



# Hilltop Elementary School

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## Parent/Student Handbook

**2018-2019**

### **ADMINISTRATION**

Superintendent's Office 419-924-2365 – Ext. 2321  
High School Office 419-924-2365 – Ext. 2329  
Elementary Office 419-924-2364 – Ext. 2350  
Fax -419- 924-2367

Superintendent Jim Wyse Ext. 2322  
High School Principal Steven Riley Ext. 2141  
Elementary Principal Laurie Worline Ext. 2351  
Transportation Manager Nate Siegel Ext. 2184  
Food Service Manager Ellie Shinheart Ext. 2114  
Guidance Counselor Amber Metzger Ext. 2111  
Care Coordinator Amy Welling Ext. 2330  
Athletic Director Tony Gerig Ext. 2331

# **The Millcreek-West Unity Local Schools**

**1401W. Jackson St., West Unity, OH 43570 PH: 419-924-2365**

**www.hilltop.k12oh.us ~ Home of the Hilltop Cadets**

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August 2018

Dear Parents and Students of Hilltop Elementary,

The staff and I want to welcome all of you to Hilltop Elementary School. We are enthusiastically looking forward to the 2018-19 school year. This handbook contains information designed to answer questions you may have regarding policies, procedures, and services available to the students in our building. Please take some time to review this document and keep it as a resource through the year. The rules in this booklet are designed for the health, safety and well-being of all members of the Hilltop learning community.

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

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

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

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

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

Sincerely,

Mrs. Laurie Worline, M.E.  
Principal

## HILLTOP ELEMENTARY

1401 West Jackson St.  
West Unity, OH 43570

[www.hilltop.k12.oh.us](http://www.hilltop.k12.oh.us)

419-924-2365

### FOREWARD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this Handbook, and keep the Handbook available as a reference. If you have any questions that are not addressed in the Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook reflects the current status of the Board's policies and the Hilltop Elementary School's rules as of July 2018. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guidelines prevails. Current Board policies and administrative guidelines are available by accessing the "OUR PARENTS" tab and then scrolling down to the NEOLA policy book on the district home page at [www.hilltop.k12.oh.us](http://www.hilltop.k12.oh.us)

Approved by: Millcreek-West Unity Board of Education, June 25, 2018.

***Board policies "NEOLA" may be accessed by using the "OUR PARENTS" tab on the Millcreek-West Unity Schools home page at [www.hilltop.k12.oh.us](http://www.hilltop.k12.oh.us)***

## MILLCREEK-WEST UNITY LOCAL SCHOOLS BOARD OF EDUCATION

### PHILOSOPHY OF EDUCATION

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

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

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***Millcreek-West Unity Local Schools  
2018 - 2019 School Year Calendar***

**August**

- 20 Teacher Orientation/Work Days/Open House 6:30-8:00
- 21 First Day for Students
- 23 First full day for Kindergarten/Young 5

**September**

- 3 Labor Day – No School
- 10 Fair Day – No School
- 11 Teacher In-Service – No School
- 19 Interim Reports

**October**

- 3 2 hour delay
- 19 1st Grading Period Ends
- 24 Grade Cards Available Online
- 29 Parent Teacher Conferences (After School)

**November**

- 1 Parent Teacher Conferences (After School)
- 7 2 hour delay
- 20 Interim Reports
- 21-26 Thanksgiving Break - No School

**December**

- 19-21 Semester Exams for grades 7-12
- 21 Semester Ends

22-31 Winter Break

**January**

- 1-6 Winter Break
- 9 Grade Cards Available Online
- 21 MLK Day – no school
- 30 2 hour delay

**February**

- 6 Interims
- 15 Teacher In-Service – No School
- 18 President’s Day - No School

**March**

- 6 2 hour delay
- 15 3<sup>rd</sup> Grading Period Ends
- 18-22 Spring Break (No School)
- 27 Grade Cards Available Online

**April**

- 19 Good Friday-No School

**May**

- 27 Memorial Day

**June**

- 2 Senior Graduation

### Workbook Fees for the 2018-2019 School Year

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

### Elementary School Hours

Kinder Cadets-6<sup>th</sup> grade  
7:50 a.m. Entry bell (Students can go to classrooms. No students can enter classrooms prior to this because staff members are not present to provide supervision.)  
8:00 a.m. Tardy bell – classes begin  
2:57 p.m. Walk/ride dismissal  
3:02 p.m. Kinder Cadets, Kdgn. & 1<sup>st</sup> graders  
3:03 p.m. Bus dismissal

### Preschool

Morning 7:50-11:00 (Entry bell at 7:50) Afternoon 11:50-3:00

### School Delays, Closings & Power Announcement

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

WBNO FM 100.9 Bryan	WTOL-TV Channel 11	WBCL FM 89.5 Archbold
WDFM FM 98.1 Defiance	WTVG-TV Channel 13	WMTR FM 96.1 Archbold
WLZZ FM 104.5 Montpelier	WNWO-TV Channel 24	THE BULL 105.7 & WNDH 103.1 Napoleon

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

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

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

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

### I. Student Rights

#### A. Rights and Responsibilities

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

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

### B. Anti-Harassment / Bullying Notice

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

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

- Title II, Title VI, Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendment Act of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Age Act; and/or
- The Americans with Disabilities Act,

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

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

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

### C. Search and Seizure

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

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

## **II. Academic Program**

### A. Enrollment

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

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



Grades	Description	Cut-off %	Grade Value
A+	Excellent	100	100
A	Excellent	94	99
A-	Excellent	90	93
B+	Above Average	87	89
B	Above Average	83	86
B-	Above Average	80	82
C+	Good	77	79
C	Good	73	76
C-	Good	70	72
D+	Fair	67	69
D	Fair	63	66
D-	Fair	60	62
F	Poor	0	59
S+	Satisfactory	90	100
S	Satisfactory	70	89
S-	Satisfactory	60	69
U	Unsatisfactory	0	59

**Cut-off %** is the final calculated percentage that the student must meet or exceed in order to receive that grade.

**Grade Value** is the percentage used for calculations when the grade is entered as an assignment score.

**Kindergarten and 1<sup>st</sup> Grade** will use S+, S, S- and U grades in all areas.

**2<sup>nd</sup> Grade** will use S+, S, S- and U in Science, Social Studies, Health, P.E., Music and Art.

The traditional A+, A, A-, B+, B, B-, C+, C, C-, D+... scale as above will be used in all other subjects.

**3<sup>rd</sup> – 6<sup>th</sup> Grades** – S+, S, S- and U in P.E., Music, Band and Art. A, B, C, D and F in all other subjects: Language Arts (will include English, Writing and Spelling), Reading, Science/Health, Math and Social Studies.

**The Honor Roll** will recognize students in **grades 3, 4, 5 and 6** for all A's and S's and all A's, B's and S's for each grading period.

**The final average will be the average of the four grading periods** (there will be no semester grade or semester average) Incomplete assignments will be reported to the parents.

#### C. Report Cards and Interim Reports

Report cards are issued soon after the end of each nine week period and will be available online. In addition to the report card, Interim Reports will be available online at the middle of the nine week period.

Note: paper copies are available upon request.

#### D. Computer Use

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

#### E. Promotion/Retention of Students

The promotion of each student will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher and principal will take into consideration in forming this opinion: mental ability; age; physical maturity; emotional problems; social problems; home conditions; and grade average. A student who fails two or more subjects **may** be retained in the same grade if the teacher and principal conclude that satisfactory progress has not been made. A student may be placed in a grade for reasons such as age, IQ, social and emotional adjustment upon the recommendation of the teacher and principal. Most retentions will take place in the lower primary grades.

#### Third Grade Reading Guarantee/Retention

The State of Ohio has also implemented the Third Grade Reading Guarantee. A student must reach at least a minimum score (set by the state) on the Grade 3 Reading American Institute for Research (AIR) assessment to move on to the fourth grade. If a student does not reach that score, the student may still move on to fourth grade if they qualify for a retention exemption. These exemptions apply to:

- Limited English proficient students who have been enrolled in U.S. schools for less than three full school years and have had less than three years of instruction in an English as a Second Language program;
- Special education students whose IEPs specifically exempt them from retention under the Third Grade Reading Guarantee;

- Any student who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; and
- Students who demonstrate reading competency on an Alternative Assessment approved by the Ohio Department of Education

### III. Attendance

#### A. Attendance Policy

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

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

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

**Students who are absent more than 60 hours per semester may be required to make up seat time missed through the use of before/after school detention and/or Saturday school.**

Each student who returns to school from an absence must immediately make arrangements with his/her teacher(s) to make up missed work. Students who are absent from school for reasons not permitted by State Law, may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teachers(s).

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

1. Personal/Family illness (No more than 7 parental excuses per semester.)
2. Death in the family
3. Doctor/Dentist appointment
4. Quarantine for contagious disease
5. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school.
6. Religious reasons
7. Pre-approved family vacations of up to 5 days (32.5 hours) per school year. (Notify the office in writing 5 school days prior to the scheduled vacation.)

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

Examples of "unexcused" absences:

- |                               |  |
|-------------------------------|--|
| 1. Oversleeping               | 7. Suspension or expulsion   |
| 2. Car Trouble                | 8. Other absences not listed as excused.                               |
| 3. Missed the bus             | 9. Skipping class  |
| 4. Shopping                   | 11. Any absences without written reason from parents within <u>two</u> |
| 5. Hair or beauty appointment | <u>days</u> after return to school.                                    |
| 6. Truancy                    | 12. Any absence deemed "not necessary" by the administration.          |

#### B. Absence Procedure

1. A written explanation of each absence shall be made by the parent/guardian to the principal to approve or disapprove of absences.
2. A parent, custodial parent, legal guardian or other person having charge of a student shall report by telephone or otherwise to the appropriate school administrator that his/her child will be absent for a specified number of days or part of a day from school. Notification must occur as early as possible the same day that the student is absent from school, **but no later than 10:00 a.m.**
3. Students who return to school after an appointment during the school day must come to the office, with a parent to sign-in, stating time and reason.
4. It is the student's responsibility to obtain all make-up work from their teachers. Requests for homework must be called in to the office by 11:00 a.m.

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

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

#### C. Truancy

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

#### D. Tardy to School Procedure

Students who return to school after an appointment during the school day must come to the office, with a parent to sign-in, stating time and reason. The same is true of students leaving school for an appointment, the parents must come in to get their child.

A student in the elementary who misses more than 90 minutes in the a.m. or 90 minutes in the p.m. is counted absent for ½ day. If she/he does not report in the p.m. on a day when school is dismissed early, she/he is absent ½ day.

#### D. Make-up Work

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

#### E. County Fair Policy

A student may be granted an excused absence from school for any fair if the student is a member of a club or organization and has a project at the fair.

The following procedure must be followed prior to being excused from the school to attend the fair:

1. The student must secure a form at the principal's office to be excused from school attendance for the fair.
2. The form must be signed by the advisor of the club or organization listing the dates and times the student is needed or required to be at the fairgrounds because of his/her project.

#### F. Hunting Policy

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

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

#### G. Dismissal Policy

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

#### H. Emergency Contacts

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

#### **IV. Supplemental Services**

##### A. School Nurse

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

##### B. Speech Therapy

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

##### C. Guidance Counseling/Care Coordinator

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

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

#### **V. Medical Issues**

##### A. Use of Medications

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

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:
  - a. student's name;
  - b. medication and dosage or procedure required;
  - c. times required;
  - d. special instructions including storage and sterility requirements;
  - e. date prescribed medication will be started;
  - f. date prescribed medication will no longer be needed;
  - g. physician's name, address and telephone number;
  - h. probable side effects;
  - i. authorization for school personnel to administer the prescribed medication, if necessary;
  - j. agreement/satisfactory arrangement to deliver medication to/from school;
  - k. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

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

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

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

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

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

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

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

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

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

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

## B. Allergies

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

## **VI. Miscellaneous Building Policies**

### A. Dress Code

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

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

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

#### B. Cell Phones

Cell phones, pagers, beepers, or other communication devices brought to school are not to be turned on, used or visible throughout the school day. Because those items are not a necessity for educational purposes, responsibility for them rests with the students. **Hilltop Elementary is not responsible for loss or damage.**

#### C. Lockers

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

1. **Money or valuable articles should never be left in lockers.** If it is necessary to bring money to school, we suggest you check it in the office until needed.
2. Students should always use their own locker.
3. Students shall not mar or decorate their locker and shall keep it clean and tidy.
4. Students shall never leave their locker door open.
5. Student shall avoid slamming their locker doors.

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

#### D. Textbooks

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

#### E. Library

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

#### F. Classroom Speakers

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

### **VII. Student Discipline**

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

#### A. Minor Misconduct

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

These behaviors may require appropriate disciplinary action, which could include but is not limited to, visit to the office, missed recess, lunch in the office rather than with classmates, phone call to parent. Repeat offenses could result in after school detention, and/or Saturday School.

#### B. Major Misconduct

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

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

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

(Board Of Education Policy 5517.01)

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

### C. Bus Conduct

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

Once a child boards the bus -- and only at that time -- does he become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

A. The school bus driver's authority and/or responsibility to maintain control of the pupils (Section 3319.41 of the Revised Code).

B. The pupil's right to "due process" as provided for by the local board of education policy and procedure.

C. Pupil management regulations, which shall include the following:

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

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

1. The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
2. The superintendent, superintendent designees, principals, or assistant principals are authorized to suspend or remove pupils from school bus ride privileges.



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

#### D. Suspension

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. (See Board Policy 5610). A suspension is considered an unexcused absence, and students will not receive credit for missed assignments. Students may not participate or attend any school sponsored activities while serving an out of school suspension.

#### E. Expulsion

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

#### F. Emergency Removal of a Student

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

#### G. Corporal Punishment

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

#### H. Weapons

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

### **VIII. - Public Complaints about School Personnel**

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.

### **IX. Emergency Procedures**

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

## X. FERPA

### **Family Educational Rights and Privacy Act (FERPA) Millcreek-West Unity School District Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Millcreek-West Unity with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Millcreek-West Unity may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow Millcreek-West Unity to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup> If you do not want Millcreek-West Unity to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the second week of school and or enrollment at Millcreek-West Unity. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)