



**WEST HOLMES LOCAL SCHOOLS**

**STUDENT HANDBOOK**

**2016-17**

## **WELCOME**

Welcome to the West Holmes Elementary Schools. The faculty and administration of each building is looking forward to an exciting and successful year. It is our belief that education is not only the mathematics, English, science and the history that is studied; it is the teaching of manners, punctuality, good attendance habits and cooperating with fellow students and teachers.

This Handbook is prepared to encourage a better understanding between the school and parents/students. On behalf of the faculty and staff, we extend an invitation for you to visit our school, attend your child's programs and become an active member of our parent organization. We are very happy to have you and your child with us.

## **SCHEDULES**

Office Hours	8:00 a.m. – 4:00 p.m.
9:00 – 3:35	Clark 330-674-7936
9:00 – 3:35	Killbuck 330-276-2891
9:00 – 3:40	Lakeville 419-827-2006
9:00 – 3:45	Millersburg 330-674-5681
9:00 – 3:30	Nashville 330-378-2111

Students not riding a bus should not arrive at school any earlier than fifteen minutes before the school day begins.

## **BUS GUIDELINES**

Students are expected to follow all bus safety guidelines as listed on the "Student Transportation Form". Students will be warned about improper bus behavior. The building principal can withdraw the privilege of riding. Please remember that riding the bus is a privilege and all students are expected to follow the rules and obey the driver. The safety of your child is the number one concern of the drivers. Distraction of the driver, due to improper behavior could cause an accident.

Students must bring a written note from home, in order to get approval to get on/off occasionally at a stop other than their regular stop. If a student does not have a note, he/she will be sent to the regular drop off.

Specific transportation questions can be directed to the Bus Garage – 330 674-1600.

## **BUILDING INFORMATION**

We welcome all visitors to our schools. To maintain the security of our students you must check in at the office before entering any other portion of the building. Students are not to bring friends to school unless approval has been given by the building principal.

## **TREATS AND PARTY INVITATIONS**

Any treats provided for the classroom, must be sufficient for all children in the class and should not require extra work for the teacher. Teachers will notify parents if there are any food allergy concerns in their individual classroom. Party invitations should be sent from home unless the invitations go to all of the students in the class.

### **PLAYGROUND RULES**

Students are to walk orderly to and from the playground. When the ground is wet or muddy, students will remain on blacktop areas designated by the teacher or principal. Proper use of all equipment is expected. We provide playground equipment for students, please leave personal items at home unless your principal has approved the item and the student's name is clearly marked. The school is not responsible for lost, damaged or stolen personal items. Contact games are not permitted. When the bell or whistle is sounded, students are to line up immediately and proceed in an orderly fashion to the building.

### **DANGEROUS WEAPONS**

Students are prohibited from bringing firearms, knives and dangerous weapons, or other items that can cause bodily harm.

Such items will be taken from the students and appropriate disciplinary measures enforced as set forth by the board policy.

### **RECESS**

All students are expected to go outside for recess. On extremely cold (wind chill of 20 degrees or below), rainy, or very wet days, we will have indoor recess. It is a building procedure that if a child is well enough to attend school he/she is well enough to go outside for recess. Children are expected to dress according to the weather, and should be dressed warmly enough to endure brief recess periods during cold weather.

### **CAFETERIA**

Students may not leave the school during their lunchtime unless it is approved by the building principal with a written note by the parent. Walk in the cafeteria. Fighting, pushing, or food throwing will not be tolerated. Keep your voice at a normal speaking level; shouting will not be permitted. When a student forgets his/her lunch money, the lunch may be charged. These charges need to be paid the next school day. We are requiring the lunch money for the entire week to be paid on Monday or the first day of the week. If for some reason lunch money is unavailable, please notify the office. No food is permitted out of the cafeteria except by permission. Empty trays in the proper areas and keep the cafeteria neat and clean. Lunch prices will be sent home in a separate notice. Students may pack their lunches and milk may be purchased. Applications for Free and Reduced lunches are always available from the school office and may be submitted at any time. Breakfast is available for all students and free or reduced in price for those who qualify for free or reduced lunches. Breakfast may not be charged, but paid for daily or weekly.

### **USE OF TELEPHONE AND ELECTRONIC DEVICES**

Students may neither make nor receive telephone calls on the school phone. In the case of an emergency (illness, accident, etc.) with permission of the teacher, calls may be made by school personnel on the child's behalf. Students are permitted to have cellular phones at school, but they must be in their book bag or locker and turned off. The use of cell phones during the day is prohibited.

Media players, e-readers, and other electronic devices can be valuable tools for the learning process; for this reason, students are permitted to have them in classrooms when given permission by school staff.

Cellular phones and electronic devices that are not used appropriately or with staff permission may be confiscated and only returned to a parent upon request.

The school cannot be held responsible for lost, damaged or stolen phones or electronic devices – these items should be clearly marked for identification and kept secure in the student's locker or book bag.

### **REQUEST FOR EARLY DISMISSAL**

The principal must be notified in writing by parent or guardian if a student is requesting an early dismissal during school hours. The note must specify, by name, the person who will be calling for the student, the date and the time of leaving. That person must report to the office where he/she may be asked for identification. He/she will be asked to sign the sign-out form kept in the office. The office will call the student down for dismissal. Early dismissal should not be done as a daily routine. Students who leave early will be marked as tardy.

### **STUDENT DRESS**

Student's dress and appearance are basically the responsibilities of the students and their parents. However, if and when dress and grooming disrupt the learning process for the individual student, or the learning climate of the school, these become matters of administrative action involving the student and parent. In school, students should be clean. Clothes shall not contain profane or other forms of offensive letters, designs, or advertising. Modesty and good taste require wearing undergarments. Overly tight or overly brief clothing is not permitted. Hats are not to be worn in the building except for special activities.

### **SUPPLIES AND FEES**

Each fall students are expected to purchase supplies requested by their teachers. Please remember that everyday supplies (pencils, paper) are necessary and students need to have these items. Some items are donated and may be available upon request to the school office. Parents will be charged a fee to reimburse the school for some consumable workbook materials and an activity fee. If fees are not paid, original grade cards may be held.

### **FORMS**

Fill in the emergency medical forms completely for each student you have in school. If any change should be made in this information throughout the school year, call the office immediately. This information is necessary for the welfare and safety of your child.

### **FIRE, TORNADO AND SAFETY DRILLS**

Regular safety drills, monthly fire drills, and seasonal tornado drills will be held during the year. We need everyone's cooperation during these drills, and students are expected to move quickly and quietly. Students will be instructed in the procedures to follow for these drills, at the beginning of the year and regularly thereafter.



- 1) Prescription and non-prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all the necessary information including the student's name, the date, name of the drug, and time interval.
- 2) Medication must be brought to school in a container appropriately labeled by the pharmacy or doctor.
- 3) A release form with written permission from the parent or guardian of the student requesting that medication be given during school hours must be completed. These forms are available in the school office.
- 4) New release forms and/or doctor's orders must be completed each year and as necessary changes in medication occur.

### **LICE PROCEDURES**

When, after a screening, a child's head is found to contain lice and/or nits, parents will be notified and they should treat the child's hair before the child may return to school. The child will be rescreened in a week to ensure the treatment was effective.

Questions may be directed either to the school principal or secretary. A maximum of two days is allowed for treatment and verification, in addition to the partial day missed as a result of having asked the parents to remove the child mid-day.

### **DISCIPLINE OF STUDENTS**

The Board of Education believes that discipline in the school setting provided each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. It is considered a fundamental understanding by each student and his/her parents that any school staff member has not only the right, but also the duty, to insist on good behavior. The right of discipline extends to all areas of the school program.

Specific penalties may include:

- In-school detention
- After-school detention
- In-school manual labor
- Suspension from activities
- Suspension from bus transportation
- Suspension of privileges
- Fines/charges for damages/losses
- Modified arrival/departure times
- Suspension from school
- Expulsion from school
- Referral to law enforcement agencies

Individual teachers or the school as a whole may use additional discipline plans or programs. (See attached Student Code of Conduct Policy)

## **PARENT-TEACHER ORGANIZATION**

The purpose of your school's parent organization is to promote the activities and best interest of the school and its students. All parents are encouraged to become active members of the parent organization. In doing so, parents and teachers are truly partners in supporting the education of their children. Please contact your school office to find out when their meetings are held or check your school's monthly newsletter.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The purpose of the Act is to require educational institutions and agencies to conform to fair information practices. The school will not release personally identifiable student records on file without written, prior parent or legal-age student consent. Exception to this would include West Holmes Local School District, Tri-County ESC, other educational service providers contracted by the school district and officials or teachers who have a legitimate educational interest in the student.

At the end of each grading period, students' grades will be sent (either by mail or with the student) to the student's home. In the event of parents living separately (natural or legal guardian father or mother are living separately) and in the absence of a court or otherwise legal order denying such, a copy of student grades, upon prior written request may be forwarded to the natural or legal guardian father or mother who is not living at home.

Information regarding a student's personal file will not be released to any other party, except those indicated above, without written consent of the parent/legal guardian or legal-age student.

Inquiries regarding compliance may be addressed to the Principal.

## WEST HOLMES ELEMENTARY SCHOOL INTERNET SAFETY POLICY

I agree that:

- **I will never give out private information**, such as my last name, my address, my telephone number, or my parents' work addresses or telephone numbers on the Internet.
- **I understand which sites I can visit** and which ones are off-limits.
- **I will tell the teacher right away** if something comes up on the screen that makes me feel uncomfortable.
- **I will never e-mail a person any pictures** of myself or my classmates without the teacher's permission.
- **I will tell the teacher** if I get a mean e-mail message from anyone.
- **I will remember that going online** on the Internet is like going out in public, so all safety rules I already know apply to the Internet as well.
- **I know that Internet is a useful tool**, and I will always use it as a responsible person.
- **If I break any of these rules**, I won't be allowed to use the computer until my teacher says that I may use it.

(Parents and students will sign an Internet Use form yearly)



## **HAZING AND BULLYING**

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

Bullying is an intentional written, verbal, nonverbal, or physical act that a student has exhibited, directly or indirectly, toward another particular student more than once. The behavior causes mental/emotional, and/or physical harm to the other student and is sufficiently severe, persistent or pervasive so that it creates an intimidating, threatening or abusive educational environment for the other student.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and /or attacks;
2. threats, taunts and intimidation through words, verbal or written, and or gestures;
3. extortion damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;

repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:

1. posting slurs on web sites, social networking sites, blogs or personal online journals;
2. sending abusive or threatening e-mails, text messages, voice messages, website postings or comments and instant messages;
3. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
4. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

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

All hazing and/or bullying incidents are to be reported immediately to the building administrator, teacher, or other adult.

(See attached Bullying and Hazing Policy)

## **SEXUAL HARASSMENT**

### Definition of Sexual Harassment

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or academic status or progress.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, opportunities or activities available at or through the school.
4. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the individual.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or sexual nature which may violate the security, dignity, self-worth, safety, or the ability to work in an environment free of sexual harassment.

Sexual harassment may include, but is not limited to:

1. Unwelcome sexual flirtations, touching, advances, or proposition
2. Verbal or physical abuse of a sexual nature
3. Graphic or suggestive comments about an individual's dress or body
4. The use of sexually degrading words to describe an individual
5. Displaying sexually aggressive objects or photographs
6. Sexually explicit or obscene jokes

(See attached Sexual Harassment Policy)

## **NOTE REGARDING THIS HANDBOOK**

This handbook supersedes all previous publications and/or perceptions of rules, procedure, policies, requirements, expectations or any other subject to which this handbook applies.

The school reserves the right to make at any time the changes it deems advisable in the stipulations contained herein.

The effective date for the provisions and stipulations expressed herein is the first day of school until superseded either by selected changes or the succeeding handbook. Additions, deletions and/or clarifications regarding this edition may be issued at a later date; if such are issued, they form a part of this edition according to their effective dates.

### **Rules (Code of Student Conduct)**

Misconduct by a student that is directed at a District employee or the property of the employee, regardless of where it occurs, may result in any item of the methods of discipline listed.

In-school detention

After-school detention

In-school manual labor

Suspension from activities

Suspension from bus transportation

Suspension of privileges

Fines / charges for damages/losses

Modified arrival / departure times

Suspension from school

Expulsion from school

Referral to law enforcement agencies

### **1. Disruption or Interference with Curricular or Extracurricular Activities:**

A student shall not by use of violence, force, coercion, threat, noise, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause disruption or obstruction of any curricular or extra-curricular school activity. Some examples of disruption would include dress and appearance, bomb threat, arson, the setting off of fire alarms, strikes or walkouts, the use or possession of stink bombs, fireworks or explosives, matches, lighters, or any other flame-producing devices or the impeding of free traffic to or within the school, etc. This is not intended to be a complete list.

### **2. Misuse, Damage or Destruction of School Property:**

A student shall not cause damage or destruction of school property.

### **3. Misuse, Damage or Destruction of Private Property:**

A student shall not cause damage or destruction of private property on school premises or during a school activity, function, or event off school grounds including the student's travel to and from school.

### **4. Assault:**

A student shall not act or behave in such a way as could cause, attempt or threaten physical harm or injury to another student, a school employee, or other person on the school premises, while in the custody and control of the school, or in the course of a school related activity.

### **5. Possession of Dangerous Weapons or Objects:**

A student shall not possess, use, transmit, or conceal any object, instrument, or weapon capable of harming or injuring other persons. Included in this prohibition would be the use of chemicals and gasses, including Mace.

### **6. Narcotics, Alcoholic Beverages, and Drugs:**

A student shall not possess, use, transmit, conceal or be under the influence of narcotics, alcoholic beverages, drugs, or other "mood-modifying" substances other than medicine prescribed by a physicians. Prescription medications must have a doctor's slip and must all be turned in to main office.

### **7. Disregard of Reasonable Directions or Commands by School Employees:**

Students shall not refuse to comply with the directions of school personnel, talk back, argue with, and make disrespectful comments toward/about any staff member or fail to complete a previously assigned discipline.

## **8. Special Rules of Conduct for Buses:**

The following types of prohibited conduct may result in suspension from the school buses of the West Holmes School District: smoking, profanity, excessive noise, disregard of reasonable directions by school employees, fighting, vandalism, entering or leaving a vehicle improperly, littering. This is not intended to be a complete list.

## **9. Repeated Violations:**

A student shall not, repeatedly fail to comply with directions or commands of teachers, substitute teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

## **10. Offensive Language or Conduct/Behavior:**

A student shall not engage in any conduct, speech, dress, or behavior that is generally accepted to be crude, profane, vulgar or obscene. This shall include the use of obscene gestures, pictures and signs. Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited.

## **11. Truancy and Tardiness:**

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Examples of "any portion" are: missed class, study hall, lunch, any other assigned activity or who leaves the school building without administrative permission. Excuses from school must meet the State Board of Education conditions and the Ohio Revised Code. In cases of prolonged absence a doctor's certificate may be required to verify the absence in question.

## **12. Theft:**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee.

## **13. Loitering/Trespassing:**

Unauthorized presence of a student in a school building or on school grounds at restricted times is prohibited.

## **14. Tobacco:**

A student shall not possess tobacco products/paraphernalia or use tobacco of any form on school property or at school sponsored activities.

**15. Anti-Hazing:**

No student shall coerce, harass, persecute or participate in any act or attempt to threaten, injure, disgrace, or degrade any other student.

**16. Bullying/Verbal and Sexual Harassment:**

Students shall not engage in any intentional written, verbal, graphic or physical act against a student or group of students which causes mental or physical harm that is persistent or pervasive and creates an intimidating, threatening or abusive school related environment.

**17. Look-Alike Drugs:**

A student shall not possess, make, sell, or transmit any counterfeit controlled substances or related tools.

**18. Gambling:**

Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

**19. Honor Violations:**

Students shall not be involved in activities including, but not limited to: cheating, plagiarism, and improper collusion, misuse of privileges, forgery, or falsification of information.

**20. Transmission/Possession of Prescription or Non-Prescription Medication:**

No student shall possess/transmit or attempt to transmit any form of prescription or non-prescription or over-the-counter medication to another student.

**21. Fighting**

Students shall not verbally or physically harm or attempt to harm another student. This may include name calling, swearing or other forms of provocation, shoving, pushing, punching, grabbing, tripping, slapping, etc. This is not intended to be a complete list.

**22. Extortion:**

Students shall not solicit money or objects of value from other students for any reason.

**23. Complicity:**

Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students who serve as "look outs."

**24. Appearance Code:**

Students shall not violate school rules pertaining to appearance and dress.

**25. Gang Activity:**

Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, act, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

**26. Other Similar Types of Conduct:**

A student shall not engage in any similar misbehavior or activity as those listed even though not specifically mentioned.

Parents,

Please return this page to the school office by the end of the first week of school to indicate that you have read and understood the information contained in this West Holmes Student Handbook.

Yes, I agree that my child,

\_\_\_\_\_ (Child's First and Last Name)

will abide by the rules and policies that are in the West Holmes Student Handbook.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

