# Hilltop Elementary School

## Parent/Student Handbook

## 2022-2023

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Guidance Counselor - Amber Metzger, Ext. 2111
K-12 Care Coordinator - Amy Welling, Ext. 2377
Athletic Director - Tony Gerig, Ext. 2133
Transportation Manager - Gwyn Livensparger, Ext. 2184
Food Service Manager - Shari Stough, Ext. 2144
Custodial Manager - Bill Williams, Ext. 2148

MILLCREEK-WEST UNITY
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www.hilltop.k12.oh.us

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BOARD OF EDUCATION
MEMBERS:
Heather Jones, President
Brian Wieland, Vice-President
Sarah Carothers
David Chester
Randy Mahlman

August 2022

Dear Parents and Students of Hilltop Elementary,

The staff and I want to welcome all of you to Hilltop Elementary School. We are enthusiastically looking forward to the 2022-23 school year. This handbook contains information designed to answer questions you may have regarding policies, procedures, and services available to the students in our building. Please take some time to review this document and keep it as a resource through the year. The rules in this booklet are designed for the health, safety and well-being of all members of the Hilltop learning community.

The staff and I want students to view school as an opportunity to improve their lives and gain the valuable knowledge that will help them be successful in their future. Our teachers continually encourage students to maximize their potential and to participate in all of the school programs that will help them to become a better person.,

One of the greatest motivators for students is enthusiasm. When parents are enthusiastic about the purpose of school, their children will also be positive and enthusiastic about the learning experiences at school. Persistence, enthusiasm, being positive and having a good attitude are qualities that are highly valued in society and also qualities that we choose individually.

It will be very helpful to your child if you attempt to:

* Find something positive about each school day.
* Be positive about your child's efforts to succeed at school.
* Help your child learn how to organize and complete their homework.
* Use a lot of verbal praise to reward your child's efforts at school.
* Establish a homework routine with a quiet place to study.

The Hilltop teachers and staff make every effort to maximize your child's learning experience and to enhance their problem solving knowledge and skills. As a staff, we believe that the basic skills and knowledge that students learn at school will help them be valuable, productive and efficient citizens in our country.

Sincerely,

*Mr. Jason Mansfield*

Mr. Jason Mansfield, M.Ed.
Principal

/jg

## Hilltop Elementary

1401 West Jackson St.
West Unity, OH 43570

www.hilltop.k12.oh.us
419-924-2365

FOREWARD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this Handbook, and keep the Handbook available as a reference. If you have any questions that are not addressed in the Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook reflects the current status of the Board's policies and the Hilltop Elementary School's rules as of July 2022. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guidelines prevails. Current Board policies and administrative guidelines are available by accessing the "QUICK LINKS" tab and then scrolling down to the NEOLA policy book on the district home page at www.hilltop.k12.oh.us **Each student and his/her parents/guardians shall read this handbook carefully to be informed of what is expected of students and as a reference to give direction to a student's school life.**

Approved by: Millcreek-West Unity Board of Education, June 27, 2022.

***Board policies "NEOLA" may be accessed by using the "QUICK LINKS" tab on the Millcreek-West Unity Schools home page at www.hilltop.k12.oh.us***

### MILLCREEK-WEST UNITY LOCAL SCHOOLS BOARD OF EDUCATION
### PHILOSOPHY OF EDUCATION

The Millcreek-West Unity Board of Education's philosophy of education centers on the individual student. Each child within the (school district, community) is entitled to and should receive the best possible training for his adult life. It is the philosophy of this board of education that:

A. Each child is an individual and must be taught as such.
B. A program of studies in the elementary school should be constantly adjusted and evaluated so that each child will enter the high school with a background sufficient to his needs.
C. A program of studies in the high school should be constantly adjusted and evaluated so that each child will have the opportunity to be trained or prepared for his adult life outside of the school.
D. Each child, when he leaves school, will have the background so that he can be a useful member in the society in which he is living.
E. Each child will have been taught to adjust to life's changing patterns to the best of his abilities.
F. Each child should be encouraged to develop his whole being; physical as well as mental. In the end it is the purpose and philosophy of the Board of Education that each student who attends these schools will be able to leave this school properly trained for a useful place in society.

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# *Millcreek-West Unity Local Schools*
# *2022- 2023 School Year Calendar*

**August**
15 Teacher Orientation/Work Days/Open House 5:30-7:00
17 First Day for Students
22 First full day for Kindergarten/Young 5

**September**
5 Labor Day – No School
12 Fair Day – No School
13 Teacher In-Service – No School

**October**
5 2-hour delay
14 1st Grading Period Ends
17 Fall break
20 Grade Cards Available Online

**November**
2 Parent Teacher Conferences (Early Dismissal)
7 Parent Teacher Conferences (After School)
16 2-hour delay 26
23-28 Thanksgiving Break - No School

**December**
22 Semester Ends
23-1/3 Christmas Break

**January**
4 Classes Resume
5 Grade Cards Available Online
16 MLK Day – no school
25 2-hour delay

**February**
17 Teacher In-Service – No School
20 President's Day - No School

**March**
1 2-hour delay
10 3rd Grading Period Ends
15 Grade Cards Available Online
20-24 Spring Break

**April**
7 Good Friday

**May**
25 Last day for students (tentative dismissal 1:00p.m.)
28 Senior Graduation
29 Memorial Day
31 Grades available online

## Workbook Fees for the 2022-2023 School Year

| | |
|---|---|
| Kinder Cadets - Grade 6 | $50.00 |
| Grades 3 - 6 | $15.00 Chromebook fee (This fee is not eligible to be waived.) |

### Elementary School Hours

| | |
|---|---|
| 7:50 a.m. | Entry bell (Students can go to classrooms. No students can enter classrooms prior to this because staff members are not present to provide supervision.) |
| 8:00 a.m. | Tardy bell – classes begin |
| 2:54 p.m. | Walk/ride dismissal |
| 2:56 p.m. | Kinder Cadets, Kindergarten & 1st graders |
| 3:00 p.m. | Bus dismissal |

### Preschool

Morning
7:50 - 11:00 (Entry bell at 7:50)

Afternoon
11:50 - 3:00

## School Delays, Closings & Automated Alert System

Parents can visit our school website to obtain directions to sign up for our automated alert system or contact the elementary office via telephone for assistance. Per ORC 2213.535, all parents must be notified prior to the opening day of the school year of our emergency notification procedures. This is accomplished via Open House, on the Districts' website, in this student/parent handbook and upon enrolling a new student. Emergency notifications to parents may be established in the form of automated telephone calls, text messages, smartphone notifications, and email.

When we delay or cancel school, we notify **POWER ANNOUNCEMENT** and the following radio and television stations immediately:

| | | |
|---|---|---|
| WBNO FM 100.9 Bryan | WTOL-TV Channel 11 | WBCL FM 89.5 Archbold |
| WDFM FM 98.1 Defiance | WTVG-TV Channel 13 | WMTR FM 96.1 Archbold |
| THE BULL 105.7 Defiance | WNWO-TV Channel 24 | |

**Preschool…for *a two- hour delay, the a.m. session will be 9:50-12:00 and the p.m. session 12:50-3:00***

Even though we will call all stations when upgrading or changing the status, the Bryan station will be our primary notification station. Please do not call school personnel, the school building or the media except in case of emergency.

If school is in session and weather conditions deteriorate, the safety of the students may require an early dismissal. In homes where both parents work during the school day, an early dismissal can be very inconvenient. We urge those parents to be certain that their children, especially the younger ones, know where to go if we dismiss early if they are not to go home. You will be notified through **POWER ANNOUNCEMENT** if an early dismissal should occur.

Remember, you will also be alerted to delays and closing and other important events via **"POWER ANNOUNCEMENT"**. Please make sure any changes in phone/cell numbers are updated in the school offices, in addition to your **"POWER ANNOUNCEMENT"** account. For more information or assistance call 419-924-2365 ext. 2350. **With a one or <u>two-hour delay, dismissal will be regular time.</u>**

## I. Student Rights

A. Rights and Responsibilities

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expressions; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

B. Anti-Harassment / Bullying Notice

The Board of Education recognizes that a student has the right to learn in an environment untainted by racial, religious, gender, sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the education process and impedes the legitimate pedagogical concerns of the District.

If any person believes that the Millcreek-West Unity Local School District or any of the District's staff has inadequately applied the principles and/or regulations of:

- Title II, Title VI, Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendment Act of 1972
- Section 504 of the Rehabilitation Act of 1973

- The Age Act; and/or
- The Americans with Disabilities Act,

He or she may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator; 1401 West Jackson Street, West Unity, Ohio 43570-0505 Reference Policy 5517; Guidelines 5517, 2260B; Form 5517 F1.

Bullying, harassment and/or intimidation is an intentional written (including electronic), verbal or physical act that an individual has exhibited towards another particular individual more than once. The behavior causes either mental or physical harm to the receiving individual and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the individual.

Bullying-aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Board of Ed. Policy 5517.01. All students and staff will participate in Anti-Bullying programs.

C. Search and Seizure

Following is a policy of search and seizure in the Hilltop Schools as established by the Millcreek-West Unity Board of Education.

1. A school teacher or principal stands "In loco Parentis" and has the same right a parent would have to search a student in order to remove suspicion.
2. In discharging the duty of supervision over students, school authorities have a right to inspect, which becomes a duty to inspect, school lockers when suspicion arises that something of an illegal nature may be secreted there.
3. A student may have control of his/her locker as against fellow students, but his/her possession is not exclusive as against the school and its officials. A school does not supply its students with lockers for illicit use in harboring stolen property or harmful substances.
4. Students are advised that when a locker is assigned to them that the school and its officials reserve the right to inspect lockers or desks for any purpose it deems advisable.
5. Locker searches may be made by the school principal or by any other proper school official designated by the principal or the superintendent of the school.

## II. Academic Program

A. Enrollment

A child may enroll in kindergarten if he/she reaches the age of five (5) on or before September 30th. A child may enroll in first grade if he/she reaches the age of six (6) on or before September 30th. Presentation of a certified birth certificate is required of each child for admission to school, also a copy of custody papers will be needed if parents are separated or divorced. It is mandatory that each pupil, at the time of his/her initial entry to school, present written evidence that he has received, or is in the process of receiving, immunizations against poliomyelitis, rubella, diphtheria, pertussis, hepatitis B, and tetanus. Immunization records must be presented to the school prior to the first day of school.

B. Grading System: Traditional and S/U Grading Systems Defined

| Grades | Description | Cut-off % | Grade Value |
|---|---|---|---|
| A+ | Excellent | 100 | 100 |
| A | Excellent | 94 | 99 |
| A- | Excellent | 90 | 93 |
| B+ | Above Average | 87 | 89 |
| B | Above Average | 83 | 86 |
| B- | Above Average | 80 | 82 |
| C+ | Good | 77 | 79 |
| C | Good | 73 | 76 |
| C- | Good | 70 | 72 |
| D+ | Fair | 67 | 69 |

| | | | |
|---|---|---|---|
| D | Fair | 63 | 66 |
| D- | Fair | 60 | 62 |
| F | Poor | 59 | 0 |
| S+ | Satisfactory | 90 | 100 |
| S | Satisfactory | 70 | 89 |
| S- | Satisfactory | 60 | 69 |
| U | Unsatisfactory | 59 | 0 |

**Cut-off %** *is the final calculated percentage that the student must meet or exceed in order to receive that grade.*
**Grade Value** *is the percentage used for calculations when the grade is entered as an assignment score.*
**Kindergarten and 1st Grade** will use S+, S, S- and U grades in all areas.
**2nd Grade** will use S+, S, S- and U in Science, Social Studies, Health, P.E., Music and Art.
The traditional A+, A, A-, B+, B, B-, C+, C, C-, D+… scale as above will be used in all other subjects.

**3rd – 6th Grades** will use S+, S, S- and U in P.E., Music, Band and Art. A, B, C, D and F in all other subjects: Language Arts (will include English, Writing and Spelling), Reading, Science/Health, Math and Social Studies.
**The Honor Roll** will recognize students in **grades 3, 4, 5 and 6** for all A's and S's and all A's, B's and S's for each grading period.
**The final average will be the average of the four grading periods** (t*here will be no semester grade or semester aver*age) Incomplete assignments will be reported to the parents.

C. Report Cards and Interim Reports
Report cards are issued soon after the end of each nine-week period and will be available online. In addition to the report card, Interim Reports will be available online at the middle of the nine-week period.
Note: paper copies are available upon request.

D. Computer Use
Students are allowed use of school computers for school assignments only after the Acceptable Use Policy has been read and signed by both the student and his/her parents. (There will be an additional fee for a personal Chromebook computer for students in grades 3-6.)

E. Promotion/Retention of Students
The promotion of each student will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher and principal will take into consideration in forming this opinion: mental ability; age; physical maturity; emotional problems; social problems; home conditions; and grade average. A student who fails two or more subjects **may** be retained in the same grade if the teacher and principal conclude that satisfactory progress has not been made. A student may be placed in a grade for reasons such as age, IQ, social and emotional adjustment upon the recommendation of the teacher and principal. Most retentions will take place in the lower primary grades.
Third Grade Reading Guarantee/Retention
The State of Ohio has also implemented the Third Grade Reading Guarantee. A student must reach at least a minimum score (set by the state) on the Grade 3 Ohio State Test (OST) assessment to move on to the fourth grade. If a student does not reach that score, the student may still move on to fourth grade if they qualify for a retention exemption. These exemptions apply to:

- Limited English proficient students who have been enrolled in U.S. schools for less than three full school years and have had less than three years of instruction in an English as a Second Language program;
- Special education students whose IEPs specifically exempt them from retention under the Third Grade Reading Guarantee;
- Any student who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; and
- Students who demonstrate reading competency on an Alternative Assessment approved by the Ohio Department of Education

## III. Attendance

A. Attendance Policy

Ohio Revised Code Section 3321.01 requires that every child between the ages of six and eighteen is to be in school attendance each and every scheduled school day unless excused by the approval of the school's administration. Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, all students will be asked to go shopping, make dental appointments, do personal errands, and so forth, outside of school hours.

The legal responsibility for student attendance lies with the parents. Therefore, parents and students should be familiar with the attendance policy.

Ohio Revised Code Section 3321.19 (C)(1) defines EXCESSIVE ABSENCES as a child of compulsory school age who "is absent with or without a legitimate excuse from public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in one school year." A note from a parent may no longer be considered an "EXCUSED" absence once a student reaches the EXCESSIVE ABSENCE threshold (38 or more hours in one school month, or 65 or more hours in one school year.) Students not attending school/class to attend school sponsored activities (i.e. field trips, athletic contests, academic contests) are considered in attendance. Hospitalization, chronic illness or other extenuating circumstances will be considered in extending the limit of allowable absences.

Students who are absent more than 60 hours per semester may be required to make up seat time missed through the use of before/after school detention and/or Saturday school. Each student who returns to school from an absence must immediately make arrangements with his/her teacher(s) to make up missed work. Students who are absent from school for reasons not permitted by State Law, may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teachers(s).

Reasons for which absences may be excused include, but not limited to:

1. Personal/Family illness (A doctor's note may be required once a student reaches 65 total absent hours in a school year.)
2. Death in the family
3. Doctor/Dentist appointment
4. Quarantine for contagious disease
5. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school.
6. Religious reasons
7. Pre-approved family vacations of up to 5 days (32.5 hours) per school year. (Notify the office in writing 5 school days prior to the scheduled vacation.)
8. Emergency or set of circumstances which in the judgment of the principal constitute a good and sufficient cause for absence from school.

**NOTE: all "excused" absences must have a written note or a call to the office.**

Examples of "unexcused" absences:

1. Oversleeping
2. Car Trouble
3. Missed the bus
4. Shopping
5. Hair or beauty appointment
6. Truancy
7. Suspension or expulsion
8. Other absences not listed as excused.
9. Skipping class
10. Any absences without written reason from parents within two days after return to school.
11. Any absence deemed "not necessary" by the administration.

B. Absence Policy

1. A written explanation of each absence shall be made by the parent/guardian to the principal to approve or disapprove of absences.
2. A parent, custodial parent, legal guardian or other person having charge of a student shall report by telephone or otherwise to the appropriate school administrator that his/her child will be absent for a

specified number of days or part of a day from school. Notification must occur as early as possible the same day that the student is absent from school, **but no later than 10:00 a.m.**

3. Students who return to school after an appointment during the school day must come to the office, with a parent to sign-in, stating time and reason.
4. It is the student's responsibility to obtain all make-up work from their teachers. Requests for homework must be called in to the office **by 11:00 a.m.**

Students are permitted to go on vacation during the school year without penalty for up to 5 days. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent, but not other students' parents. If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed prior to the vacation. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

C. Truancy

Unexcused absence from school (Truancy) is not acceptable. Ohio Revised Code defines a student **HABITUALLY TRUANT** if the student is absent without a legitimate excuse from public school for thirty or more consecutive hours, forty-two or more hours in one month, or seventy-two or more hours in one school year. Students who meet the criteria of habitual truancy will have a complaint filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

D. Tardy to School Procedure

Students who return to school after an appointment during the school day must come to the office, with a parent to sign-in, stating time and reason. The same is true of students leaving school for an appointment, the parents must come in to get their child. A student in the elementary who misses more than 90 minutes in the a.m. or 90 minutes in the p.m. is counted absent for ½ day. If she/he does not report in the p.m. on a day when school is dismissed early, she/he is absent ½ day.

E. Make-up Work

A pupil should receive full credit for work missed as the result of absences that have been properly excused by the office when make-up work has been completed. One week after the absence should be ample time in most situations. No make-up work permitted for credit in case of unexcused absences. Each teacher is responsible for keeping accurate records for each class.

F. County Fair Policy

A student may be granted an excused absence from school for any fair if the student is a member of a club or organization and has a project at the fair.
The following procedure must be followed prior to being excused from the school to attend the fair:

1. The student must secure a form at the principal's office to be excused from school attendance for the fair. A note from the parent will be accepted as long as it is done in advance of the day of absence.

2. The form must be signed by the advisor of the club or organization listing the dates and times the student is needed or required to be at the fairgrounds because of his/her project.

G. Hunting Policy

A student may be granted excused absences for hunting. In order to be excused for this day, the following procedure must be followed prior to being excused:

1. The student must either bring an excuse from his/her parent or have his/her parent call the principal asking for permission to be excused on a particular day.
2. The student must present a valid hunting license to principal before being excused.

H. Dismissal Policy

**All students must have a note if s/he has a change in normal dismissal procedures. Students will go home by their normal procedure unless parents contact the office by 2:00 pm**. Parents making emergency calls during the day to change pick-up arrangements must come to the office to sign children out at the end of the day. Our office is very busy at the end of the day and late notice cannot always be given to the child or classroom teacher, so please adhere to this 2:00 deadline.

I. Emergency Contacts

It is a parent's responsibility to notify the office when any contact information has changed. It is crucial to have current up-to-date information on file for your child's safety, including 3 emergency contact names and telephone numbers.

## IV. Supplemental Services

A. School Nurse

Eye screening, hearing and teeth checks are done by the School Health Nurse. The Nurse is available two days each week (Tuesday & Thursday).

B. Speech Therapy

The Millcreek-West Unity Elementary Schools offer speech therapy to children who have articulation, rhythm, voice or hearing problems. The therapist arranges a schedule to meet the needs of the student after an initial screening is completed.

C. Guidance Counseling/Care Coordinator

The guidance counseling services are for all students at all grade levels. Students are encouraged to seek help from the Guidance Counselor in solving educational, personal and social problems.

The care coordinator is also available for all students and their families. She helps families connect with outside resources for the well-being of the family for items such as utilities, clothing, glasses, food or shoes.

## V. Medical Issues

A. Use of Medications

The medications and/or treatments, which may be administered, are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

2. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:

    a. student's name;
    b. medication and dosage or procedure required;
    c. times required;
    d. special instructions including storage and sterility requirements;
    e. date prescribed medication will be started;
    f. date prescribed medication will no longer be needed;

g. physician's name, address and telephone number;
h. probable side effects;
i. authorization for school personnel to administer the prescribed medication, if necessary;
j. agreement/satisfactory arrangement to deliver medication to/from school;
k. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

3. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the principal's secretary shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

4. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

A. For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name
2. physician's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions

B. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

C. The staff member administering the medication shall ensure that the student takes the medication properly.

D. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

E. Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:

1. what training was given;
2. the trainer's name and professional status;
3. when the training was given;
4. the duration of the training.

F. Dispensing of non-authorized, over-the-counter (OTC) medication by District employees to students served by the District are prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

B. Allergies

The classroom teacher should maintain a list of any students with allergies. In classrooms with any students with severe food allergies, precautions will be taken to prevent reactions. These should include: notification to all parents of students in the class of the condition and dangers, no food with reaction causing ingredients allowed in the room at any time, hand washing before AND after lunch, adjusted seating arrangements at lunch (i.e. no nuts area).

## VI. Miscellaneous Building Policies

A. Dress Code

All students are expected to come to school looking clean, neat and dressed in a manner which is accepted as being in good taste. Students are expected to dress and manage their appearance in a manner which does not disrupt teaching, promote vulgarity or bring undue attention to him or her.

1. Shoes or sandals must be worn at all times. No "flip-flops" or shower shoes may be worn. This is a safety concern, especially with younger students on the playground where we have blacktop and mulch. Tennis shoes (sneakers) are required to be worn to physical education class, but a pair does not have to be kept at school.
2. Shorts of appropriate length, mid-thigh, approximately 4 inches from top of knee, will be permitted. [Your garment must extend beyond your fingertips with your arms are extended downwards at your sides.] There will be no short shorts, spandex shorts, distractive shorts nor short skirts permitted.
3. Pants are to be worn at the waistline and should not expose undergarments. Leggings, tights, yoga pants and any other extremely form fitted apparel are considered an accessory and must be worn with an appropriate length dress, skit, shorts or shirt that extends past the inseam.
4. Blouses or dresses with low necklines, sheer, strapless, backless, bare-midriff designs or tank tops less than the width of your hand are not permitted.
5. Any garment alluding to drugs, alcohol, sex, discriminatory messages, or any topics of poor taste in written or illustrated form is not acceptable.
6. Hats, hood or head covering are not to be worn except for religious or preapproved occurrences.
7. Pants with holes above the knee are to be patched, have a backing or worn with leggings so that it does not expose the skin.
8. Any extreme or unusual type of dress style, hair color, etc. will not be permitted. Unusual or extreme styles shall be defined as any type of dress that is not normally worn to school by the student body on a daily basis. If a hairstyle/color is distracting to other students and their learning, then it will not be permitted.
9. Body piercing that is distracting to other students or the educational process will not be permitted.

The final decision on acceptable dress and grooming will be the responsibility of the principal and appropriate disciplinary action will be taken after a conference and parent notification has failed to insure proper dress and grooming.

B. Cell Phones

Cell phones, pagers, electronic tablets, or other communication devices brought to school are not to be turned on, used or visible throughout the school day. It is recommended students keep these devices in their locker or turn it in to the office in the morning/pick up after school, if it is necessary to bring it to school. Because those items are not a necessity for educational purposes, responsibility for them rests with the students. **Hilltop Elementary is not responsible for loss or damage.**

C. Lockers

Students will be assigned to a locker at the beginning of each school year.
Students should follow these rules regarding lockers:

1. **Money or valuable articles should never be left in lockers**. If it is necessary to bring money or valuable items to school, we suggest you check it in the office until needed.
2. Students should always use their own locker.

3. Students shall not mark or decorate their locker and shall keep it clean and tidy.
4. Students shall never leave their locker door open.
5. Student shall avoid slamming their locker doors.

Students are advised that when a locker is assigned to them that the school and its officials reserve the right to inspect lockers or desks for any purpose it deems advisable.

D. Textbooks

Certain textbooks are assigned for individual use. These same textbooks must be used by other students in the years to follow. These books should be treated accordingly. If any text is lost or shows unnecessary abuse and wear, students will be charged.

E. Library

All library books may be checked out for one week. If a student does not return all books on library day, they may not check out more. Books must be returned in the same condition that they were in when checked out. Fees will be charged for lost or damaged books. **All fees must be paid before a student can graduate.** Any inappropriate behavior in the library will result in loss of library privileges or other disciplinary action.

F. Classroom Speakers

During the school year, guests are invited to the school to speak to individual classes and assemblies. Occasionally, the information may be considered by some to be of a controversial nature. Also, the speakers themselves may portray a special interest of a controversial nature. If the principal determines the nature of the program or speaker to be controversial, parents will be informed by notices sent home with the students when such a program is to be presented. Students' requests for absence from such a program will be honored.

## VII. Student Discipline

The goal for Millcreek-West Unity Local Schools is to create a learning environment where all students have an opportunity to learn. Teachers establish classroom rules and procedures in order to limit the loss of instructional time and to provide all with the opportunity to learn. Good conduct is based on respect and consideration for the rights of others; therefore, students will be expected to conduct themselves in such a way that the rights of students and staff are not violated. In consideration of developmental appropriateness, an immediate and concrete system of rewards and consequences will be in place within the classroom. Behaviors that may require disciplinary action could include:

A. Minor Misconduct

1. Inappropriate hallway behavior: running, excessive noise, congregation, etc.
2. Violation of playground rules: no snowballs, tackle ball, sliding, bikes, skateboards, etc.
3. No chewing gum or eating candy at school without permission.
4. Bringing banned items to school: ex. video, audio, recording devices
5. Leaving school ground without permission.
6. Food taken out of the cafeteria without permission.
7. Violation of dress code.
8. Profanity and/or obscenity.
9. Disruption in classroom.
10. Rude, disrespectful or insubordinate to a staff member.
11. Writing on school property or others personal property.
12. "Roughhousing": hitting, tripping, wrestling, etc.
13. Any other action of an inappropriate nature or as defined by individual teacher requirements or classroom assignments.

These behaviors may require appropriate disciplinary action, which could include but is not limited to, visit to the office, missed recess, lunch in the office rather than with classmates, loss of privilege, phone call to parent.

Repeat offenses could result in after school detention (45 minutes), Friday extended detention (2 hours) and/or Saturday School.

B. Major Misconduct

Serious violations may result in major disciplinary action, including: Saturday School, detention, suspension, emergency removal from class or school, and/or expulsion. A major violation of the Student Conduct Code is recorded for the school career of a student. No violation will be removed from a student's records at the end of a school year.

The following is a list of serious violations which may be considered major violations**:**

| | |
|---|---|
| Disruption in School | Destruction of School or Private Property |
| Assault and/or Threat Thereof | Fighting |
| Forgery | False I.D |
| Narcotics | Alcoholic Beverages and Drugs |
| Tobacco (use or possession) | Profanity and/or Obscenity |
| Truancy and Tardiness | Insubordination |
| Inappropriate Dress | Theft |
| Extortion | Dangerous Weapons, Instruments & Objects |
| Trespassing or Loitering | Bullying/Aggressive Behavior |
| Breaking and Entering | |

(Board of Education Policy 5517.01)

C. Bullying

A student shall not engage in unwanted and repeated written, verbal, electronic or physical behavior, including a threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort, or humiliation, or unreasonably interfere with an individual's school or work performance as outlined in Board Policy 5517

D. Harassment

A student shall not engage in bullying that rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one or more students or employees and that bullying is based upon one or more of the following protected classes, which includes but is not limited to: race, color national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information as outline in Board Policy 5517.

Failure to abide by other rules that may be established from time to time by the Board, Superintendent, Principal, or included in Ohio Revised Code 3313.66. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

E. Bus Conduct

Although the school district furnishes transportation in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus -- and only at that time -- does he become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

A. The school bus driver's authority and/or responsibility to maintain control of the pupils (Section 3319.41 of the Revised Code).
B. The pupil's right to "due process" as provided for by the local board of education policy and procedure.
C. Pupil management regulations, which shall include the following:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from where the bus stops. (Safety Spot)
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (See Paragraph I of Rule 3301-83- 20 of the Administrative Code).
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
16. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.

F. Suspension, expulsion, or immediate removal from bus.

1. The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
2. The superintendent, superintendent designees, principals, or assistant principals are authorized to suspend or remove pupils from school bus ride privileges.
3. Immediate removal of pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practical of a hearing, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed ridership shall be in accordance with school district policy but not more than ten days.
4. Suspension of riding for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designee, principal, or assistant principal shall be in accordance with Section 3313.66 of the Revised Code and school district policy related to due process.
5. Expulsion of a pupil from riding privileges shall be in the superintendent and in compliance with Divisions B, D, and E of Section 3313.66 of the Revised Code.
6. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.
7. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with law.

G. Suspension

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. (See Board Policy 5610) No period of suspension will be for more than 10 school days. It shall not extend beyond the current school year. The guidelines listed below will be followed for all suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be given an opportunity to appear at an informal hearing before the principal, superintendent, or their designee, and will be given a chance to challenge the reasons for the intended suspension or explain his or her actions.
3. If a suspension is enacted, the parent or guardian will be notified in writing within 24 hours of the suspension. The reason(s) for the suspension and the appeal procedures will be included on the notice.

4. To be suspended means the student will not attend school and not be allowed to participate in any school activities during the suspension. At times, the principal may assign an in-school suspension rather than an out-of-school suspension.

H. Expulsion from School

Expulsion is a removal of a student for more than 10 day's duration, but no more than 80 consecutive school days in a school year. Refer to Board Policy 5610.

I. Emergency Removal of a Student

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent or principal may remove the student from the premises. Refer to Board policy 5610.3

J. Corporal Punishment

The Millcreek-West Unity Board of Education adopted a policy banning the use of corporal punishment.

K. Weapons

Weapons are not allowed on school premises, including the bus. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. See Board policy 5772.

## VIII Public Complaints about School Personnel

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the Board of Education as a whole or to a board member as an individual, it will be referred to the school administration for study and possible solution.

## IX. Emergency Procedures

School Activation for Emergencies booklets are posted near the phone in each classroom. These booklets contain board approved procedures and emergency phone numbers for most emergency situations. Safe locations and exits are posted near the doorways of each classroom. Additionally, we are fortunate to have a school resource officer, who is here to assist all students, staff and visitors on a daily basis!

A. Severe Storm Procedures

Tornado Watch/Warning

1. Tornado Watch-The school is alerted by WBNO storm sentry system. Students will not be alerted or alarmed. School will be dismissed at the regular hour during a Tornado Watch.
2. Tornado Warning-
    a. Students and teachers will be alerted. Students will then be directed into designated location where they will be asked to sit on the floor and against an inside wall when possible.
    b. Students will not be permitted to leave the building unless accompanied by their parent or guardian. Buses will not operate during a warning. Normal dismissal of school will be delayed if a warning is in effect at the time of dismissal.
    c. Complete silence will be maintained during a "warning" period.
    d. When an ALL CLEAR is sounded by the U.S. Weather Bureau, students will receive verbal instructions from the principal concerning return to the classrooms. Periodic drills will be conducted to acquaint students with these procedures.

B. Fire Drill Regulations

1. When the fire alarm sounds, students are to proceed quickly and quietly to the assigned exit. Do not run!
2. All teachers should make sure windows are closed and lights are off.
3. The teacher will follow the students out of the building, closing classroom doors.
4. Proceed to a safe distance from the building to your designated location.
5. Attendance must be taken outside a report given to the principal before students may be permitted to re-enter the building.
6. Caution: Be ready for every emergency. Have an alternate route in mind if one exit should be blocked.

**X. FERPA**

# Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

   Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a) (10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a) (11)