

HIGHLAND ELEMENTARY STUDENT HANDBOOK

2019-2020

Welcome to Highland Elementary! We are dedicated to meeting the needs of every child and hope you feel welcomed and part of our "Highland family." Everyone at Highland Elementary strives to create a positive learning environment by providing a quality education for every student and promoting student success through positive reinforcement, parental support, and partnership. Expectations for all of our students are: to put forth their best efforts, to be successful, and to show great character toward staff and students. We are proud to have *SCOT* pride: **S**afe, **C**aring, **O**rganized, and **T**rustworthy!

In this student handbook, you will find our policies, rules, and regulations. Please take the time to read our handbook so you will become familiar with our expectations that are of utmost importance to all students and parents. If you have any questions or need additional information, please visit our website at www.highland.k12.oh.us or contact us by telephone at (419) 768-3040.

The entire staff wishes each of you a very exciting, fun-filled, and successful school year.

Sincerely,

Mr. Shawn Winkelfoos
Highland Elementary Principal

Together Everyone Achieves More!

SCHOOL HOURS

8:35 a.m.	Students may enter the building. STUDENTS ARE NOT TO ENTER THE BUILDING BEFORE 8:35 A.M.
8:50 a.m.	Classes Begin
10:55 a.m.	Lunch Periods Begin
12:50 p.m.	Lunch Periods End
3:20 p.m.	Dismissal

When bringing your child to school in the morning, please drop them off in front of the main office. Please do not bring your child to school before 8:35 a.m. as there is no supervision available and students will not be allowed to enter.

To help avoid afternoon classroom interruptions, parents are reminded not to request that children leave school before our regular dismissal time except in an emergency situation.

If there needs to be a change as to how a child will go home, PARENTS MUST SEND A NOTE WITH PROPER ADDRESS LISTED OR CALL BEFORE 1:30. Student will go home as usual if notified after 2:30 unless it is an emergency situation. There will be no pick-ups in the office after 3:00. All students will be sent to the North gym location for regular pick-up of students.

Emergency Plans

Our staff is prepared to take prudent actions should an emergency arise during the school day. Fire, tornado, and safety evacuations are conducted throughout the school year to give students an opportunity to practice procedures.

Building Security

For the safety of our children, Highland keeps all doors locked during the school day. If you are volunteering or eating lunch with your child, you *must* inform the office and classroom teacher a day ahead of time. All visitors must enter through the main office doors, sign in, and receive an I.D. badge. Parents are prohibited from walking their child to their classrooms. This may be an inconvenience, but the safety of the children and staff are our first priority.

Parking At School

During school hours, please park in the parking lot across from the main office. Please do not park in the bus lane in front of the building during school hours.

Student Dismissal

If a student will be going home differently than usual, **YOU MUST CALL THE OFFICE before 2:30**. Students will be sent home as usual if prior arrangements have not been made before 2:30. Students will *not* be permitted to call home to arrange transportation. When picking up your child, please either park in the parking lot across from the gym doors and walk across, or get in the pick-up line. The pick-up line procedures are as follows:

- A card will be issued by the school office and given to all parents/students with your child's name on it
- You **MUST** have this card present when picking up your child. This is extremely important to assure that every child gets home properly and safely. If you do not have a card or have lost the card, contact the office to be issued a new one.
- If more than one parent/adult will be picking up your child, let the school know so we can issue more than one card
- Staff members in charge of dismissal will bring your child/children to your car.
- If you walk up and get your child/children, you will need to sign them out.

School Messenger Instant Alert System-School Closing/School Events

In order to communicate effectively, the Highland Local School District uses the School Messenger Alert System. This system will be used to notify you about school closing or delays and to communicate other important information or events through the school year. You can sign up for this system through our website by clicking on the link provided. Please contact the District office if you have any questions about this system. We recommend all parents sign up for the Alert System. You will need to add phone numbers and an email address at which you would like to be contacted. This will need to be updated every year or as needed if your contact information changes.

Child Custody

Parents are to inform the school anytime the custody of a child changes. School officials will need a copy of the COURT ORDER pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office.

Non-Custodial Parent Access To Student Records

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records. However, step-parents have no right to records, reports, or conferences unless these rights are granted to them by the custodial parent.

Withdrawing From School

Parents should notify the school office as soon as possible if it becomes necessary to withdraw a student from school. In the event a student must be withdrawn, please ensure all school books, library books, and textbooks are returned and that all fees and lunch charges are paid.

School Fees

There is a charge for workbooks, art supplies, special reading material, etc. for the school year. You will be notified of your child's fees. Please make an effort to pay these fees as soon as possible. If you are unable to pay the full amount, a payment schedule can be set up or you can get a waiver if receiving SS or ADC. Contact the school for more information. Please remember that these fees follow your child all the way through school. Fees must be paid in order to receive a diploma.

Student Text Books

The Highland Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books lost or damaged during the year must be paid for according to cost of the book or text.

School Breakfast /Lunches/ and Charges

School lunches are \$2.25 for students and \$3.25 for adults. Milk is \$.50. Reduced lunches are \$.40 per day. Lunches can be paid for in advance through the School Bucks website and is recommended for your convenience. You can access this through the Highland website. We also serve breakfast to those students who would like it. It is \$1.00 per day, \$.30 per day for reduced and follows the same guideline if you qualify for free.

Charge Policy – A K-12 student can charge up to \$10.00 on his/her account, then the student would receive an alternative meal after the \$10.00 charges have accrued. Alternative meal would consist of peanut butter/bread sandwich (or a cheese/bread sandwich if student is allergic to peanut butter) fruit and milk. Alternative meals allowed at a \$1.00 charge or until charges are paid. Students who reach the charge limit will have parents contacted prior to first alternative meal.

Lost and Found

Everything that can be marked (lunch boxes, articles of clothing, book bags, etc.) should have the student's full name on it (inside is best) to simplify the return should it become lost. Parents are encouraged to come to school to reclaim lost items at any time. Please sign in at the office upon arriving at the school. All items left at the end of the year will be taken to the Disciple Shop.

Emergency Medical Authorization

Ohio State Law requires an **Emergency Medical Authorization Form** from each student. This enables parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This form is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. Students will not be permitted to participate in any extracurricular activities, field trips, etc., unless one of these forms is on file in the school office. Please notify the school of any phone number changes or contact throughout the year.

Use Of Medications

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. (Medicines to be given 3-4 times a day such as antibiotics should be given at home.) If this is not possible, it will be done in accordance with the policy. When a parent/guardian of a student attending the Highland Local School District submits a request that school personnel administer a prescription drug to a student, the request **MUST** be in writing. Under no circumstances will an oral request be honored. The written request must be on the form authorized by the Highland Local School District. (It was included in the forms brought home on the first day of school). The form must be completed and submitted to the building principal prior to any school personnel accepting any medication. All medication must be in the original container, with the prescription on the bottle. If you are bringing in an over the counter medication, please write your child's name on the container. **The principal, secretary, nurse, or a certified staff member** is authorized by the Highland Board of Education to administer a prescription drug to a student. **This may be done only after the proper District form has been completed and returned. The personnel will not be held liable in civil damages for administering or failing to administer the drugs.**

Standards Based Grading & Grading Scale

The instructional program of Highland Elementary includes the following grade scale for grades K-5:

- M –Meets Expectations
- D – Developing Expectations
- U – Unsatisfactory Progress

SCOT Pride Reward

The goal of SCOT Pride Rewards is to promote good character and schoolwork habits by rewarding students who have no discipline problems and no missing assignments. Reward days will occur during the week after the nine weeks grading period. There will be a total of 4 reward days.

Eligibility: Admittance to reward day will be determined by student behavior and academic effort.

Behavior: No student sent to the office by any school employee will be eligible for membership in the SCOT Pride Club.

Academic Effort: Students who fail to put forth an effort in completing assignments will not be admitted to the SCOT Pride Club. The classroom teacher will make this determination.

Determination: Teachers will submit a list of students to Mrs. Mosher or Mrs. Rinehart who are eligible for reward day. All students have a chance to attend SCOT Pride at the beginning of each new reward period.

Discipline of Students

The school will enforce all school rules and policies, as they are vital prerequisites to establish a safe learning environment for all. Character counts! Even though the ultimate goal is self-discipline, the fact must be accepted that authority of the teachers, staff, and principal is necessary as children are led slowly and gradually to the point where they can participate in the disciplining of themselves. It is our intent to give children freedom, but it is only possible when children have demonstrated good character, make good choices, and can accept freedom by using it wisely and responsibly. **STUDENTS ARE SIMPLY EXPECTED TO FOLLOW THE SCHOOL RULES.** If they “choose” not to do so, they have then also “chosen” the known consequences. Their classroom teacher may send students to the office. Behaviors will be addressed and dealt with appropriately, on an individual basis, with parents notified as needed. Even though each teacher may have slightly different rules in their classroom, it is understood that all rules are in place to allow teachers to teach and all students are able to learn without interruption. Each teacher will have the CLASSROOM RULES POSTED and there should be no question as to what is expected of the students.

Rules and Regulations

The rules and regulations of our school are intended for the safety and general welfare of all the students. The violation of school rules and regulations during the time that a student is properly under the auspices of school personnel and/or authorized volunteers, may result in disciplinary action including but not limited to: removal from class, loss of privileges, in-school suspension, or suspension from school.

Telephone/Cell phone Policy

Students will not be permitted to use the school phone. School staff will make all phone calls to parents. Cell phones are not permitted during school hours. Students may have their cell phone off and in their book bags during the school day. Cell phones will be confiscated and taken to the office if found during the school day. The school is not responsible for any technology devices brought to school that are damaged or stolen.

First Offense – Cell phone will be returned at the end of the day and parent contacted.

Second Offense – Parent contacted and cell phone returned to the parent only

Third Offense – Parent contacted and cell phone taken for a determined amount of time and returned only to the parent

GENERAL BUILDING RULES

- Show good character Be a Scot
- No cell phones or electronic devices are permitted out during school hours. They should remain off and in the book bag when brought to school
 - No weapons, drugs, or counterfeit weapons or drugs of any kind permitted at school, on the bus, or school grounds
 - Fighting is prohibited, as well as taunting and encouraging others to fight
 - No bullying, hazing, or harassing of students or school personnel in any manner
 - There will be no tolerance for disrespect or discrimination toward teachers or other students
 - No profanity or abusive language
 - Follow the directions given by any member of the school staff the first time given. Do not become argumentative or disrespectful
 - Do not deface or damage school or private property. Care for and respect school property
 - Do not bother or take personal property from other students' desks or from the desk of the teacher
 - Follow all bus rules given by all the drivers
 - Take all EMERGENCY DRILLS seriously. Follow the instruction of the adult in charge.
 - No gum chewing
 - No running in the building or while getting on/off the buses
 - No pushing, shoving or horseplay. Respect other students and their property
 - Open doors slowly. Protect the person on the other side.
 - When moving from one learning area to another, or going to and from specials and outside recess, stay in line, no talking, with hands and feet to yourself
 - No throwing gravel, rocks, sticks, snow, or any other objects that might cause injury to others at any time
 - Clean mud off shoes or boots before entering the building

Playground Safety Rules

- Dress according to the weather for recess outside.
- No throwing of hard objects such as rocks or snowballs.
- No standing on or jumping off the swings.
- Go down the slide sitting down, feet first, and facing forward.
- Play football, soccer, etc. in the designated area.
- Stay within sight of a supervising adult.
- Respond promptly to the signal of the supervising adult.
- No sitting or standing on top of swings, horizontal ladder, or other climbing apparatus.
- There is to be **NO** going in and out of the building without permission from the supervising adult.
- Fighting, bullying, and threatening of students will not be tolerated; nor will the taunting or encouraging of others to fight.

Outside Recess

All students are to go outside for recess at the time scheduled, weather permitting. Recess is held after lunch and in the afternoon. If your child takes a jacket or coat outside and does not want to wear it, they must tie it around his or her waist. Recess usually lasts for no more than 15-20 minutes at a time, and often this is shortened when the wind chill factor makes it uncomfortable to stay out. **We expect students to be dressed for the weather each day, as they will be expected to participate in scheduled recesses.** This includes hats, gloves, scarves, etc. Please consider sending extra clothes (sweat pants, socks, etc.) when the playground is wet/muddy.

Student Dress

It is the intent of the Highland Local Board of Education to regulate student's dress in such a manner that attire and personal appearance do not create a distraction in our schools. It is further our intent to create a POSITIVE learning environment in which students, as well as adults, can develop a feeling of pride and unity; therefore, we present the following guidelines to help assure that a positive education atmosphere is maintained.

1. Students shall be neat and clean.
2. Student's hair shall be neat and clean and of length, style, and color that does not create a disturbance or distraction to the educational process.
3. **The following will not be permitted:**
 - a. Sleeveless shirts or tank tops on boys or girls as outer garments.
 - b. Torn or frayed clothing.
 - c. Bare, midriff-type outfits on boys or girls.
 - d. Hats, headbands, or sunglasses worn inside the building.
 - e. Clothing with alcohol or tobacco advertising, references to drugs, or sexually suggestive pictures or obscene slogans at the discretion of the staff.
4. Dresses, shorts, and skirts are to be of modest length, not to be shorter than the student's fingertips when the arms are extended at the sides.
5. These are minimum standards. With approval of the Administration, classroom teachers and advisors of extracurricular activities are permitted to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation.

HIGHLAND ATTENDANCE POLICY

HIGHLAND SCHOOLS HAS A COMMITMENT TO PROVIDE A FORMAL QUALITY EDUCATION TO ITS STUDENTS . TO ACHIEVE THIS GOAL , STUDENTS MUST CONSISTENTLY BE IN ATTENDANCE AT SCHOOL . REGULAR ATTENDANCE BY STUDENTS IS CRITICALLY IMPORTANT . IN MANY CASES, IRREGULAR ATTENDANCE IS THE MAJOR REASON FOR POOR ACADEMIC PERFORMANCE ; THEREFORE ALL STUDENTS ARE URGED TO MAKE APPOINTMENTS, DO PERSONAL ERRANDS , ETC., OUTSIDE OF SCHOOL HOURS.

TEACHERS HAVE A RESPONSIBILITY TO PROVIDE QUALITY CLASSROOM INSTRUCTION ; WITHOUT CONSISTENT STUDENT ATTENDANCE , IT IS DIFFICULT FOR TEACHERS TO MEET THESE EDUCATIONAL GOALS. CONTINUITY IN THE LEARNING PROCESS IS SERIOUSLY DISRUPTED THROUGH A STUDENT'S EXCESSIVE ABSENCES . MAKE-UP WORK CANNOT BE ADEQUATELY SUBSTITUTED FOR CLASSROOM WORK. STUDENTS WHO HAVE GOOD ATTENDANCE GENERALLY ACHIEVE HIGHER GRADES, ENJOY SCHOOL MORE, AND ARE MORE EMPLOYABLE AFTER LEAVING SCHOOL. THE LACK OF GOOD ATTENDANCE CAUSES STUDENTS TO ACHIEVE A LEVEL BELOW THEIR POTENTIAL, AND THESE STUDENTS FREQUENTLY EXPERIENCE DIFFICULTY IN SCHOOL.

THEREFORE, TO ENSURE THE HIGHEST LEVEL OF STUDENT SUCCESS, HIGHLAND SCHOOLS WILL WORK COOPERATIVELY WITH PARENTS AND STUDENTS TO PROMOTE INCREASED STUDENT ATTENDANCE. THIS POLICY WILL BE BASED ON STATE ATTENDANCE STANDARDS, CLEAR AND ENFORCEABLE GUIDELINES, AND POSITIVE MOTIVATION FOR GOOD ATTENDANCE.

COMPULSORY ATTENDANCE / ABSENCE GUIDELINES

HOUSE BILL 410 - MAJOR COMPONENT - STUDENTS ARE CONSIDERED PRESENT OR ABSENT . ALL STUDENTS ARE HELD ACCOUNTABLE ON TIME IN A SCHOOL DAY . ANY TIME MISSED FROM SCHOOL COUNT TOWARDS THE 72 HOUR LIMIT, THIS INCLUDES TARDY AND/OR PARTIAL DAYS. OUR SCHOOL DAY IS 8:50 TO 3:20 WITH A 30 MINUTE LUNCH.

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Administrative Code 3301-69-02 classifies absence from school as excused or unexcused. The following list defines "excused absences " as determined by Highland Board of Education and the Ohio Revised Code. **These absences after 65 hours fall into " excessive absence " and parents will be notified by letter .**

EXCUSED ABSENCE	- Medical Doctor Attorney School Business	Dentist Funeral Quarantine	Urgent Care 504 Plan Court	Religious Holiday Sick Appointments	Vacation Emergency
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APPOINTMENTS should not be scheduled during the school day. When necessary, the excuse must state time and reason for the absence. **Only the time required for the appointment may be excused, unless stated on excuse that it is a full day absence.**
Example : A dentist appointment at 8:00 for cleaning or routine work should allow student the ability to return to school after appropriate drive time. Only time for this will be considered excuse other part of day will be marked unexcused.

Out of School Suspension (OSS)

In School Suspension (ISS)

UNEXCUSED

TARDY EXCUSED - Must include an excused reason from absence list.

After 8 total Tardies you

TARDY UNEXCUSED - no note or reason from absence list.

will be referred to Mediation.

EXCUSED EARLY RELEASE - Must have note or parent sign out with valid reason

UNEXCUSED EARLY RELEASE - No note or valid reason.

If a student is absent from school, a parent must call the school office within one hour of the start of the school day to report

his/her absence from school . If the school is not contacted by the parent , the school will make a reasonable attempt to contact the parent. PLEASE NOTE : It is the responsibility of the school, **not** the parents , to determine when an absence is excused. **ALL FORMS OF DOCUMENTATION MUST BE TURNED IN WITHIN 5 DAYS OF THE ABSENCES, ANY DOCUMENTS SUBMITTED AFTER THAT TIME WILL BE SUBJECT TO DENIAL.**

“Habitual Truant” : Defined by Ohio Revised Code Section 2151 (B) (18)

A child of compulsory age who is absent for :

Absent 30 or more consecutive hours without legitimate excuse

Absent 42 or more hours in one month without legitimate excuse

Absent 72 or more hours in one year without legitimate excuse

“ Excessive Absences “ : Defined by Ohio Revised Code Section 3321.191 (C) (1)

A child of compulsory age who is absent WITH OR WITHOUT A LEGITIMATE EXCUSE

Absent 38 or more hours in one school month

Absent 65 or more hours in one school year

When students miss school because they are chronically or terminally ill and the district excuses their absences, the missed school hours do not count toward truancy.

Districts cannot file a complaint with the juvenile court against a student or the student’s family for excessive absences.

Truancy includes only unexcused absences.

ABSENCE INTERVENTION TEAM

State law requires districts to establish an Absence Intervention Team for students who are” habitually truant”. The school based absence intervention team will establish a student centered absence plan by identifying specific barriers, solutions, and possible consequences to attendance problems. **STUDENTS WHO FAIL TO SHOW PROGRESS ON THEIR ABSENCE INTERVENTION PLAN COULD BE RETAINED AT THEIR GRADE LEVEL.**

The purpose of the absence intervention team is to develop a plan to improve the student’s attendance.

Student’s determined to be excessively absent : **Written notice will be provided to the parent/guardian.
Student will follow district’s plan for absence intervention.
Students could be retained at their grade level.**

Medical Status

Students who accumulate 72 hours of absences in a school year may be placed on medical status. At this point, only a doctors excuse , death in immediate family may be accepted as an excused reason for the absence. Documentation must be provided within 24 hours. **ONCE STUDENTS ARE ON MEDICAL STATUS, ANY DAY THEY MISS WITHOUT PROFESSIONAL DOCUMENTATION WILL BE CONSIDERED UNEXCUSED AND SUBJECT TO COURT.**

EARLY DISMISSAL

Sometimes it becomes necessary to leave school during the course of a day. Acceptable reasons, such as a doctor’s appointment, emergencies, or special circumstances arise. Parents, or those authorized to take a student from the school, are to enter the building through the front door and report to the office. The office staff may call the student to the office and require the student to be signed out.

ABSENT PROCEDURE

1. **Parent Responsibilities** – by law, every parent has the responsibility to see that his/her child attends school regularly and on time. **If a student is absent from school for any reason:**
 - a) Parent must **notify the school in advance by telephone at 419-768-3040.**
 - b) Parent must provide a **WRITTEN EXCUSE** for the absence upon student's return to school.**Excuse note should include the date it was written, student's name, date(s) of absence, reason for absences, and signature of parent/guardian.**

2. **Student Responsibilities**
 - a) Bring written excuse to the office before school on the day you return.
 - b) Make up work missed during the time absent.

3. **Office Procedure** – the office will determine the validity of the student absence regarding the absence as an excused or unexcused.
 - a) According to provisions of the Missing Children Act, the school will make every effort to either call or send a card when a student is absent and the parents have not called the school. However, a written parental note is still required when a student returns to school.

ILLNESS AT SCHOOL

Should a student become ill during school, he or she should inform the teacher. Students will be sent to the school nurse. Parents will be contacted when it is deemed necessary. Students time in clinic will be recorded.

STUDENTS SENT HOME – SCHOOL NURSE

If your child is sent home by the health clinic staff, he or she will be excused for that day. Any days beyond that day will need a doctor's excuse or note from parent excusing as ill. All days not covered by a doctor's note will apply to students 72 hour limit. The reasons for students to be sent home are:

1. Temperature of 100 degrees or greater
2. Vomiting
3. Diarrhea
4. Rash of unknown origin
5. Live lice. Students will be excused that day for louse removal. Nits are allowed for the following day. If a student misses the following day, they will need doctor's excuse.

District Office
6506 St. Rt. 229
Marengo, Ohio 43334
419-768-2206
Fax 419-768-3115

Highland High School
1300 St. Rt. 314
Marengo, Ohio 43334
419-768-3101
Fax 419-768-3650

Highland Middle School
6506 St. Rt. 229
Marengo, Ohio 43334
419-768-2781
Fax 419-768-2742

Highland Elementary School
1250 Twp. Rd. 16
Marengo, Ohio 43334
419-768-3040
Fax 419-768-2127

Please detach, sign and return this page to school.

We only need one signature page for each family.



Highland Elementary
Student Handbook
Signature Page
2015-2016

Our family has read and agrees to follow the guidelines in the Highland Elementary Student Handbook.

Family Names:

Signing on behalf of the above listed Family:

(Parent/Guardian)

(Date)