

Hardin-Houston Elementary
Student/Parent Handbook
2026-27



A Great Place to Learn!

Arrival and Dismissal

Students are not to exit the buses before 7:50 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 Aux. gym* and remain there until 7:50 a.m. *after which they may go to their classroom.*

Students wishing to participate in the breakfast program will report to the Commons upon arrival. Students receiving free or reduced lunch will also be eligible for free or reduced breakfast. Students not eating breakfast shall stay on the bus until 7:50. Dismissal will begin at 3:00 p.m. 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 leave his or her vehicle unattended at the circle. Unattended cars may be subject to towing.

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 8:10 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 by minutes/hours per 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 and Workforce 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 Department of Education and Workforce are not

acceptable and will carry disadvantages for the student. Those reasons which are acceptable by the Department of Education and Workforce (DEW) 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 or email must be brought to the office upon the day of return from the student's absence otherwise the absence will be considered unexcused. A telephone call received by 8:10 am from a parent/guardian will also suffice.
2. Medical, dental, or optical appointments verified by the doctor in a written note must be brought to the office upon the day of the student's return from the student's absence otherwise the absence will be considered unexcused.
3. Death in the family verified by a parent or guardian in a written note or email must be brought to the office upon the day of return from the student's absence otherwise the absence will be considered Unexcused. A telephone call received by 8:10am from a parent/guardian will also suffice.
4. Quarantine of the home verified by a doctor in a written note must be brought to the office upon the day of return from the student's absence otherwise 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 or email must be brought to the office upon the day of the student's return from the student's absence otherwise the absence will be considered unexcused. A telephone call received by 8:10 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 during school days are unavoidable, the parent should turn in the family vacation form to the office at least one (1) week in advance. 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 for each day of absence to complete assignments and turn them in to the teacher.

Religious Expression Days

Students may be excused for up to 3 school days to celebrate religious expression. Parents should provide the principal with written notice of the specific dates not later than 14 school days after the first day of school or 14 school days after transfer or enrollment into the school in order to be provided with alternative accommodations with regard to examinations and other academic requirements missed on these days. A non-exhaustive list of eligible days can be found here:

<https://education.ohio.gov/getattachment/Topics/Student-Supports/Attendance-Support/Ohio-Attendance-Laws-FAQs/District-Policies/How-should-schools-and-districts-handle-absences-d/Religious-Expression-Holiday-List.pdf.aspx?lang=en-US>

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 may receive only 80% 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) may 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. It is the responsibility of the student to bring notes to the office.

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 an accumulation of hours equal to ten (10) days of absences for the school year, the assistant principal will notify the parents or guardians of the student and the student will be placed on a required doctor’s note in order to have absences excused.

Step 2: If a student has any further unexcused absences, the assistant principal and a team will meet with the parent and student to create an attendance plan.

Step 3: If the student continues to have unexcused absences, the county truancy officer will be notified and will meet with the parent.

Remember that students can have unexcused absences if they do not bring notes to school on the day of return from an absence.

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 day absent; students leaving before 1:00 p.m. will also be counted as ½ day 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 records.

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-Houston 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. Education Connection will be utilized to inform parents of these situations. **Please make sure to edit Final Forms 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 Dayton TV Stations and X.

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. Students will not be permitted to carry book bags throughout the day. Book bags are to be kept in lockers. The principal can make an exception to this rule under extenuating circumstances.

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.

Parent Right of Access

All parents have the right to information about their students' education. Physical rights to the student are dependent upon custody forms.

Animals at School

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

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. Teachers may sometimes provide treats as they are aware of all health factors of their students, but parents should not send anything in for birthdays, holidays, etc. 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, located in Board Policies on our website 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:

- 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 may not be permitted to go outside for recess.
- Coats may not be worn during the school day.
- 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 excessively 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.**

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 Elementary:

A 100-93 B 92-80 C 79-70 D 69-60 F 59-0

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 for grades 3-6. Grades K-2 will provide quarterly updates. Parents are encouraged to check on grades regularly. At some grade levels, science and social studies will be taught alternating quarters.

Access to Grades

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 and Hearing: pre-kindergarten, first, third, fifth grades

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

Parents have the availability to opt out of these services.

Head Lice

Students are screened on an as needed basis. Parents will be required to pick up those students who continue to be a chronic case of live lice and take them home. 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). Students with live lice will not be permitted to ride the bus.

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 8:00-3:00. 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 from the library or their teachers 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 at the end of every month, 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

Breakfast prices are \$1.50 or \$.30 reduced

Lunch prices are \$2.25 or \$.40 reduced

Milk-. \$50

Allergies

Students who have a known food allergy will be seated at a special table at lunch sitting only with students who purchase school lunch so that there is not a chance for accidental exposure.

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 form granting permission to administer along with any specific dosage requirements.

FERPA

Parents have the right for information about their students to be kept private. Consent forms are in Final Forms.

School Fees

Annual school fees for workbooks, supplies, and technology are **\$25** per student in grades kindergarten through 6th grade per year. 5th graders will be charged **\$25** for 1-1 Chromebook program costs. 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 of 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 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. 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. Parents may request policies regarding student participation in state mandated assessments

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.

Office 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 Brooke Seger or Jeff Judy, the Civil Rights Compliance officers at 295-3010. All attempts will be made to resolve the situation.

Special Education

Questions regarding special education can be directed to the Director of Student Services, Jeanie Riethman at jriethman@hardinhouston.org.

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. Seger 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 Midwest Regional Educational Service Center. 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.

1:1 Technology Program

Students in 5th and 6th grade must abide by the 1:1 Chromebook Guidelines.

Electronic/Recreational Equipment/Personal Electronic Devices (PEDs)

Students are not permitted to have radios, headsets, portable music players, video games, personal computers/laptops, or other related electronic items at school. Students are permitted to listen to (at an appropriate noise level) portable music players on the school bus, but must be turned off and out of sight while the student is boarding and as they depart the bus/vehicle. Recreational items such as skateboards, collector cards, playing cards, "slam" books, laser lights, and similar items are not to be brought to school. In addition, students are not to have in their possession any type of permanent markers. Items which are not appropriate and/or permitted in school can be confiscated and brought to the office. **The school assumes no responsibility if any of these items are stolen when brought to school. All of the aforementioned devices/equipment will be confiscated by school personnel and will be brought to the principal's office and kept until a parent/guardian comes to school and picks up the devices/equipment. This includes PEDs that are not being used for educational reasons (laptops, earbuds, smartwatches, etc.). If a student refuses to relinquish the aforementioned device, he/she will face severe disciplinary action (ie. out-of-school suspension). Students with multiple violations of this policy will be referred to the principal for possible disciplinary action.**

Cell phones

Cell phone use is prohibited at all times throughout the school day. Student cell phones should be powered off and stored in student lockers during the school day (8:00-3:00). Students may not use cell phones once they enter the school building each morning. Students may access and use their cell phones within the building after the dismissal bell at the end of the day. **The school assumes no responsibility if cell phones are stolen when brought to school. Students who fail to adhere to this policy will have their cell phone confiscated by school personnel and brought to the principal's office and kept until a parent/guardian comes to school and picks up the devices/equipment. Appropriate disciplinary action may also be applied.**

Exceptions to this policy-Students may use their cell phones for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973, "29 U.S.C. 794. Other reasonable exceptions may be approved by the school principal.

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.

Student Code of Behavior and Conduct

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.

The items in this Code are applicable to all students when under the authority of all school personnel during regular school activities, events, and functions whether on property owned, rented, and/or maintained by the Board of Education, or on property owned, rented, and/or maintained by another party. Additionally, the provisions of the Code shall apply to all students if the prohibited act(s) takes place on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the school. This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, substitute teachers, librarians, teacher and school aides, monitors, volunteers, tutors, secretaries, cooks, custodians, bus drivers, coaches, or any other authorized school personnel. All disciplinary consequences (except expulsion) are at the discretion of the principal. Violation by a student of any one or more of the following may result in disciplinary action which may include, but not limited to: verbal warning, Tuesday School, Saturday School, parental contact by telephone or letter, emergency removal from class, in-school restriction, out-of-school suspension, alternative school, referral to law enforcement and/or legal authorities, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. Alcohol/Drug/Tobacco-Nicotine Use and/or drug paraphernalia

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 be 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 Board Policy 5517.01 located on the school website 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, Acceptable Use and Internet Safety Policy

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

6. Weapons of any nature or making a statement of having possession of a weapon.

7. Threats of harm to self and/or others. Depending upon the situation, parents may be required to seek professional mental health care for their child or family in order for the child to return to school.

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 Elementary School.

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, vapor devices.

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 consequences. All parties involved in any situation involving the above listed acts will be disciplined. The use of Artificial Intelligence and Natural Language Processing Tools will be considered cheating unless the teacher directly assigns its use.

12. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

13. Physical assault or verbal threats toward a staff member, student, or person associated with the district.

14. Bomb threats and other false alarms (including fire) and reports.

15. Insubordination

16. Trespassing

17. Possession or use of explosives or fireworks

18. Persistent absence or tardiness

19. Refusing to accept discipline

20. Violation of individual school/classroom rules

21. Interference, disruption, or obstruction of the educational process

22. Harassment and/or Aggressive Behavior (including cyberbullying)

23. Inappropriate Sexual Behavior

24. Social media or other out of school activity that carries into and disrupts the education process.

25. Truancy

26. Repeated offenses

27. Violating the space and possessions of others

28. Violating the right to privacy of others

29. **Extortion**

30. **Falsely reporting incidents**

31. **Hazing or intimidation**

32. **Other behavior that is disruptive to the education process and/or is unsafe for staff and/or students in the building.**

*** Gum Chewing**

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

Threats involving deadly weapons, explosives, or other deadly devices or substances

Student threats and acts of violence are prohibited on school property, and while at or participating in any school-sponsored event. Student threats are those that are communicated or caused to be communicated, either directly or indirectly, orally, in writing, by use of an electronic device, or any other means, and disrupt the safety of students, school personnel, and/or property. Any student that becomes aware of a violent threat should make a teacher, counselor, school resource officer, or principal aware immediately. The district administration and/or Threat Assessment Team will review and investigate all alleged threats.

Students who have been found to make such threats may be subject to the following:

Emergency removal from school

10 day out of school suspension with the recommendation for expulsion

Parent/Guardian acknowledgment of assessment/follow up care and the consent for student medical records release

Contact of law enforcement authorities for possible charges.

Playground Rules

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

- Pupils shall be at the bus stop 5 minutes before the bus is scheduled to arrive.
- 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.
- Behavior at school bus stop must not threaten life, limb, or property of any individual.
- Pupils must go directly to their ASSIGNED seat.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco/nicotine (including e-cigarettes) on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- 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.
- 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.

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two types of discipline are possible, informal and formal:

Informal Discipline takes place within the school. It can include:

- Writing assignments
- Change of seating or location
- Before, lunch-time, or after school detention
- In-school restriction
- Tuesday School (3:00-5:00 p.m.)
- Saturday School (8:30-11:30 a.m.)

Detention

Students may be assigned detentions by the principal, teachers, or teacher aides. Detentions could be assigned for a recess, before school from 7:30-8:00 a.m., after school from 3:00-3:30 p.m., Tuesday from 3:00-5:00 p.m., or on Saturday 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 serve 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.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal, suspension, or expulsion.

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" located on the website. Students can also be expelled from school for a period up to 80 days.

Expulsion for actions that pose imminent and severe endangerment to the health and safety of other students or school employees

In this case, students can be expelled from school for a period up to 180 days. Conditions must be put in place that the student must meet in order to return to school. At the end of the expulsion period, the expulsion may be extended for an additional 90 school days upon determination of the superintendent.

Emergency removal

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

Removal of Bus Privileges

Students can have bus privileges removed for all or part of the year for any violation of bus regulations as supported by Policy 5610.04 located on the website.

Searches

Hardin-Houston Local School provides lockers for students to store materials. With reasonable suspicion, the principal may search student lockers, possessions, or person as stated in Policy 5771 located on the website.

Video Surveillance/electronic monitoring (Policy 7440.01 located on the website)

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 will be followed in order to retain a student:

- ❖ Child is placed in school-wide MTSS 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 3rd grade retention if a child does not score adequately on the state reading test.

- ❖ ALL Young Five students are technically retained.

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 school counselor at 295-3010.

Hardin-Houston School 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. I will be responsible for supporting my child's learning in the following ways:

Reading progress reports and discussing them with my child.	Establishing a time and place for homework and seeing that it is completed.
Seeing that my child is punctual and attends school regularly.	Reading to and with my child.
Placing value on school activities.	Encouraging my child's efforts and being available for help.
Supporting the school in its efforts to maintain proper discipline.	Participating in conferences.

Signature _____ Date _____

Staff/Teacher

The entire school staff of Hardin-Houston Elementary School will share responsibility for improved student achievement. I will be responsible in the following ways:	Providing ongoing communication with parents and classroom teachers.
Providing a high quality curriculum that enables the child to meet state performance standards.	Holding parent information meetings.
	Participating in conferences.
	Encouraging all students.

Signature _____ Date _____

Child

I will do my best in school by:	Being a good listener.
Having good attendance.	Doing my homework.
Following school rules.	
Doing the best work I am able to do.	

Signature _____ Date _____

Hardin-Houston Local School District

1:1 Handbook and Chromebook Guidelines
For the 2025-2026 School Year

Hardin-Houston Local School | Department of Technology
MATT STEPHENS | DIRECTOR OF TECHNOLOGY
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District Owned & Issued Chromebooks

Receiving Your Chromebook

- Students will receive a new Chromebook in grades 5 and 9.
- Chromebooks will be distributed prior to the start of each school year or just after the school year starts.
- Parents/Guardians and students MUST sign the Student Handbook before a Chromebook will be issued to the student. Parents/students will sign this document electronically using our Final Forms Portal on our website. There are no exceptions to this rule.
- Chromebooks will be collected at the end of each school year. Students will receive their original Chromebook again each year while enrolled at Hardin-Houston Local School.
- At the end of a student's 8th grade year, students will return their Chromebook to the school and a new Chromebook will be issued to each student at the beginning of their 9th grade year.
- Each student will receive a carrying case for transporting their Chromebook. Students are expected to transport their Chromebook in their assigned case. Any repair or replacement needed as a result of transporting the Chromebook without the case will be charged to the student at full price and may result in disciplinary action from the principal.
- Any students who comes into the district mid-year will be issued a Chromebook from the remaining building inventory, and will be instructed on how to take care of their Chromebook.

1:1 Program Costs

- 1:1 program costs for grades 5-12 are \$25 each school year.
- At the end of a student's 12th grade year, students who have paid \$100 total to own the Chromebook (\$25 each year in grades 9-12) will be allowed to keep their Chromebook for personal use. The Chromebook will be disconnected from the school's G Suite and will no longer be monitored or filtered by the district.
- This ownership cost for graduating students is not considered a school fee and is required of all 1:1 participants who choose to take ownership of the device after graduation.
- This 1:1 device ownership payment is not prorated for partial years of student enrollment and therefore is not refundable.

- The cost to own the Chromebook has been implemented to assist the District in acquiring, upgrading, and maintaining technology hardware and software that support the district's 1:1 initiative. This includes the devices, device cases, management software, warranties, and any other district identified ongoing costs that are necessary to maintain and support the district's 1:1 initiative.
- Students will NOT be charged for any repair that is related to manufacture defect.
- Students WILL be charged for ANY physical damage not caused by manufacturer defect, any intentional damage, and if the Chromebook is lost.
- Each student will receive two new Chromebooks – one in the 5th grade and one in the 9th grade.

Taking Care of Your Chromebook & General Precautions

- Students are responsible for the general care of the Chromebook they have been assigned by the district.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or technology support as soon as possible so that the issue can be taken care of properly.
- Do not take a district-owned Chromebook to an outside computer repair service for any type of repairs or maintenance.
- Food and beverages can damage your Chromebook. Students are fully responsible for any damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook; improper use will result in damage and the cost to repair that damage will be at the student's expense.
- Never transport your Chromebook with the power cord plugged into the Chromebook.
- Never transport your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- The Chromebook needs to travel to school in the assigned bag WITH the charger.
- Always unplug the Chromebook charger from the Chromebook when not charging the device.

- Chromebooks must remain free of any writing, drawing, or stickers, except district labeling. District labeling tags are not permitted to be removed or altered in any way. Doing so may result in disciplinary action.
 - Two Hardin-Houston Local School identification labels will be on each Chromebook. One label will be a small Asset Tag, will contain a barcode and will be affixed to the bottom of the Chromebook. The second label will be affixed to the top of the Chromebook and will have the student's name on it.
 - There will be an identification tag, with the student's name, affixed to the charger.
 - There will be an identification tag, with the student's name, affixed to the carrying case.
- Chromebooks should never be left in a vehicle, or any unsupervised area, unattended.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean or put pressure on the top of the Chromebook when it is closed.
 - Do not store the Chromebook with the screen in the open position.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not place anything in the carrying case or a backpack that will press against the cover.
 - Do not poke the screen with anything that will mark or scratch the screen surface.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, USB drives, etc.).
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not wrap the charger cord tightly as this will cause the wires to break and a new charger will need to be purchased.
- Students may not remove or interfere with the serial number and other identification tags, nor should they physically alter the device or carrying case. Under no circumstances should a student take apart their Chromebook or take their Chromebook to a third party for repairs. All repairs should be facilitated through the Hardin-Houston Technology Department.

Using your Chromebook at School

- Chromebooks are intended for use at school each day.

- Students are responsible for bringing completely charged Chromebooks for use each school day as well as the charger.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

Account Access

- Students will only be able to login to their Chromebook using their hardinhouston.org Google account.
- Once a student is logged into their Chromebook using their school-provided Google account, other systems, like Clever, may then be accessed.
- Students should only use their own username and password and not share their account information with another student or access the account of another student.
- Only the student to whom the Chromebook was assigned is permitted to use the Chromebook

Chromebooks left at home

- If a student leaves his/her Chromebook at home, they will be permitted to contact the office to phone their parent/guardian to bring it to school.
- If unable to contact parents/guardians, the student will have the opportunity to use a loaner Chromebook if one is available.
- Repeat violations of this policy will result in disciplinary action.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks at home each evening.
- Repeat violations of this policy will result in disciplinary action.

Printing

- Digital sharing of documents is encouraged and printing is discouraged. Printers are available for use at school, but teacher approval must be given before a student may print anything.

Managing & Saving Your Digital Work

- Hardin-Houston Local School utilizes Google Workspace for Education, which contains a suite of products including word processing, presentation software, forms & survey software, video software, spreadsheets, etc. that let you create different kinds of online documents, collaborate in real time with other people, communicate with others and store your documents and files in the Cloud.
- Only user accounts in grades 7-12 can be used to check email. Google's Gmail is disabled from use for K-6 students.
- With a wireless Internet connection, you can access your documents and files from any Internet-ready device, (including your Chromebook, laptop, tablet, phone, etc.) anywhere and at any time. There are apps for Google Education that students can download to their phones or tablets from either the Apple App Store or the Google Play Store.
- All files used on a Chromebook will be stored online in a Cloud environment. While using a Chromebook, students do not have access to Hardin-Houston Local School's traditional network-based Home Directory (i.e. their "H" Drive).
- Prior to graduating, or leaving the district, students can download copies of their documents to a portable drive.
- Students are encouraged to purchase headphones and/or a mouse to use with their Chromebook.

Protecting & Storing Your Chromebook

- Student Chromebooks will be labeled in the manner specified by the school. Do not remove this labeling.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Hardin-Houston Local School.

- Students are required to use their hardinhouston.org User ID and password to login to their Chromebook. Students should protect their accounts and are required to keep their account information confidential.
- When students are not using their Chromebook, they should store them in their assigned case and their assigned locker or in another locked area to be determined by their teacher or school administration.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- For security and temperature-control reasons, Chromebooks should not be stored in a student's vehicle while at school or at home.
- Under no circumstances should Chromebooks be left unattended in an unsupervised area.
- Unsupervised areas include the school grounds and campus area, the cafeteria, computer labs, athletic fields or courts, locker rooms, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is in danger of being stolen or vandalized.
- If you find an unsupervised Chromebook, please notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook unattended in an unsupervised location.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made through the Hardin-Houston Technology Department.

Vandalism and Theft

- Students/parents should contact their school as soon as possible after the device is determined to be stolen, lost, or vandalized. In cases where the Chromebook has been stolen, lost, or vandalized, the building principal will determine who is responsible for the repair or replacement cost of the device and/or carrying case.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Returning The Chromebook

- All district-owned Chromebooks, chargers and cases must be returned at the end of each school year unless you are a graduating senior AND you have paid \$100 total towards the 1:1 program (\$25 in each grade 9-12).
- Students withdrawing from the district must return district-owned Chromebooks to their school office prior to leaving the district.
- Any Chromebook or accessories (i.e. chargers or cases) that are not returned at the appropriate time will be considered as stolen property and law enforcement agencies will be notified.

Acceptable Use Guidelines

- Access to Hardin-Houston Local School District's technology resources is a privilege and not a right. Each student and/or parent will be required to follow the guidelines contained within this policy and the policies outlined in the Acceptable Use and Internet Safety Policy and all other school policies.
- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Hardin-Houston Local School.
- Students are responsible for their ethical and educational use of the technology resources of the Hardin-Houston Local School District. Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes "responsible use" will be at the discretion of the Director of Technology and/or Principals.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal or Director of Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.

- All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no expectations of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be filtered on campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.
- Take care to protect your passwords. Do not share your passwords.

Privacy, Safety & Legal Property

- Hardin-Houston Local School District retains sole right of ownership and possession of the 1:1 device. The devices are loaned to the students for educational purposes only for the academic year. Hardin-Houston Local School District's administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or your passwords to anyone, including anyone online.
- Do not open, use, or change files that do not belong to you.
- Remember that data storage and data transmission, including email and online usage, are not guaranteed to be private or confidential as all Chromebook equipment and school-provided accounts are the property of the Hardin-Houston Local School District, which reserves the right to inspect all data and the data transmissions of students.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- The Hardin-Houston Local School District has filters in place to protect our staff and students from inappropriate content. However, from time to time, inappropriate online sites, images and files, as well as email messages sent to you, may get through. Please report inappropriate content to your teacher, building principal and/or the Director of Technology.

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The use of Artificial Intelligence (AI) or Natural Language Processing (NLP) tools is strictly prohibited for the completion of school work. The use of AI/NLP, without the express permission/consent of a teacher, will be considered a form of plagiarism.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action by the District.

At Home Use

- The use of Chromebooks at home is encouraged. Hardin-Houston Local School District expects you to connect your Chromebook to your home network and you are encouraged to use it anywhere that fits your needs.
- Chromebook care at home is just as important as in school, please refer to the care section of this handbook.
- Transport your Chromebook in the assigned case.
- School district supplied Internet filtering will be provided for use with devices outside of school district buildings.

Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or SPAM.
- Email & communications are subject to inspection by the school at any time and should not be considered private.
- Only user accounts in grades 7-12 can be used to check email. Google's Gmail is disabled from use for K-6 students.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, always logout of your Chromebook before stepping away from the device – even if just for a minute.
- Non-compliance with the policies of this document or the Student Network and Internet Acceptable Use and Safety Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your content.

Repairing/Replacing Your Chromebook

Vendor Warranty

- The equipment vendor has a one-year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or a replacement Chromebook.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.
- Please report all Chromebook problems to the Technology Department as soon as possible.

Loaner Chromebooks

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology support staff.

- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Loaner Chromebooks CANNOT be taken home and must be returned to the Technology Department or school office at the end of each day unless otherwise permitted by the student's building principal.

Chromebook Repair and Replacement Costs

- All district-owned Chromebooks must be repaired and maintained by the Hardin-Houston Local School.
- The costs associated with a student's first repair as a result of accidental damage will be covered by the Hardin-Houston Local School District. (This is the first, overall repair, not one repair per year.) After that, the below table indicates the repair costs to the student for a damaged device. Costs may change based on different models of Chromebooks.

Repair Costs

Repair Costs 1 st <u>accidental</u> incident at no cost	Broken Screen	Keyboard Repair	Power Adapter & Cord	Battery Replacement	Chromebook Shell	Lost/Damaged Case	Lost or Completely Damaged Device
	\$50	\$50	\$60	\$60	\$50	UZBL: \$25 Higher Grounds: \$32.50	\$300

- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, parents/guardians and students are responsible for reporting the incident to the school.
- If it is determined that a student has caused negligent damage to another student's device, the student may be held responsible for the cost or repair or replacement of the device and/or carrying case, and may face disciplinary action.
- A loaner device will be issued while the student's device is being repaired, but the loaner device cannot be taken home and must be returned to the Technology Department or school office each day unless otherwise permitted by the student's building principal.

- Hardin-Houston Local School will not return a repaired Chromebook to the student until the full repair cost is paid and students who do not pay for their repair costs in a timely manner will stop receiving a loaner Chromebook and may be subject to disciplinary action.
- If a new Chromebook needs to be purchased due to negligence, it will be at full expense to the student.

Chromebook Technical Support

- Technical support will be available and handled through the Technology Department at Hardin-Houston Local School. Services provided include the following:
 - Hardware maintenance and repairs
 - Coordination and completion of warranty repairs
 - Distribution of loaner Chromebooks
 - Operating system or software configuration and support
 - User account support
 - All repairs must be completed by the Hardin-Houston Local School Technology Department

Student-Owned Devices

- Students are expected to bring their Chromebook to class every day unless specified by their teacher.
- Student owned laptops, Chromebooks, and other computer devices are not permitted to be brought to school.
- Students cannot use their personally-owned device as a replacement device for their school-issued Chromebook.
- Hardin-Houston Local School is not responsible for damage, loss, theft or technical support issues of a student-owned device.

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered

to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 C.F.R. 54.500 - 54.523

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)