

St. Henry Elementary School

2017-2018 Student Parent Handbook

Welcome to St. Henry Elementary School. On behalf of the entire staff, we welcome you and your child(ren) to our elementary school. It is essential that parents read the Student-Parent Handbook and that students are made aware of its contents. We are more than happy to answer questions or concerns you may have. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

This handbook has been designed to be of assistance to the students and parents. Its purpose is to provide guidelines for grades K-4 and to open communication between home and school. School is a cooperative venture among parents, students and school personnel. Collaboratively, we need to ensure maximum learning for all students.

School can and should be a happy, worthwhile experience. Hopefully, this information will help to accomplish these goals. After you have read this handbook with your child(ren), please complete the signature form found in the beginning of the school year packet of papers. If you have questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or me. This handbook replaces all prior handbooks and other written materials on the same subjects. Current copies of Board policies and administrative guidelines are available from the elementary office as well as the St. Henry Schools webpage.

It is a pleasure to have you as a member of the St. Henry Elementary family! I feel blessed to work in a school district that values responsibility, hard work, and a willingness to do what it takes to succeed. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence, and provide a positive learning experience.

I look forward to a very successful and impactful school year!

Thanks,

Adam Puthoff
Elementary Principal

Adam Puthoff, Principal, 419-678-4834, extension 2400, puthoff.adam@sthenryschools.org
Eileen Brackman, Secretary, 419-678-4834, extension 2401, brackman.eileen@sthenryschools.org
Kailey Guillozet, Guidance Counselor, 419-678-4834, extension 2302 or 2440, guillozet.kailey@sthenryschools.org
Julie Garke, Superintendent, 419-678-4834, extension 2100, garke.julie@sthenryschools.org

Vision: Welcome to St. Henry Elementary where our vision is growing with our minds and hearts.

Mission: The mission of the elementary is to educate and nurture students in a safe and respectful atmosphere so they become lifelong learners and positive, contributing members of society.



ST. HENRY ELEMENTARY

Accident or Illness

If a student becomes ill or has an accident at school, the following steps will be taken:

1. Emergency care will be given.
2. The parent, guardian, or other authorized person will be contacted.
3. In case of illness, the parent may be asked to pick up the student, or if the parent does not have adequate transportation, the principal will attempt to find transportation for the student.
4. The listed family doctor may be contacted if this is thought to be necessary.
5. In case of communicable disease, parents will be notified and asked to take the student home. The student will be isolated at school and cared for until he/she can be picked up.

Administration of Medication

Administering medications that are essential to maintain a child in school such as insulin shots, disease control medications, etc. continue to be the responsibility of the parents.

1. The building principal or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. **The drug must be received in the original container in which it was dispensed.** The container must include the child's name, the name of the medication and pertinent instructions. (See appendix A)
2. Written request must be received from the parent or guardian of the student, indicating the school district comply with the physician's order to administer prescription drugs or requesting the school district to administer non-prescription drugs and granting permission for the district to do so.
3. For prescription drugs, the principal or other designated individual must receive and retain a statement, which complies with O.R.C. 3313.713 and is signed by the physician who prescribed the drug. (See Appendix A: *Authorization to Dispense Medication*)
4. For non-prescription drugs, the principal or other designated individual must receive and retain a statement, signed by the parent/guardian which contains information in compliance with O.R.C. 3313.713(C)2. (See Appendix A: *Authorization to Dispense Medication*)
5. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the principal or other designated individual if any of the information originally provided by the physician changes.
6. No employee who is authorized by the Board of Education to administer a drug and who has a copy of the most recent statement required would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct".
7. No person employed by the Board of Education will be required to administer a drug to a student if the employee objects to administering the drug.
8. It is recommended that parents do not send medication to school with the child to be self-administered, but if the parent should deem this necessary, a note must be sent with the child to the child's teacher identifying the medication, the dosage, and the time to be taken. This note will be valid for no more than two days.
9. Questions concerning specifics of school board policy dealing with administration of medication must be directed to the principal.

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful basis, and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance by contacting the building principal. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly as term or condition of an individual's employment, or status in a class, educational program or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severer, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Attendance

State law requires children of school age to attend school regularly. Section 3321-01 to 13, Ohio Revised Code, states that prompt and regular attendance is mandatory. According to section 3321.38 of the Ohio Revised Code, a parent, guardian, or other person having care of a child of compulsory school age who fails to send a child to school may be charged with such violation and the court may assess a fine. By law in the State of Ohio, it is the responsibility of the parents or guardian to see that the student is in school when they are not classified within the excused absence regulation.

School hours are from 8:05 a.m. – 3:05 p.m. Students are to arrive no more than 15 minutes early in the morning. Once school is over, students are expected to leave in a timely manner. Students are not to be in the building after school hours unless supervised by school personnel or a parent.

A student will be considered ½ day absent if he/she does not arrive to school before 9:35 a.m., who leaves school before 1:30 p.m., or misses 1 ½ hours of class time.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

- 1. Personal illness of the pupil.
- 2. Illness in the family.
- 3. Quarantine of the home.
- 4. Death in the family.

5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
6. Observation or celebration of a bona fide religious holiday.
7. Family vacation-on the condition that the principal is notified in writing at least five (5) days prior to the upcoming vacation and the parents have made arrangements with teachers for the students to complete their assignments at a mutually agreed upon time. (See Appendix B – *Vacation Form*)
8. Doctor or dentist appointments – parents are encouraged to make appointments before or after school if at all possible. Please send to the office a signed note regarding the appointment.

Students who are absent with an excuse for more than five (5) days in a grading period, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absences for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to remedy the condition.

Truancy: Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student’s parent has failed to cause the student’s attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with state law and Board Policy 5200.

Unexcused absences include the following:

1. Absence from school with parents consent for reasons other than considered excusable.
2. Leaving school during school hours and going directly home without office permission.

Tardiness: If a student arrives late to school they must report to the office immediately. Whether the tardiness is excused or unexcused will be determined by the conditions of each incident.

A student will be considered habitually tardy if the student is late without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically tardy if they are absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student will be absent for all or part of a day, the parent is responsible to call the school each day stating the name of the student to be absent, the reason for the absence, and the name of the parent/guardian calling. Absences that are known about ahead of time or are for several days at a time may be reported by a note or by phone prior to the date of the absence. Absences can be reported by calling **419-678-4834, extension 2401**. Please leave the child’s name, his/her homeroom teacher, parent phone number, name of caller, relationship to the child, and the reason for the absence. We request that a parent call be made to the elementary office before 9 a.m.

Exceptions to this procedure will only be considered by the administration if the circumstances are justified, such as a documented hospital stay. When attendance of a school authorized event causes a student to miss a class, it will not count as an absence.

Bicycles

- A. Students are requested to park their bicycles in the bicycle racks near the south (Columbus Street) entrance of the school immediately upon arrival at school.
- B. Bicycles are to be removed from the bicycle rack only when the student is going home.
- C. Students must abide by all bicycle safety laws or privileges may be revoked.

Bus Regulations

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus drivers, and other drivers on the road, and to ensure the safety and proper maintenance of school busses.

In General:

1. **Bus Assignment**. Students may ride only assigned buses and will board and depart from the bus at the bus stop and school boarding location to which they are assigned. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student’s regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves. Approval can

- be granted on space-available basis. Our buses are full. Please keep requests to a minimum. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Supervisor.
2. **Discipline** When discipline problems with individual students arise, the driver will try to solve the problem in cooperation with the students and/or parents. If the problem is not resolved, the driver is expected to report it to the Transportation Supervisor. The Transportation Supervisor will confer with the student, principal, and/or parents as appropriate, to come to a solution.
 3. **Parent Concerns** If an issue arises, parents should first contact the driver in an effort to understand the issue. Attempt to resolve issues with the driver by exchanging facts and discovering alternatives. If resolution is unsuccessful, contact the district transportation office and explain the situation. The Transportation Supervisor will confer with the driver and the principal of the school the child attends. The student and/or parents may be invited to join in meetings to come to a reasonable solution. The student's right to due process will be protected.
 4. **Forbidden Cargo** The following cargo on a school bus is prohibited: pets, alcoholic beverages, drugs, ammunition, explosives (including aerosol sprays and helium balloons), firearms, knives, or any other dangerous materials or objects. (OAC 3301-83-20) If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted.
 5. **School bus transportation is a privilege and not a right.** The bus driver is the sole authority on the bus while students are being transported. Drivers are obligated to enforce State Law, school policy and guidelines. The following rules pertain to conduct on school buses and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Parents are responsible for:

1. the safety and behavior of their child(ren) while going to or from the bus stop and while waiting for the school bus. Horseplay, playing in the road, and throwing rocks or snowballs are not acceptable behaviors.
2. their child(ren) being at the bus stop prior to scheduled pick up time;
3. damage by their child(ren) to school buses, personal property, or public property;
4. making sure the bus driver is aware of medical conditions that may affect the safe transportation of their child(ren).

Students shall: (According to Ohio Administrative Code 3301-83-08, 3301-83-20)

1. arrive at the bus stop before the bus is scheduled to arrive.
2. wait in a location clear of traffic and away from the bus stops. (i.e., the designated place of safety).
3. behave in such a manner that students do not threaten life, limb or property of any individual
4. go directly to an available or assigned seat. Each child is expected to sit in the front seat upon entering the bus, and then at the next stop they should move to another seat. In the afternoon when going home, they should move to the first seat at the stop prior to their stop. This will help from having the bus stopped on the road for any longer than needed. The bus will not leave the stop until all students are seated.
5. remain seated whenever the bus is in motion, keeping aisles and exits clear. Students are not to stand up to get off the bus until the bus has come to a complete stop.
6. observe classroom conduct and obey the driver promptly and respectfully.
7. not use profane language.
8. refrain from eating and drinking on the bus except as required for medical reasons. Eating and drinking on a bus is against the law.
9. not use tobacco nor have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
10. not throw or pass objects on, from, or into the bus.
11. carry on the bus only objects that can be held in their laps.
12. leave or board the bus at locations to which they have been assigned unless they have authorization to do otherwise. (This includes school boarding locations.)
13. not put head or arms out of the bus windows.
14. be silent at railroad crossings.

Transportation Supervisor is Sherri Ranly. When you need to contact the school for anything regarding transportation, your first point of call should be to Mrs. Ranly at 419-678-4834, extension 2101, or email Sherri at ranly.sherri@sthenryschools.com. If Mrs. Ranly is unable to handle your concern, she will direct you to the appropriate individual.

Important Note: If your child will not be following the normal routine for going home, he/she will need a note advising the school of the change of transportation.

Suspension of Bus Riding/Transportation Privileges:

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated district personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated district personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated district personnel. Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

When discipline problems with individual students arise, the following procedure will be applied:

1. The driver will handle the problem, if possible.
2. When the driver is unable to solve the problem, he/she should report it to the principal.
3. Cases that cannot be solved through the courses outlined above will be referred to the Superintendent.
4. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than ten (10) minutes prior to the anticipated scheduled time of the arrival of the school bus.

Cafeteria

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.10. Students may also bring their own lunch to school to be eaten in the cafeteria. No student may leave school premises during the lunch period without specific written permission from their parent.

Information regarding the Café Terminal is sent home with each student at the beginning of each school year or upon enrollment to the district regarding account balances and how to participate in the program.

Applications for free and reduced priced meals are distributed to all students upon enrollment to the district and at the beginning of each school year. If a student does not receive an application form and believes he/she is eligible, please contact Adam Puthoff at 419-678-4834, extension 2400. Applications for free/reduced lunches can be obtained from the office any time during the school year.

Cheating/ Plagiarism

No student shall cheat in any form including plagiarism (homework, class reports, research papers, etc.). Plagiarism is an act of stealing and passing off as one's own ideas or work of another.

Whenever a student is found guilty of cheating/plagiarizing, the teacher shall collect the student's paper/work, and a "zero" or "failing grade" will be assigned. The teacher will then contact the office and parents/guardian as to the action taken.

Computer Technology and Networks

Before any student may take advantage of the school's computer network, he/she and his/her parents must sign the handbook certification page agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action. This agreement will be sent home only once in the child's elementary career. If parents wish to change their decision, please contact the elementary office for a new form.

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 Department.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Control of Noncasual Contact Communicable Diseases

The St. Henry School District has an obligation to protect students and staff from noncasual contact communicable diseases. When a noncasual contact communicable disease is suspected, a panel of resource people, including the County Health Department, will review the student's health. 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 a definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), 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.

Discipline - Student Code of Conduct

It is impossible to operate a school, athletic team, or any sort of organization without order. Discipline is necessary and can be imposed, or it can be practiced voluntarily. St. Henry Elementary School strives to teach guided self-discipline. Unfortunately, there are people who fail to learn self-discipline or refuse to practice it. These are the students who make rules a necessity.

The following code of conduct has been adopted by the St. Henry Board Of Education and applies to all students in the school district.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including suspension, emergency removal from class or school, and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

- A. Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
- B. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the board).
- C. Fighting, Assault, and/or Threat Thereof: A student will not physically attack or threaten to attack any person.
- D. Dangerous Weapons, Instruments, and Objects: A student will not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person.
- E. Narcotics, Alcoholic Beverages, and Drugs: A student will not possess use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change.
- F. Tobacco: Students will not be permitted to smoke or use smokeless tobacco on or off of school grounds at any time during the school day, including lunch, and at any school-sponsored activity.
- G. Profanity and/or Obscenity: A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
- H. Truancy and Tardiness: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
- I. Insubordination: A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.
- J. Inappropriate Dress: A student will not dress or appear in a fashion that:
 - 1. Interferes with the student's health or welfare or that of others.
 - 2. Causes disruption or directly interferes with the educational process.
- K. Theft: A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
- L. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
- M. Forgery: A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms or correspondence, directed to the school.
- N. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.
- O. False I.D.: A student will not use or attempt to use false identification to mislead school personnel.
- P. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.
- P. Possession of Electronic Equipment: The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, portable TV's, electronic toys, pagers, cellular telephones, beepers, or other paging devices and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken.
- Q. Failure to abide by other rules that may be established from time to time by the Board, superintendent or principal.
- R. Student conduct Off School Property: This Code of Regulations is adopted by the Board of Education of the St. Henry Consolidated Local School District pursuant to sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion for curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would be unreasonably interrupt the educational process of

the St. Henry Consolidated Local School District. Due process of the law will be followed in all disciplinary situations. Anyone desiring a complete interpretation of possible disciplinary actions (detention, in-school suspension, assignment to alternative school, out-of-school suspension, emergency removal from class/school, and/or expulsion) as adopted by the St. Henry Board of Education may do so by a request being made through the elementary office.

Discipline Plan

Each teacher has a discipline plan. Parents will receive a copy of their child's teacher's discipline plan at the beginning of the year. Each discipline plan has a progressive hierarchy of penalties and loss of privileges. Parents should be aware of these and seek ways to support the teacher when these penalties or loss of privileges must be imposed.

School Behavior:

In an attempt to create a positive learning environment in our school, students:

- A. Are expected to arrive at school no earlier than **7:45 a.m.** unless riding a bus.
- B. Are expected to abide by national, state, and local laws as well as the rules of the school.
- C. Are expected to come to class prepared with textbooks, paper, pencil, and what ever else is needed for the day's work.
- D. Are expected to be courteous to any visitor, substitute teacher, or administrator, as well as other students.
- D. Respect the rights of others.
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- F. Complete assigned tasks on time and as directed.
- G. Help maintain a school environment that is safe, friendly, and productive.
- H. Act at all times in a manner that reflects pride in self, family, and in the school.

Playground Rules:

1. Be nice to everyone.
2. Fighting, taking part in rough play or rough contact activities (like tackle football) is prohibited.
3. Use and return equipment properly.
4. Wear the right kinds of outdoor clothing for the season.
5. Food or gum on the playground is prohibited.
6. Line up quickly and silently when the bell rings. Students will not be permitted to enter the building until the teacher/supervisor gives the signal to go in.
7. Remain on the playground at all times.
 - a. Permission must be granted from the duty teacher/supervisor for any student to go off of school property to retrieve a ball.
 - b. Students may not go back into the school for any reason unless permission from the duty teacher/supervisor has been obtained.
8. Radios or battery-operated toys at school are prohibited.
9. Bad language, teasing, or unnecessary tattling is prohibited.
10. Elementary students are required to go outside during recess and noon period unless it is determined that the weather is too inclement and that all students will remain indoors. A note to stay in may be presented to the teacher only in exceptional circumstances. This should not be a regular occurrence.
11. The students will be required to stay in an "indoor recess" area if:
 - a. they do not have proper clothing
 - b. they have a note from their parent/guardian
 - c. they have disobeyed recess rules

Zero Tolerance:

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

Discrimination

The St. Henry School District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the St. Henry District Compliance Officer, Julie Garke, Superintendent, at 419-678-4834, extension 2100.

Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its program, activities or employment. Further, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability,

religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background check, to learn through the curriculum offered in this district.

Dress

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body, and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Therefore:

- A. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- B. When students participate in school activities, their dress and grooming will not disrupt performance or that of other students, or constitute a health threat to the individual or other students.
- C. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing (shirts, jackets, hats, etc.) containing offensive illustrations, inappropriate language of questionable language or designs and/or messages of alcohol, tobacco, drugs, or sexual slogans, illustrations or inuendos, bizarre or unusual clothing, soiled, torn or cut off clothing hats, bandanas, scarves, or other headgear, bare midriffs, or see-through blouses, pants, flip flops, and short shorts are not acceptable.
- D. Students may wear shorts when temperatures are conducive for such apparel. Shorts, dresses, and skirts shall be of moderate length.
- E. School officials and the Board of Education reserve the right to make the final decisions regarding changes in dress and grooming of students.

Drills

Fire Drills:

The School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt and orderly evacuation of the building.

Tornado Drills:

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of a tornado.

Safety Drills:

Safety drills will be conducted in accordance with state law. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Early Dismissal:

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

Emergency Medical Authorization

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips. The Emergency Medical Authorization Form is provided at the time of enrollment or at the beginning of each school year.

Enrolling in the School

Students are expected to enroll in the school district in which they live. Students that are new to St. Henry are required to enroll with their parents or legal guardian. When enrolling, parents **must provide copies of the following:**

- official birth certificate** (from the Health Department of the county the child was born)
- court papers** allocating parental rights and responsibilities, or custody (if applicable)
- proof of **immunizations**
- social security card**

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

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to St. Henry 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 who has

been 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 St. Henry 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.

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 extra-curricular 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.

- A. Attendance rules apply to all field trips.
- B. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

Free and Reduced Lunches

Each school year, applications for free and reduced lunches are available and will be sent home with each student. Should a family qualify for this aid, notification will be returned to the home. Adjustments are made throughout the year as the financial status of a family changes. An application can be obtained by contacting the office during the year.

Gifted Education

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, children who are gifted in the district must be provided opportunities to progress as their abilities permit. The St. Henry Local Board of Education believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society. Professionally qualified people using a variety of assessment procedures identify annually children who are gifted.

Guidance

- A. Purpose
 1. To help students resolve problems for which they seek help.
 2. To help students achieve an understanding of themselves and their environment.
 3. To help students develop decision making abilities.
 4. To help students gain self-acceptance.
- B. To arrange an appointment for personal counseling for a child, please contact the elementary Guidance Counselor, Kailey Guillozet, at 419-678-4834, extension 2302 or 2440.

Harassment, Intimidation, and Bullying

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.

Harassment, intimidation, or bullying means;

- A. Any intentional written, verbal, 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); or
- B. Violence within a dating relationship.

Hazing

It is the policy of the St. Henry Consolidated Local Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student organization or any group that may cause or create a substantial risk of mental harm, physical harm, or humiliation to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

Highly Qualified Teachers

Parents may request information regarding the professional qualifications of the student's classroom teacher. This includes if the teacher has met state qualifications and licensing criteria for the grade level and subject area taught; if the teacher is teaching under emergency or temporary status in which State qualifications or licensing criteria are waived; the teacher's baccalaureate degree major, graduation certification and field of discipline.

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

Homework

Education is a lifelong process which extends beyond the school; it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities, such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

Reasons for homework:

- To establish independent study skills
- To foster self-discipline and responsibility
- To integrate what is learned in the classroom with real-life situations
- To reinforce or complete classwork
- To make up work missed due to absences
- To aid in academic learning
- To encourage parents' awareness of student learning
- To aid in evaluating student progress

Guidelines for Homework

- Homework assigned will depend on the discretion of each teacher based on knowledge of the student's individual ability and needs, and the practice of good learning theory.
- Homework may include mandatory and voluntary assignments meant to meet the individual needs of the students or group of students.
- Some homework assignments may be formally evaluated and some may not. Homework assignments will be used to identify areas of needed improvement in student progress and to individualize instruction.
- Homework will not be used to teach new skills. It should be the independent practice of a learned skill.
- It is important that homework be within the student's capability.
- Students should have readily available to them books and materials required to complete the assigned work.
- Homework is not to be used as disciplinary punishment for individuals and busy work is not to be assigned as group punishment.
- Homework should be given with a purpose that is understood by both the teacher and the student.
- Teachers should coordinate testing days throughout the week which require students to study outside of class to avoid loading up on tests.
- Consideration should be given for limited homework assignments on Wednesday evenings during dark night.
- Whenever possible, teachers should attempt to give parents a schedule of expected homework assignments on a regular basis.
-

Guidelines for Parents

Parents can support a child's interest in lifelong learning by encouraging good study habits and by providing a good learning environment in the home. It is imperative that children develop good study habits at school and at home.

- Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Provide a quiet and well-lighted place for your child to do the homework assignments.

- Encourage your child to set aside a regular time to do homework, to do his/her best on the assignment, to complete the assignment on time, and to turn it in when it is due.
- Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- Encourage and guide your child with assigned homework.
- If your child is absent for an extended period of time, please contact the school in regard to the classroom and homework expectations.
- If you feel your child has an unreasonable amount of homework or that your child is spending an unreasonable amount of time on homework, contact the teacher IMMEDIATELY.
- Consult your child's teacher as soon as problems arise.

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 immunization requirements. Students who start kindergarten after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten after 2006 school year must be immunized against 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.

The Ohio Department of Health, under the authority granted in Sections 3313.671 Ohio Revised Code, has established the following minimum requirements for pupils in public and nonpublic schools. These shots should be administered prior to entering school.

At the beginning of each school year, or at a pupil's initial entry, a pupil has 15 days to present written evidence that the pupil is in compliance with the State School Immunization Law. If, after the end of the 15-day grace period, the pupil has not submitted written evidence of compliance, the pupil shall be excluded from school until evidence is submitted. A pupil is in compliance if the pupil meets one of the following four criteria:

1. Written evidence is submitted that the pupil meets or exceeds the minimum immunization requirements.
2. A statement, signed by the pupil's physician, is submitted that immunizations may be detrimental to the pupil's health.
3. A statement signed and submitted by the pupil's parent or guardian that they object to immunizations for good cause, including religious convictions.
4. Written evidence is submitted that the pupil is "in the process" of completing the required immunizations.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, 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 student 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 and appropriate public education in the '*Least Restrictive Environment*' (LRE).

A student can access special education services through the proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Adam Puthoff, Elementary Principal, at 419-678-4834, extension 2400.

Injury and Illness

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.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Intervention Assistance Team (I.A.T.)

An Intervention Assistance Team (I.A.T.) has been established in the elementary building to provide teachers and parents support and help dealing with a child's academic difficulties or behavior. Referrals need to be made to the guidance counselor at which time a meeting will be called. The

purpose of the meeting is to identify any areas of concern, brainstorm ways to alleviate the concern(s), and to set a plan of action in place to be followed through in the classroom and/or at home. The team may reconvene 4 - 6 weeks after the initial meeting to determine if the plan has been successful or if additional accommodations need to be made. Anyone concerned with the academic success or well being of a child can call an I.A.T. meeting. Please check with the classroom teacher or the guidance office for referral forms.

Lost and Found

Lost and found is located by the elementary office. Students who have lost items should check there and may retrieve their items. Unclaimed items will be donated to charity at the close of the school year.

Lunch

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.10. Applications for the school's Free and Reduced Lunch Program are distributed to all students at the beginning of the school year. An application for the program can be made at any time throughout the school year.

- A. Pupils are not to leave the school premises without special permission.
- B. Pupils have three options as to what and where they eat:
 - 1. Eat at home (a note from the parent/guardian must be provided on the day(s) eating at home)
 - 2. Pack a lunch (must eat it at the cafeteria).
 - 3. Eat what is served in the cafeteria – an alternative entrée can be substituted for the main entrée.

In order to check your child's lunch account balance, log onto the school's website at www.sthenryschoools.org and click on the link, "lunch Information" on the left side under Parent Links. Enter the student's pin number and last name and click on "look up". The account balance and date it was updated will be displayed.

Miscellaneous Suggestions

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

- A. Students may only bring those items to school that are necessary for the completion of class assignments. Examples of items that students should leave at home include:
 - 1. Knives
 - 2. Lighters and matches
 - 3. Squirt guns, squirt bottles, etc.
 - 4. Fireworks
 - 5. Caps, bullets, etc.
 - 6. Rubber bands
 - 7. Pea Shooters
 - 8. Yo-yos
 - 9. Frisbees
 - 10. Balloons
 - 11. Skateboards, roller blades, roller skates
- B. To preserve the lawn, students should use the sidewalks when entering and/or leaving school.
- C. As a result of damage to the floors caused by metal cleats and shoe skates, students are requested not to wear them in the building.
- D. Students should place all paper and refuse in trash containers.
- E. If students have a need to have a cell phone at school, it must be turned off during school hours and kept in the student's book bag.

Network Acceptable Use & Internet Safety Policy for Students

The St Henry Telecommunications Network has been established for a limited educational purpose. A vast array of resources is available through the telecommunications network. One of the goals of the St Henry Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students and staff. The network ensures limited privacy. Files and messages placed on the school network and domain are the property of the school. Services on the network include internet access, web-based school accounts, and school-licensed software packages. Students and staff should not infringe on the rights of other users of our network.

Difficulties with Internet usage include the unreliability of some data and the lack of any foolproof way of preventing unwanted and objectionable data from being accessed. Some materials are morally objectionable and pornographic in nature. Filtering software is in place to screen these materials, but is not a guarantee that such material may not be accessible. Important or confidential personal data should not be transmitted by means of the Internet. Normally, students will be working on the internet under supervision, but close monitoring may not always be possible.

Do:

- 1. Use only your own account and password
- 2. Reflect academic honesty, high ethical and moral responsibility
- 3. Use for classroom activities, career development and limited high-quality self-discovery
- 4. Respect copyrights and other users' privacy (material that does not contain a copyright notice or mark is still considered copyrighted)
- 5. Notify your instructor or the technology coordinator of any potential security problems on the network

6. Notify your instructor or technology coordinator of any illegal activity occurring on the network
7. Notify your instructor or technology coordinator of any harassment directed to you through the network
8. Respect equipment and report any equipment problems to your instructor or the technology coordinator
9. Be judicious in the use of print resources
10. Maintain a clean working environment around your computer(s)
11. Do use Google Drive or other approved web-based sites when possible for storing student work.

Don't:

1. Do not share your password(s).
2. Do not use the network for political lobbying or commercial purposes
3. Do not download programs to your workstation's hard drive or to your home directory without permission from your instructor or the technology coordinator
4. Do not transmit viruses. If you do receive a virus or suspect your computer is infected, notify your instructor or technology coordinator immediately.
5. Do not load personally-owned software on school computers
6. Do not load software on school computers for which we do not have proper licensing
7. Do not use inappropriate language
 - a. Obscene, profane, vulgar, rude, threatening, disrespectful
 - b. Dangerous, inflammatory, or disruptive
 - c. Prejudicial or discriminatory
 - d. False information
8. Do not enter sites containing pornography or hate literature
9. Do not enter other users' files
10. Do not use "Chat" programs unless approved by system administrator
11. Do not store unnecessary files in your home directory
12. Do not use flash drives to move files between home and school computers

Due Process:

1. All files and messages stored on school computers, networks, and domains are property of the school. Administration has the right to examine and monitor any files.
2. Routine maintenance and monitoring of the system may uncover violations of the Acceptable Use Agreement.
3. Searches of individual files may be undertaken when monitoring devices alert to a potential problem on the network.
4. Local, state, and federal laws that apply to telecommunications will be enforced and the district will cooperate fully with these jurisdictions.
5. Consequences of student violations may include, but not be limited to, verbal warning, suspension of network privileges, or other disciplinary actions as set by your instructor and/or building principal.

Limitation of Liability:

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtained through or stored on the network. The district takes no responsibility for the loss of data, files, or information on the network.

Photography/Video

We agree to allow my child's photo\ video to be used in school educational programming & planning, allowed to be used on the St. Henry App (Drund) and to create awareness of school programs. For safety consideration, we do not post student names along with pictures on the internet other than the school controlled St. Henry App (Drund). If I refuse consent, I will provide written refusal to the respective school office.

Report Cards

- A. Usually, report cards will be issued on the Friday following the end of each nine-week period of classes.
- B. Progress reports will be sent home with students halfway through each nine-week grading period only when a parent requests.
- C. K – 4 grade students are graded according to the key below:

Grade range:	Grade Extensions:	
94-100%- A	99-100%	A+
	96 - 98%	A
	94 - 95%	A-
86- 93%-B	91 – 93%	B+
	88 - 90%	B
	86 - 87%	B-
75-85%-C	82 - 85%	C+
	78 – 81%	C
	75 –77%	C-
66-74%-D	72 –74%	D+
	69 – 71%	D
	66 – 68%	D-
65 and below-F		

Retention and Promotion

Retention

In the elementary every effort shall be made to provide a developmentally appropriate curriculum. Therefore, students who put forth effort will generally be successful in meeting their learning objectives. However, when there are circumstances which prevent the student from achieving the grade level objectives which are appropriate for him/her, retention may become an appropriate course of action.

Promotion

A student will be promoted to the succeeding grade level when he/she has:

- A. Completed the course and state-mandated requirements at the presently assigned grade.
- B. Achieved the instructional objectives set for the present grade.
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Scheduling and Assignment

The principal in cooperation with the teachers will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Student Attendance at School Events

The school encourages students to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Student Fees and Fines

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, St. Henry Elementary charges specific fees for each grade level for consumable materials.

Charges may also be imposed for lost, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of report cards.

Student Insurance

Several different student accident insurance policies are available at a very reasonable cost. All students have an opportunity to enroll each school year. Parents are advised to review and consider purchasing such insurance. School insurance may only be purchased at the beginning of each school year. Forms can be found under Athletics on school website.

Student Records

The teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records.

Directory information can be provided upon request to any individual or organization for nonprofit-making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent from the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. To review records please contact in writing Adam Puthoff, Elementary Principal, stating the records desired.

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 obey all school rules. Students should arrive to school on time and be prepared to participate in the educational program. 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 to ensure contact. 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. All staff members are familiar with emergency procedures such as fire, tornado and lockdown drills and accident reporting procedures. If a student is aware of any dangerous situations or accidents, he/she must notify a staff member immediately. State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, on file in the school office. Students with specific health care needs should alert the school office regarding those needs in writing and with proper documentation by a physician.

Suspension/Due Process Rights

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days or beyond the current school year. The guidelines listed below will be followed for all suspensions, including in-school suspensions.

- A. The student will be informed in writing of the potential suspension and the reason(s) for the proposed action.
- B. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
- C. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- D. Within twenty-four hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
- E. Notice of this suspension will be sent to the superintendent, the treasurer, and put in the student's school record (not for inclusion in the permanent record).

Suspension may be appealed. If the suspension was issued by the principal the appeal is made to the superintendent. In any case the suspension may be appealed to the Board of Education.

Telephones

The school telephone is reserved for official school business. Students are to make social arrangements before coming to school, not during the day. There are times when it is necessary for students to call home. In such cases permission must first be obtained from the teacher and secretary. Students are to explain the nature of the call to be made.

Testing

Kindergarten – Kindergarten Readiness Assessment; Diagnostic assessments in reading and mathematics

First Grade – Diagnostic assessments in reading, writing and mathematics

Second Grade - Diagnostic assessments in reading, writing and mathematics-Cog AT

Third Grade – A state achievement test in reading and mathematics

Fourth Grade – A state achievement test in reading, mathematics, and social studies

If parents wish to discuss test results, they should contact the principal, Adam Puthoff or guidance counselor, Kailey Guillozet.

Visitors

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor (including parents) must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or obtaining a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without first obtaining written permission from the principal.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building will be needed after the regular school days are closed off.

Weather

When weather conditions are such that school must be cancelled, delayed or dismissed early, please listen to the following radio stations:

WCSM — Celina, Ohio 96.7 FM, 1350 AM

WKKI — Celina, Ohio 94.3 FM

The delays and closings are also on some local television stations, but we suggest you listen to our local Celina radio stations for the most up-to-date information.

Closing and delay information can also be obtained on the school's website at www.sthenryschoools.org. From the website you can also sign up to have an alerting system send you an email or text message regarding delays and cancellations. From the home page under Parent Links click on "School Alerts". Follow the prompts on the page.

Withdrawal/Transfer from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. If you will be leaving the St. Henry Elementary School to attend school at a different facility, please contact the elementary office as soon as possible so withdrawal procedures can be conducted in a timely manner.