good attendance is one of the greatest single factors for success in school. Regular school attendance promotes solid academic achievement and furthers the development of a good attitude towards responsibility and going to work in the future. Absence from school can be one of the major causes of academic difficulties and failure of classes. In addition, school attendance is mandated by law for all children until the age of 18. We will follow state law for truancy and report violators to the truant officer. **We encourage parents to get homework from the office if a student is absent.**

### Telephone Notification of Absences

If a student is going to be absent from school, the parent or guardian is requested to call the school (295-3010) before 9:00 am the day of the absence. Messages before regular school hours can be left on Voice Mail. If a student is absent, and word of the absence has not been received, the school will attempt to notify the parent or guardian at home or at work. Any absence that is not confirmed will be counted as unexcused.

### Marking Attendance of Students

A student’s attendance will be recorded in increments of  $\frac{1}{4}$  day. Students must attend at least one-half day in order to attend and/or participate in any events which are after the school day. Any exceptions must be approved by the principal. Teachers are also to keep attendance for all students in their classes.

### Types of Absences

The Ohio Department of Education has a definite, stated policy regarding school absences. In brief, the policy is as follows: Absences from school for any reason other than those which are listed

below and recommended by the State Department are not acceptable and will carry disadvantages for the student. Those reasons which are acceptable by the Ohio Department of Education and Hardin-Houston LSD are listed below.

### **Absent with School Approval**

Religious holidays and all absences from class when they are the result of participation in an approved, authorized school activity are included here. This would include field trips authorized by a teacher, or other school activities authorized and supervised by school personnel. These days which are approved will not be counted as school absences for the student. **However, the student is responsible for any assignments and class work whenever absent from classes for any reason.**

### **Excused Absences**

1. Personal illness verified by a parent or guardian in a **written note** brought to the office upon the student's return. Parent excuses need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 9:00 am from a parent/guardian will also suffice.
2. Medical, dental, or optical appointments verified by the doctor in a **written note** brought to the office upon the student's return. Doctors' notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**.
3. Death in the family verified by a parent or guardian in a **written note** brought to the office upon the student's return. Notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 9:00 am from a parent/guardian will also suffice.
4. Quarantine of the home verified by a doctor in a **written note** brought to the office upon the student's return. Notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**.
5. Emergency work (not to exceed two days per school year) at home in which the parent can work out no other solution and verified in a **written note** brought to the office upon the student's return. Notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 9:00 am from a parent/guardian will also suffice.

**NOTE: Students who accumulate five or more absences for any grading period may be required to furnish medical notes in order to be given excused absences.**

NOTE: When family trips (**limit of five days**) during school days are unavoidable, the **office** must be notified at least one (1) week in advance. The student and parent will need to complete a form which must be returned to the office. When the days are approved, the student can then contact teachers for assignments prior to leaving.

NOTE: **Students have the responsibility to get and complete assignments when they are absent.** As a general rule, students have one day plus an additional day for each day of absence to complete assignments and turn them in to the teacher.

## **Unexcused Absences**

1. Absences due to reasons which are not listed above.
2. Absences due to truancy.
3. Absences due to out-of-school suspensions or expulsions.
4. Absences in which required documentation (notes) is not provided to the school or is brought in past the deadline.

NOTE: Students who have an unexcused absence are to be permitted to complete or make up any work or assignments (this includes quizzes or tests) missed in classes during the time of the absence but will receive only 60% of the earned grade on completed work. **Three days is the maximum time allowed to complete missed work. Students who have unexcused absences due to truancy (skipping school or class) will receive a 0/F for all work which was assigned during those times.**

## **Returning to School after an Absence**

When returning to school after any absence, the student is to **report to the office**, first thing in the morning, or immediately when arriving at school during the day. Notes from parents/guardians or physicians should be turned in at that time. **Notes for absences are to be brought to the office within two school days.**

## **State Law Regarding Truancy**

A student will be considered “habitually truant” under State Law when he/she is absent from school without legitimate excuse 30 or more consecutive school hours, 42 or more hours in a school month, or 72 or more hours in a school year. Please note that this includes tardies as well.

Excessive absences are considered by law as:

Absent 38 or more hours in one school month with or without a legitimate excuse or

Absent 65 or more hours in one school year with or without a legitimate excuse.

According to this State Law, the student will be referred to the district’s absence intervention team and an intervention plan will be implemented. The Truant Officer will be contacted if improvements are not made, and this could result in Juvenile Court involvement.

## **Steps for Excessive, Unexcused Absences**

Step 1: When a student has reached five (5) days of unexcused absences for the school year, the principal will notify the parents or guardians of the student by letter.

Step 2: When a student has reached ten (10) days of absences for the school year, the principal will notify the parents or guardians of the student by letter, meet with the student, and require a doctor’s excuse for all further absences.

Step 3: If a student has any further unexcused absences, the county attendance/truancy officer will be notified. The attendance/truancy officer in turn will contact the student and parent/guardian and schedule a meeting.

**Remember that students can have unexcused absences if they do not bring notes to school within two days after being absent.**

## **Tardiness/Late Arrivals/Early Releases**

Students must be in their classroom at 8:00 a.m. Students arriving after 8:00 a.m. must get a tardy slip from the office before going to their classrooms. Students who are chronically tardy may have to serve detention and/or be referred to the Truant Officer. Tardies are rounded up to the hour to count

Students arriving after 9:30 a.m. will be counted as ½ absent; students leaving before 1:00 p.m. will also be counted as ½ absent.

Teachers will keep a record of unexcused tardies for each of their classes. The consequences for tardies each nine week period may be as follows:

One Tardy	No Consequence
Second Tardy	No Consequence
Third Tardy	Referral to principal and Recess Detention
Fourth Tardy	Referral to principal and Lunch detention
Fifth Tardy	Referral to principal and after school detention
Sixth Tardy	Referral to principal and before school detention
Seventh Tardy	Referral to principal and possible Saturday School

## **Vacations**

Please try not to schedule vacations that will interfere with our educational program. If you must take your child out of school, written notification must be made to the principal at least one week in advance. The teacher(s) will then be notified and arrangements can be made to pick up schoolwork before leaving on vacation. Work missed during vacations must be made up by the second day he/she returns to school.

## **Admission/Withdrawal Procedures**

In order to enroll a student in Hardin-Houston Local School, the parent or guardian must provide a copy of the child's birth certificate, and immunization record.

If one parent has been awarded custody of the child by the courts, the parent of custody shall provide the school with a copy of the current custody order. Students will not be permitted to attend school without current custody papers if applicable. It is also the responsibility of this parent to inform the school in writing of any limitations in the rights of the non-custodial parent. Without these documents, the school will presume that the student may be released into the care of either parent. Grandparents enrolling students must provide a birth certificate, immunization records, and a duly executed and notarized copy of power of attorney or caretaker authorization affidavit.

If a student is withdrawing from Hardin Elementary, the parent should ask our office for a withdrawal form, complete and sign it, and return to our office prior to their child withdrawing from school.

### **Weather Delays, Closings, or Early Dismissals**

Weather conditions may force the school to close, be delayed or to release students early. Possible types of delays are: 1 hour, 2 hour, or a 3 hour. A 2 hour early release is also possible. In these cases, transportation is adjusted appropriately. Breakfast will NOT be served on delay days, but lunch will.

**Please plan ahead** for any of these situations and advise your child's teacher and your child as to alternate plans that may need to take place in the event of inclement weather. ONE CALL NOW will be utilized to inform parents of these situations. **Please make sure to call the school with phone number changes so that we can make the proper adjustments.**

**Do not call the school to find out about delays, closings, or early dismissals.** Please refer to media sources such as 95.7 FM or Dayton TV Stations.

### **Book Bags**

Please purchase a book bag for your child that is appropriated for his/her size. **Rolling book bags are prohibited** unless the student has a medical reason and brings a note from a physician specifying the need for one. We have found these bags to be a hazard to other students in the hallways and on buses.

### **Classroom Policies:**

#### **Adult visitation:**

We encourage family participation in the educational process. It is often difficult for children to focus when family members visit the classroom, therefore, we must limit the visitation of parents, guardians, or grandparents to only extreme circumstances. All visitors are restricted to the office area during school hours unless permission is granted by an administrator. Because room in our commons is so limited, adult lunchtime visitation is not a possibility. Students will not be released to parents after special events such as field trips, musical performances, etc. Students will be released at the end of the school day.

#### **Animals at School**

Bringing animals to school for show and tell will not be permitted at Hardin-Houston.

#### **Room Parties**

The use of class time for parties will be limited. Because of the rise in child diabetes and food allergies, Hardin-Houston Elementary has adopted a policy of no treats. Invitations for parties outside the school setting may be brought in **only if they are given to all students in the classroom.**

#### **Computer Network and Internet Policy**

The Hardin-Houston School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of network

and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Please review the complete “Accessible Use and Internet Safety Policy”, 7540.03 and help your child understand its message.

### **Dress Code**

Clothing worn to school should be conducive to a positive learning environment. Dress or appearance which constitutes a threat to the health and safety of students, or disrupts the education process is prohibited. Guidelines for dress/appearance include:

- Skirts and shorts are acceptable but must be no shorter than arm’s length. Cut-offs And bike shorts are not permitted
- Muscle shirts, spaghetti-straps tops, and tank tops with no outer shirt covering them are prohibited. Shirts should be long enough so no midsection skin shows when both hands are raised above the head.
- Undergarments should not show.
- Hats, bandanas, chains, and sunglasses should not be worn in the building during school hours.
- Shoes must be worn at all times. Flip-flops are not permitted. All sandals must have a heel strap. Shoes with safety concerns are not permitted.
- Use proper judgment during winter months—recommended are warm hats, gloves, and heavy coats. Students without adequate clothing will not be permitted to go outside for recess.
- Coats may not be worn in the classroom or cafeteria unless there is a heating problem.
- Obscene symbols and/or foul language are not allowed on clothing.
- Clothing which advertises weapons, alcohol or tobacco products are not permitted. Clothing which references sex or drugs is not permitted.
- Jeans that are ripped or torn above the knee will not be permitted.
- Anything that negatively impacts the educational process will not be permitted.
- The sponsor or advisor of an extracurricular activity has the authority to regulate the students’ mode of dress and personal appearance in that particular activity.

Students and parents hold the primary responsibility for following this dress code; however, the principal and faculty have the responsibility of administering the dress code. Their decision is final.

**\*Note: Special events sponsored by school organizations may provide an exception to these rules.**

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### **Emergency Drills**

Our school will conduct regular disaster drills including fire drills, tornado drills and intruder or other evacuation drills. Fire drill and tornado drill procedures are posted in each classroom. Teachers will help your child become familiar with the procedures. Students are to remain quiet, follow procedures and listen to their teachers.

## **Field Trips**

Field trips are an extension of the curriculum and students are expected to participate in an acceptable manner during these trips.

Students who cannot control themselves in the regular school setting may be denied participation in field trips and remain at the school building.

## **Grading Policy**

### **Honor Roll**

At Hardin-Houston Elementary, the honor roll consists of students who achieve all A's and B's in their subjects. These students will be recognized at the end of each Nine Week grading period.

### **Grading Scale**

The following grading system is used at Hardin-Houston:

A 100-93    B 92-85    C 84-75    D 74-65    F 64-0

### **Grade Cards**

If you have questions regarding grade cards, please contact your child's teacher or the office. All grades and grade cards are accessible on Progress Book. Parents are encouraged to check regularly.

### **Interim (Midterm/Progress) Reports**

Students and parents can check academic progress using ProgressBook. This online service is available to anyone who has a computer with Internet access and is located at <https://www.parent.woco-k12.org>. Parents and students will need a user ID and password to access this system and this information is sent home with each child within the first week of each school year. Since student academic progress is updated on ProgressBook regularly, teachers will not complete paper midterm reports each nine weeks unless requested by the parent. If parents have questions about academic progress of their child, we encourage them to contact their child's teacher at 295-3010. Parents who have questions about ProgressBook should contact the principal or the Director of Technology at 295-3010.

### **Health Services**

Health screenings for the following grade levels are as follows:

Vision: pre-kindergarten, first, third, fifth grades

Speech: pre-kindergarten, and as requested (in writing) by parent or teacher

Hearing: pre-kindergarten, first third and fifth grades

Scoliosis/Postural: fifth and sixth grades

Dental Awareness: second grade

### **Head Lice**

All students are screened at the beginning of the school year and on an as needed basis. Those who continue to be a chronic case of live lice will be sent home with a letter to the parent along with a treatment sheet. Students may return to school after proper treatment, however, when they return to school the trained school staff or school nurse will check the student for a live head lice case. Based on the collaboration of the school staff member and the school nurse, a decision will be made on whether the child will remain in school or sent home. (The chronic student may be sent home if the head is loaded with nits).

Every attempt will be made to send a notice home with all students in a class that has one or more cases of lice infestation. Parents can help avert this aggravating condition by checking their child's hair on a regular basis and notifying the school if there is evidence of head lice.

### **Library Services, Policies, and Procedures**

The school library is an integral part of the total educational program. The librarian and library aides are an important part of the teaching team. Both teachers and students are provided access to a large variety of relevant print and non-print materials which supplement the curriculum. Our library exists for students and teachers to:

- Support the curriculum
- Meet the growing needs of the students
- Develop critical reading, listening, and viewing skills
- Help students develop research skills
- Encourage worthwhile use of leisure time
- Encourage the appreciation of art, music, and creativity in many field of knowledge
- Teach respect for ethnic, racial, and religious differences

The library will be open from 7:54-2:54. Students may come to the library each week during their regularly scheduled class time and at any other time the teacher gives permission. They may also come before school begins to return books.

Kindergarten and first grade students may check out one book at a time as soon as their classroom teacher notifies the library they are ready for that responsibility. Students in grades 2-6 may check out two books at a time. In most cases, books may be checked out for two weeks and renewed for an additional two weeks. Reference books must remain at school.

Students are responsible for all books they check out, and will be charged for any lost or damaged books. All policies and procedures of the school must also be followed in the library.

### **Lost and Found**

Please make sure your child's name is on his/her items like lunchboxes, jackets, and coats. If there are lost items, they will be placed by the recess doors. The lost and found box will be cleaned out weekly, so please have your child check immediately if any items are lost. While the school will do everything possible to locate lost items, we do not assume responsibility for lost or stolen items that are brought to school.

### **Lunch Program**

Student must eat the school lunch or a packed lunch from home. Packed lunches should be nutritious (please limit junk food items), and cannot contain carbonated soda or any glass containers. No fast food is permitted to be brought into the cafeteria.

Lunch prices are \$2.00 per day. We have a computerized system. Each student will be assigned a personal PIN code to use when eating cafeteria food. With this new system, all students must be prepaid by either cash or check (made payable to Hardin-Houston Local School) and should be placed in an envelope and then dropped in one of the four locked deposit boxes placed around the school. The money from these boxes will be collected at 9:00 a.m. each school day applied to the respective

account. Prepayment envelopes must have the student's name, dollar amount and date printed on the front—or it will not be possible to us to credit the correct account. Families with multiple children attending Hardin-Houston can pay into one master account, but each student will draw from that account using separate PIN codes. Remember, that charges are not permitted! If a child's account has no money, he/she will be served an alternative at the cost of \$.50. Notification will be sent home with the child prior to this.

With this system, parents can request, at any time, a purchase history, or account balance that will show what their child has purchased from the school cafeteria and how much money is left in the account. Each family is highly encouraged to prepay for several days, weeks or even months worth of lunches.

### **Medication at School**

Any medication that must be taken at school must be brought in its original prescription container and taken immediately to the principal/secretary's office. Our office must also have completed "Authorization for Prescribed Medication or Treatment" forms (one for parent to complete and one for physician to complete) for each student and each medication. Non-prescription medication can be administered by the office. These must be sent to school in the original container and be accompanied by a note granting permission to administer along with any specific dosage requirements.

### **School Fees**

Annual school fees for workbooks, supplies, and technology are **\$65** per student in grades kindergarten through 6<sup>th</sup> grade per year. Please submit payment to the office. Check should be made payable to Hardin-Houston School District. Cash is also acceptable; however, please make sure it is enclosed in an envelope with your child's name and teacher's name on it. If you cannot pay all this in one lump sum, please contact our office to make plans for a payment schedule. You will be given a receipt upon payment.

School fees can be paid at any time, and we will accept payments throughout the year.

### **State Testing Program**

The State of Ohio mandates that all students in grades 3-8 take the state adopted tests in reading and mathematics. Fifth grade students will also take the State Tests in science, and 6<sup>th</sup> graders will take the test in social studies. The dates for state tests will be April and May. Students in grades K-2 will be given state diagnostic tests during the fall according to their schedules. ***Please do not schedule vacations and appointments during testing times.*** Results of these tests will be shared with parents and used by our teachers to improve instruction.

### **Student Council**

Fourth, fifth, and sixth grade students are given the opportunity to serve on the Student Council. This group learns parliamentary procedure and works to improve school pride. The council members are also encouraged to work with teachers and principal on student needs and concerns.

Elections for Student Council members are held in September and January. Members serve for one semester. Members are expected to maintain proper behavior and can be removed if they fail to do so.

## **Telephone Use**

The office telephone is for official school business. A student, only in case of emergency or important business; and with permission of the principal or school secretary may use the phone.

If a parent needs to reach a student during the school day, he/she may call the school and leave a message. The office will make every effort to relay the message to the child. **Please remember that calls received at the end of the day are difficult and sometimes impossible to relay to a student, therefore, all calls should be made prior to 2:30 if at all possible. Any arrangements requested after 2:30 cannot be guaranteed.** Parents are advised to make all arrangements for after school plans with their children the evening before school or in the morning so the child knows of any changes in dismissal. As a result of crowded buses, students will not be permitted to ride home with other students. If a student needs to ride another bus on occasion for childcare situations, a note or phone call is required. If we do not receive a note or a phone call regarding a change in transportation, the child will follow his/her normal transportation procedure.

## **Title IX**

All persons associated with the school, including, but not limited to; administration, the staff, the students, volunteers and other persons subject to supervision or control of the school are expected to conduct themselves at all time in an effort to provide an environment free from sexual harassment and harassment based on race, national origin, disability and religion. Any person who engages in this type of harassment while acting as a member of the school community at school or at any school-sponsored activity will be in violation of this policy. Any member of the school community that feels his/her rights have been violated as described above should report the incident to Stephanie Merickel or Amy Makela, the Civil Rights Compliance officers at 295-3010. All attempts will be made to resolve the situation.

## **Volunteers**

Hardin-Houston Elementary welcomes individuals who would like to volunteer their time to work with students or assist teachers in clerical tasks. We value parents and community members who want to be involved in our educational system. Contact Mrs. Roseberry if you are interested in joining our volunteer group.

Persons who volunteer or chaperone for any field trips or educational trips **may** be required to submit to a background check. The background checks will be conducted by the Shelby County Educational Service. Parents who volunteer to go on field trips may not take pictures of students.

## **Visitors/Guests**

**All visitors or guests must report to our school office, sign in, and get a visitor's pass/badge before they proceed into the building.** Students are encouraged to notify a staff member if they see someone in the building who looks suspicious.

## **Student Responsibilities and Conduct Code**

The Board of Education believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board does not tolerate violent, disruptive or inappropriate behavior by its students. Off campus behavior that extends into the school day by disrupting the educational process will result in consequences.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the right of others;
- E. obey constituted authority and respond to those who hold that authority.

Students need to attend school daily, arrive to class on time and be prepared for classes with necessary materials.

**Infractions that result in immediate principal referral. A school resource officer is employed by the school and is on duty every day. He, too, may be involved in these discipline issues.**

**1. Alcohol/Drug/Tobacco Use**

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as defined by law; or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event. The Board also establishes a drug-free zone within 1000 feet of any facility used by the District for education purposes.

**2. Bullying/Harassment**

Bullying and/or Harassment is a form of repeated, aggressive behavior which is serious enough to have negative impact on another student(s) emotional, physical, or educational well being. Bullying can be physical, verbal or psychological in nature; and can take on a variety of forms, but the common feature is that it can make the victim feel uncomfortable enough to affect school success and emotional well being. The Board is committed to providing a safe, positive, productive and nurturing educational environment for all of its students and bullying will not tolerated.

Any student (or student's parent) that believes s/he has been or is the victim of bullying should immediately report the situation to a teacher, teacher's aide, counselor and/or principal.

**\*Please refer to Policy 5517.01 for more information regarding bullying.**

**3. Vandalism/Destruction of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done to the item or to pay for full replacement of the item and work to clean or repair the areas in addition to office assigned consequences.

**4. Fighting or Aggressive Behavior**

Fighting between two students or any aggressive behavior toward another student or staff member will not be tolerated on school grounds. Students are expected to work problems out in a calm and rational manner.

5. **Inappropriate use of technology**

6. **Weapons**

7. **Threats of harm to others**

8. **Public Display of Affection (PDA)**

9. **Theft**

Taking items that do not belong to an individual is not acceptable behavior and will not be tolerated at Hardin-Houston.

10. **Prohibited Articles**

Students are not to bring items to school that could be harmful to themselves or others. Such items include, but aren't limited to: weapons or look-alike weapons (such as guns, knives, or items used as a weapon), tobacco products, cigarettes, matches or lighters, drugs or drug paraphernalia.

Students are not to bring items that interfere with school procedures, school environment and/or learning. Such items include, but aren't limited to: cell phones, trading cards, iPods, headphones, radios, CD players, toys, make-up, etc. **If these items are accidentally brought to school, the student can turn them into the office to hold until dismissal. We will assume absolutely no responsibility for loss/theft of items which should not have been brought to school in the first place.**

**Items listed above that are discovered by staff members will be kept in the principal's office until a parent/guardian picks the item(s) up.**

11. **Cheating**

Cheating, plagiarism or other acts of dishonesty will not be tolerated, and will be met with severe consequences. All parties involved in any situation involving the above listed acts will be disciplined.

The above infractions will result in an immediate referral to the principal. Consequences may be as follows:

- a. **First Offense**—Possible 3-10 day suspension and referral to counselor
- b. **Second Offense**—Possible 5-10 day suspension and referral to IAT team
- c. **Third Offense**—Possible 10 day suspension and recommended expulsion; law enforcement agency notified.

**Other Offenses:**

## 12. **Gum Chewing**

Students are not permitted to chew gum, drink or eat without permission on school grounds (including the school bus).

## 13. **Defiance or insubordination**

## 14. **Disruption**

## 15. **Trespassing**

### **Acceptable Use and Internet Safety Policy**

Please see Policy 7540.03 accessible in the policies on the website.

### **Playground Rules**

1. Dress appropriately for outside play.
2. Items found on the ground should remain on the ground—do not throw items.
3. Balls are not allowed in the mulch area.
4. Only one person is allowed on a slide at a time. Slides are for sliding down only.
5. No jumping off, standing on, or hanging upside down from climbing equipment.
6. Students should sit while using the swings. No twisting of chains or swinging sideways. No jumping off swings.
7. Games such as dodge ball, tackle football, wrestling, piggy back, smear games, and fighting are not allowed.
8. Students must have adult permission before entering the building.
9. When whistle blows, students must line up immediately at designated area and be quiet and ready to enter the building.
10. During winter, sliding on ice and throwing snowballs are not permitted.
11. No foul language, gestures, spitting, or hitting.
12. Students must control their bodies at all times.

### **Inside Recess**

When weather conditions cause students to remain inside during recess, students will remain in their classrooms. Students must remain seated, either at their own desk, floor or table and engage in a quiet activity. Absolutely no shouting, running, or pushing is allowed. Students are not to use scissors or sharp equipment during inside recess.

## **Bus Rider Rules**

Students should be on time at their designated school bus stops and wait until the bus comes to a complete stop before attempting to enter the bus. Listed are the rules for school bus riding:

### **SCHOOL BUS SAFE-RIDING RULES**

1. Pupils shall be at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait at their “Designated Place of Safety” as assigned by the driver. When the bus comes to a complete stop the driver will signal the students to proceed. When students are dropped off after school they should proceed to their “Designated Place of Safety” and remain there until the bus has departed.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their ASSIGNED seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

Pupils must not put head or arms out of the bus windows.

Students who do not follow these rules risk consequences such as detention, in-school suspension, Saturday school, or loss of bus riding privileges.

**Riding bus home w/ another student**

Due to full buses, students will not be permitted to ride home with another student except in the case of an emergency in which case the change in bus route will need approval by the building principal.

**Detention**

Students may be assigned detentions by the principal, teachers, or teacher aides. Detentions could be assigned for a recess, before school from 7:22-7:57, after school from 2:57-3:30 p.m., or on Saturday in the commons from 8:30-11:30 a.m.

**Saturday School**

Saturday School is provided to help students recognize the importance of being in school and to keep students in school by providing a viable alternative to suspension. Students who are assigned Saturday School will service them from 8:30-11:30 a.m. in the Hardin-Houston Commons. Parents will be notified of assigned Saturday School by phone or mail.

**In-School Restriction**

In-school restriction is also provided as an alternative to keep students in school. A student who is assigned in-school restriction will be monitored all day and kept away from the rest of the student body.

**Out of School Suspension/Expulsion**

The principal may assign out of school suspensions for serious infractions. Students who are assigned out of school suspensions may not be on school property or attend school functions for any reason during the duration of the suspension. (see policy 5610) The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

**Emergency removal**

If a student's presence poses a danger or an ongoing threat of disruption, he/she may be removed from the premises (5610, 5610.01)

**Bus Suspension**

Students can be suspended from the bus for all or part of the year for any violation of bus regulations as supported by Policy 5610.04

**Searches**

Hardin-Houston provides lockers for students to store materials. With reasonable suspicion, the principal may search student lockers, possessions, or person as stated in policy 5771.

**Video Surveillance/electronic monitoring (7440.01)**

Video surveillance is in use in hallways, offices, and on buses. Video may be used in determining actions of misbehavior and in issuing forms of discipline.

**Retention Policy**

The following procedure MUST be followed in order to retain a student:

- ❖ Child is placed in school-wide IAT and goes through RTI process beginning in the first semester
- ❖ Comments are noted on the grade card that modifications and/or interventions are being utilized
- ❖ The student fails reading and/or math in the primary grades
- ❖ The student fails 2 or more major content areas in the intermediate grades

OR

- ❖ The student is working below grade level in 2 or more major content areas in any grade level and is receiving accommodations, modifications and/or interventions.
- ❖ The parent is notified in writing of possible retention in April
- ❖ The parent is notified in writing of probable retention in May
- ❖ The principal has the final decision regarding the retention, placement, or promotion of a student.

Exceptions:

- ❖ Kindergarten retention can be decided in the final quarter if the student is not making the progress necessary for success in first grade.
- ❖ State law has mandated 3<sup>rd</sup> grade retention if a child does not score adequately on the state reading test.

## **Policy on Drug Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. (form 5530)

## **PBIS and Limited restraint and seclusion**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques

**Civil Rights Compliance Officer**

If any student feels his/her civil rights have been violated, please contact the building principal or guidance counselor at 295-3010.

**Please sign and send in with student by 9/6/17**

I have read and understand the rules and policies presented in the student handbook and have reviewed them with my child.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student signature (grades 3-6) \_\_\_\_\_

\*Handbook is available on the elementary page of the website. If you need a copy, please contact the office.

## Hardin-Houston Schools, Title I, School-Parent Compact

We believe that communication between school staff and parents is important. The purpose of this School-Parent Compact is to aid the development of a school-parent partnership which will help all children achieve high standards. Responsibility for improved student achievement needs to be shared by parents, child, and school staff.

### PARENT / GUARDIAN

As a parent or guardian I understand that I will have reasonable access to my child's teachers, as well as opportunities for participating in my child's education and, if desired, observing and participating in classroom activities. I will be responsible for supporting my child's learning in the following ways:

Reading progress reports and discussing them with my child.

Seeing that my child is punctual and attends school regularly.

Placing value on school activities.

Supporting the school in its efforts to maintain proper discipline.

Establishing a time and place for homework and seeing that it is completed.

Reading to and with my child.

Encouraging my child's efforts and being available for help.

Participating in conferences.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### STAFF / TEACHER

The entire school staff of Hardin Elementary School will share responsibility for improved student achievement. I will be responsible in the following ways:

Providing a high quality curriculum that enables the child to meet state performance standards.

Providing ongoing communication with parents and classroom teachers.

Holding parent information meetings.

Participating in conferences.

Encouraging all students.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### CHILD

I will try to do my best in school by:

Having good attendance.

Following school rules.

Being a good listener.

Doing my homework.

Doing the best work I am able to do.

Signature \_\_\_\_\_

Date \_\_\_\_\_