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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: **Safe, Caring, Organized, and Trustworthy!**

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

Elementary Staff Directory 419-768-3040

Principal- Shawn Winkelfoos
Assistant Principal- Caleb Duncan
Assistant Principal - Jessica
Litzenberg
Social Worker K-2- Madison Craigo
Social Worker 3-5 - Amy Rinehart
Secretary- Blair Weisent
Secretary - Courtnie Howell

Equal Education Opportunity

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Title IX Coordinator

Gat Keen | Athletic Director
1300 St. Rt. 314
Marengo, OH 43334
419-768-3101 | Mike_d@hlsd.us

Title IX Investigators

Chad Carpenter | High School
Principal 1300 St. Rt. 314
Marengo, OH 43334
419-768-3101 | Chad_c@hlsd.us

Title IX Decision Maker

Matt Bradley | Middle School
Principal Matt_b@hlsd.us

Title IX Appeals

Nathan Huffman |
Superintendent 6506 St. Rt.
229
Marengo, OH 43334
419-768-2206 | Nate_h@hlsd.us

504 Coordinator

Amber Billings|
Education 1300 St. Rt. 314
Marengo, OH 43334

Complaints will be investigated in accordance with the procedures described on page(s) 21-22 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Together Everyone Achieves More!

Student Responsibilities

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their classroom teacher, administrator, or school social worker.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The district will assist in obtaining the transcript, if not presented at the time of enrollment. Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures. Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis.

However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public

school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of

the suspension or expulsion and any other factors the Superintendent determines to be relevant. If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

BUILDING HOURS

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. If the school must be closed or the opening of school delayed parents will be notified through a phone call if they have finished final forms, the district's social media pages, and the local news.

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. Staff are expected to question people who they do not recognize and are not wearing a badge and must report it to the administration immediately. Doors are to remain closed and locked at all times. A person will always be stationed at the main entrance to help maintain security within the building.

Lost and Found

The lost and found area is right outside the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

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 1:30. Students will be sent home as usual if prior arrangements have not been made before 1:30. 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:

- **Car line:** Staff members in charge of dismissal will bring your child/children to your car.
- **Walk-Up line;** 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.

Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

[] unless enrolling under the District's open enrollment policy.

[] unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. _____ will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing

with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Scheduling and Assignment

The principal or assistant principal will assign each student to the appropriate classroom and program. Any concerns or questions about the assignment should be directed to the principal or assistant principal.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the main office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information

contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the district office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

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.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. To check out any other materials, contact the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Computer Technology and Networks

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide

whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. () This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues. [This option is legally correct, but it need not be included.]
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or principal, if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the building principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or building principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the building principal. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instructionrelated activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instructionrelated purpose. () The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (checking, composing, and sending email).
 4. Training (use of such programs as keyboarding tutors, etc.)
 5. Personal discovery ("surfing the Internet").
 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or classroom teacher.
- T. Game playing is not permitted at any time.

PUBLIC SCHOOL CHOICE OPTIONS

If a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

School Breakfast /Lunches/ and Charges

School lunches are \$3.25 for students and \$5.00 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 \$2.00 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.

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

[] By written notice parents may also authorize that their child

() may self-administer non prescribed medication.

() may keep non prescribed medication in his/her possession.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

() provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

If a student shows symptoms of an illness, the school will notify the parents and send them home. The student will be asked to not return for 24 hours since the last symptom.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- () Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- () Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- () Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- [] The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician.

- () The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- () The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

Standards Based Grading & Grading Scale

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

A
B
C
D
F

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Promotion and Retention

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may

be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

[] A fourth or fifth grade student will not be promoted to the next grade level if the student scored at the below basic level on any State-mandated assessment test.

Code of Conduct

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Students with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities; B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Amy Randolph at 419-768-4090 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the district office, our homeless liaison is Superintendent Nate Huffman.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

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.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

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

[] "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

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, any such behavior can result in suspension and possibly expulsion at the district's discretion. • Fighting is prohibited, as well as taunting and encouraging others to fight
- 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
- Intentional or purposeful destruction by means of fire will not be tolerated. Arson is a felony. • No gambling of any kind.
- Falsifying signatures or data, including permission slips, bus passes, signing grade cards for parent can result in disciplinary action.
- Plagiarism and cheating are also falsification that will result in disciplinary action.
- Bomb threats, false alarms, or interfering with a fire alarm that endangers anyone inside the school is prohibited and will lead to disciplinary action.
- Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is subject to disciplinary action.
- Possessing explosive or fireworks is prohibited.

- Any action that disrupts the learning environment and process is unacceptable.
- Public displays of affection and sexual activities are prohibited.

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.

TRANSPORTATION

Bus Transportation to School

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or transportation coordinator.

The transportation coordinator or principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain

transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- () be on time at the designated loading zone
- () stay off the road at all times while walking to and waiting for school transportation;
- () line up single file off the roadway to enter;
- () wait until the school transportation is completely stopped before moving forward to enter;
- () refrain from crossing a highway until the driver signals it is safe to cross;
- () properly board and depart the vehicle;
- () go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- () remain seated while the school transportation is in motion;

- () keep head, hands, arms, and legs inside the school transportation at all times;
- () not push, shove or engage in scuffling;
- () not litter in the school vehicle or throw anything in, into, or from the vehicle;
- () keep books, packages, coats, and all other objects out of the aisle;
- () be courteous to the driver and to other riders;
- () not eat or play games, cards, etc.;
- () not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- () not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- () remain seated until the vehicle has stopped;
- () cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- () be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videorecordings on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

- () First offense- conference with principal and call home
- () Second offense- loss of lunch and recess privileges
- () Third offense- Possible suspension from the bus for a time determined by the principal.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Bullying, Harassment, and Intimidation

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing

.Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal.

Reporting Bullying

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may

also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This

written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken.

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

DISCIPLINE

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- () writing assignments;
- () change of seating or location;
- () lunch-time
- () in-school discipline;

Lunch Detentions

A student may be detained during lunch school by a teacher or building administrator, after giving the student and his/her parents one day's notice.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing.

During the appeal process,

- () the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Students in Grades Pre-K through 3

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, Or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held

under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

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.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- () Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- () Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- () Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- () Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- () Students may not engage in house-to-house canvassing for any fundraising activity.
- () Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. If a student does not have a completed Final Forms account registered in the district they will not be permitted to attend the field trip. Classroom behavior can affect a student's participation in field trips based on the discretion of administration.

- [] Attendance rules apply to all field trips.
- [] While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- [] Students who violate school rules may lose the privilege to go on field trips.

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.

Chronically Absent: Ohio law defines 'chronically absent' as missing at least ten percent of the minimum number of hours required in the school year under section 3313.48 of the Ohio Revised Code for the school a student attends.

**EXCUSED ABSENCE - Medical Doctor Dentist Urgent Care Religious Holiday Vacation Attorney Funeral
504 Plan Sick Emergency School Business Quarantine Court Appointments**

**EXCUSED EARLY RELEASE - MUST HAVE NOTE OR PARENT SIGN OUT WITH VALID REASON
TARDY EXCUSED - MUST INCLUDE REASON FROM ABSENCE LIST (8:50 TO 9:30)**

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 - ALL EXCUSES NOT COVERED BY A NOTE OR PARENT CALL WILL BE CONSIDERED UNEXCUSED , INCLUDING TARDIES. If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver's license, if appropriate, as a result of this excessive absence.

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.

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

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
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.

Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

District Office

1260 Twp. Rd. 16

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
2026 -2027

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)