

HIGHLAND LOCAL SCHOOL DISTRICT



2019-20 Student Handbook

**GRANGER ELEMENTARY
HINCKLEY ELEMENTARY
SHARON ELEMENTARY**

Together we are Highland!



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HIGHLAND LOCAL SCHOOL DISTRICT

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Highland Local Schools promotes programs, activities and employment without regard to race, color, national origin, sex and handicap as required by:

- The Equal Pay Act of 1963
- Title VI and VII of the Civil Rights Act of 1964
- Title IX of the Educational Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II Americans with Disabilities Act of 1992
- PL 94-142/Individuals with Disabilities Education Act

Inquiries regarding compliance with these requirements may be directed to the Curriculum Director, who is the coordinator for compliance complaints, at the following address: c/o HIGHLAND LOCAL SCHOOLS

3880 RIDGE ROAD, MEDINA, OH 44256

Elementary School Handbook for Students & Parents

Revised May 2019

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WELCOME HIGHLAND FAMILIES!

Dear Parents or Guardians:

Welcome to the new school year! We look forward to working with you and your child and anticipate an exciting year of growth. Our staff is open to your suggestions, ideas and concerns. We welcome any questions you may have. Please feel free to drop a note, call or make an appointment to discuss your child's academic and social progress. When the home and school work together, children receive the maximum benefit.

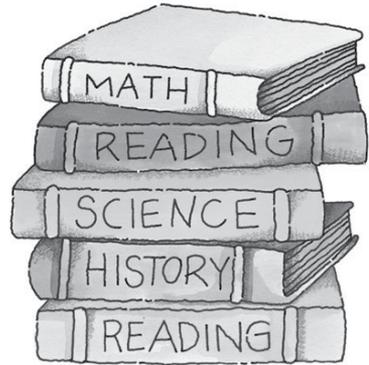
This handbook is designed to give you information about some of our procedures and policies and to hopefully clarify some basic questions parents may have. Please take a few minutes to review this with your child and keep it for reference during the school year. Thank you for taking time to become familiar with our general school operation. We look forward to working with you and your child this year.

Sincerely,

*LeAnn Gausman, Principal
Granger Elementary*

*Jim Carpenter, Principal
Hinckley Elementary*

*Kathryn Kowza, Principal
Sharon Elementary*



ELEMENTARY SCHOOL HOURS

The school offices are open from
8:00 A.M. to 4:30 P.M.
each day school is in session.

Student day is
8:55 A.M. to 3:30 P.M.

► GENERAL INFORMATION

ARRIVAL TIME

Students disembark from the school buses at 8:45 a.m. All students who do not ride the bus should arrive at 8:45 a.m. Parents are not to bring their children to school prior to this time. There is NOT proper supervision as the staff is involved in before school meetings or general preparations for the school day. Students who arrive before 8:45 a.m. will be sent to latchkey.

- **GRANGER:** When dropping children off, enter the driveway off of Ridge Road. Stay to the inside of the driveway to allow buses to pass on the outside. Students enter the south end doors. Do not stop and allow students off to enter the main doors.
- **HINCKLEY:** When dropping off children, enter the middle driveway off of Center Road. Follow the driveway around to the rear of the building at the gym doors. Students should remain with their parents until 8:45 a.m.
- **SHARON:** When dropping children off, enter the driveway off of Ridge Road on the north side of the parking lot. Stay to the inside of the driveway to allow buses to pass on the outside. Students enter the north end doors. Do not stop directly on Ridge Road and allow students off to enter the main doors.

DISMISSAL PROCEDURES

All students are encouraged to ride the bus both to and from school. Parking is a problem and vehicles often block the flow of traffic. Students are dismissed at 3:30 p.m. **Students will not be dismissed from their classrooms.** Students, whose parents have given the office notice of their being picked up, will be sent to a designated area in the building at dismissal. **Parents picking up children at the end of the day need to send a note to that effect or call the school office by 3 p.m.** Students without a note will be sent home on the bus. Parents who are picking up children at dismissal need to come into the building to sign their children out.

Granger: Gym

Hinckley: Students are dismissed to parents in the dismissal pick-up line

Sharon: Art Room

Should another child's parent be picking up one or more students at the end of the school day, each child must bring a written note. Otherwise, the student will be placed on the bus. Because buses are at maximum capacity, students are not permitted to ride another bus unless for child care situations. A note containing name, address and bus number should be sent to the school office from each party involved.

ATTENDANCE

Good attendance is encouraged, as it is closely related to a positive attitude toward school and academic achievement. To be in compliance with Senate Bill 321, the "Missing Child Law," our schools will contact the parents/guardians of children who are marked as an unexcused absence from school. It is our intent to insure the safety of the child through such contact.

All absences must be reported by a phone call or written note sent with the student upon return to school. Those deemed excessively absent will receive a letter from the school office. A doctor's excuse may be required for further absences. If it is necessary for the student to be absent a portion of the day, notify the office and teacher, if possible, prior to the absence. Also, observe the following:

- a. When a student arrives later than 8:55 a.m., he/she is to report to office.
- b. Students who leave the building during the day must bring a written excuse to that effect. The parent will report to the school office to sign out the student. Students will only be released through the office.
- c. If at times a parent is asked for identification, it is only for the protection of the student. Every attempt will be made to validate early dismissal requests when a child is picked up at school.
- d. Please attempt to schedule physician and dental appointments, lessons, and other obligations outside of school hours.
- e. Children must attend the full day of school on the day of a party or special event in order to take part in the event.

TRUANCY

Regular school attendance is required by law for any minor child under the age of 18. Schools will report habitual truancy by filing charges in juvenile court. In the investigation of such charges, the juvenile court prosecutor may bring a complaint against parents who fail to ensure their children attend school regularly as required under the Ohio Revised Code. In severe cases, parents who fail to meet this obligation have been court mandated to attend classes in "parental education." The failure of a parent to attend such a program constitutes "parental educational neglect" under criminal code, which is punishable as a fourth degree misdemeanor under O.R.C. 2919.222. Ohio Revised Code 2151.011(B)(18) states a student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or for 72 or more hours in one school year. There are steps the district will take to work with parents and the child to help increase regular attendance.

ILLNESS

If a child is ill, please keep him/her at home. Should a condition persist, consult your physician. Children with flu-like symptoms, vomiting, and/or a temperature of 100 degrees or higher will not be kept at school. If a child becomes ill or injured at school, a clinic note detailing the event will be sent home with the child. If the need arises, parents will be contacted according to the Emergency Authorization Form on file and asked to pick up their child.

HEALTH CLINIC

A school nurse is available for a portion of the school day. During all other times, the clinic will be staffed by office personnel. Soap, water, Band-Aids and ice are administered by staff, when needed.

DISPENSING MEDICATION

For students who require medication to be dispensed at school the following policy is in effect:

1. Medication shall NOT be carried, stored or self-administered by the student. (Exceptions to this are epi-pens and inhalers with a physician's permission on file.)
2. For legal purposes, written permission must be obtained for administering medication to a student. This permission must be signed by the parent and physician. The form used for this permission can be picked up at the school office.
3. Each student's medication shall have affixed a prescription label including the child's name, name of the drug and the directions for dosage. Instructions for the duration of the medication should also be included.
4. The school will supervise administration of medication in pill form only. It will not assume responsibility for administering liquid medication that must be measured, application of ointments, change of dressing or injections.
5. Parents may come to the office to administer his/her own child's medication.

If your child requires a medical plan for allergies, diabetes or seizures, you must complete the Medical Action Plan, which can be found in FinalForms on the Highland website.

STUDENT ABSENCES/HOMEWORK

When absences occur, students are responsible for making up the assignments. It is his/her responsibility to ask the teacher what assignments are in need of completion and the deadline for such work to be submitted. Assignments not completed receive failing grades.

PLANNED ABSENCES

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must discuss the matter with the child's teacher and complete a Planned Absence Form available from the office. This should be done at least one week in advance.

Please read the following conditions:

1. All work will be made up after the vacation, with a time limit based on the amount of time absent from school, with a maximum of one week for all make-up work.
2. It will be the parent's responsibility to supervise the make-up work and check it before it is returned to the teacher.
3. Children may be asked to keep a day-by-day diary of experiences and events of the vacation, which may be shared with the class.

REGISTRATION REQUIREMENTS

Parents must register at the school by filling out a registration form. At this time, a proof of residency will be required, along with a child's birth certificate, custody papers and a photo identification of the parent. A release of records will be sent to the previous school district of attendance. **Children entering the Kindergarten Program must be five years of age by September 30.** Registration will be conducted the preceding spring.



HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

The Ohio Revised Code (ORC 3313.67) requires that the following immunizations be obtained for school enrollment. Students who do not have the required immunizations will be excluded from school per Ohio

State Law until such record is provided. You must provide an immunization record verifying the month/date/year for each of the following:

Doses:

- 5 (Dose 5 required if 4th dose given prior to 4th birthday)
Diphtheria, Tetanus, Pertussis (DPT)
- 4 (Dose 4 required if 3rd dose given prior to 4th birthday)
Polio Vaccine
- 2 **MMR (Measles, Mumps, Rubeola)**
- 3 **Hepatitis B vaccine series**
- 2 **Varicella (Chicken Pox vaccine) (Or documentation of having disease)**

STUDENT'S PERMANENT CUMULATIVE RECORDS

An official cumulative record is maintained for each student. Recognizing a student's right for privacy, this record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student.

It is directly accessible only to the professional staff and to the students' parents or guardians until the student reaches 18 years of age. Parents have the right to review records, and a request for that viewing should be made 24 hours in advance, in writing, through the principal of your school.

The security and privacy of cumulative records shall be provided under the supervision of the principal. Information within a child's record cannot be transferred unless there is written consent of parent or guardian, or a judicial order requires it.

A child's legal name (name on birth certificate or court document) will be used for all records.

TRANSFERS

Parents of students withdrawing from the Highland Schools are expected to provide forwarding information so that proper transfer forms can be completed and sent to the receiving school. The school office should be notified several days prior to withdrawal so that proper records can be made. All school accounts are due at withdrawal.

NON-CUSTODIAL PARENTS

The Highland Board of Education believes it is appropriate to afford non-custodial parents with the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to the records shall be in accordance with the Family Educational Rights and Privacy Act of 1974, Board policy and ORC Section 3319.321, which applies to the release of records.

Upon request, non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. Action shall be taken to inform non-custodial parents of their rights and to assist them in the exercise of these rights.

*A non-custodial parent refers to the parent who does not have custody of the child, but does have the right to information about the child's education.

It is the parent's responsibility by law to provide the school with current records of custody.

Non-custodial parents may initiate a written request to the building principal for the standard information listed below:

- a. School Calendar/Newsletter
- b. Grade Reports
- c. Conference Dates and Times
- d. Interim Reports

Non-custodial parents are asked to provide self-addressed, stamped envelopes to the office in order to receive the above information. Mutually agreeable conference arrangements will be made with the non-custodial parent when requested. All parents are encouraged to visit the school web site at www.highlandschools.org for current information.

SCHOOL FEES

Students will be charged school fees each year. All fees must be paid as soon as possible. Failure to pay fees, fines, lunch charges, etc., will result in the withholding of a student's report card at the end of the school year. Unpaid fees and fines accumulate until graduation. If there is a financial hardship, please contact the principal. Online payment is available through our District web site under "Parent Portal." Payment may also be made by check, sent in a clearly marked (as to purpose) envelope, with the student's name and teacher's name. Sending in cash with your child is discouraged.

ANNUAL NOTIFICATION: HIGHLAND BOARD OF EDUCATION POLICY

The school district will provide notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. The right to inspect and review the student's education records;
2. The intent of the school district to limit the disclosure of information contained in the student's education records except;
 - a. By prior written consent;
 - b. Under other limited circumstances, as enumerated under administrative regulations.
3. The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the district decides not to alter the record according to the parent or eligible student's request.

4. The right of any person to file a complaint with the U.S. Department of Education if the school district violates relevant federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).
5. The procedure which the parent or eligible student should follow to obtain copies of this policy, the location from which these copies may be obtained, as well as any fees to be charged for copies.

GRADING PROCEDURES/PROGRESS REPORTS

Students will be on a nine-week grading period with report cards being sent home four times a year. Interim reports may also be utilized to notify parents if students are not making satisfactory progress.

Grading Scale for Grades 3-5

A+ = 98-100	C+ = 77-79
A = 93-97	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
	F = 0-59



IAT-INTERVENTION ASSISTANCE TEAMS

Each elementary building has an IAT (Intervention Assistance Team) consisting of the school psychologist, the principal, the child's teacher, and other related professionals. A child is referred to this team by his/her teacher (or parent), if the child is having academic or behavioral difficulties. The team works on a plan of interventions for the child. Parents are invited to these meetings.

FORMAL TESTING

Group tests will be administered throughout a child's school career. These will include tests to measure intelligence, or aptitude for learning and attained achievement. Some tests may require parental written permission.

Individual testing is available through the school psychologists. This testing may be suggested or a parent may request it as a means of identifying or eliminating a problem. The following areas of testing might be considered:

1. ***Classroom Observation:*** Observation provides the school psychologist with the advantage of a sampling of behavior in a natural setting.
2. ***Counseling:*** Counseling helps the school psychologist determine a child's behaviors and/or understand the causes and effects of these behaviors.
3. ***Achievement Testing:*** Achievement tests attempt to measure the amount learned in one or more subject areas or in the general aspects of schooling.
4. ***Intelligence Testing:*** Intelligence tests attempt to measure mental ability and are used to help predict educational performance.
5. ***Personality Testing:*** Personality tests are instruments used to measure emotional, motivational, interpersonal and attitudinal characteristics.
6. ***Language Testing:*** Language involves auditory, visual and expressive skills. A language test is used by the school psychologist to determine the relative strength of these skill areas.
7. ***Visual-Motor Testing:*** Visual-motor tests are designed to assess a child's ability to reproduce objects from memory or to copy figures or designs.
8. ***Sociometric Testing:*** Sociometric devices provide the educator with a means of understanding the relationships between group structure and a child's individual status in class.
9. ***Vision/Hearing Testing:*** School Health Aides will administer vision and hearing tests and possible tests for color blindness.

RETENTION GUIDELINES

A child having difficulty achieving in school may be considered for retention.

1. When retention is considered, there will be a conference with the child's teacher.
2. The child's records will be examined to check on factors that may affect his/her progress.
3. Work samples, anecdotal notes and student assessments will be reviewed by the teacher, interventionist(s), principal and parent.
4. Final decision is made in conference with the parents and school personnel.

Some elementary students who are not retained may be assigned the next higher grade level. A student who is assigned must have the approval of the principal. This procedure is reserved for those few students who are not making satisfactory progress in academic achievement, but who would not benefit from retention.

HOMWORK POLICY AT HIGHLAND SCHOOLS

PHILOSOPHY** The Highland Local Schools recognize the value of homework for students. The school realizes that the assigning of homework provides

opportunities for teaching self-discipline within the child and also for indicating to parents what is taking place within the classroom.

The purpose of homework should be to help a child, not to punish. The real value of it is realized mainly on how it can be an application or an extension of a classroom experience. The assignments should be reasonable and interesting and well within the capabilities of each child. In making assignments, the teacher should recognize the necessity of availability of reference

material to complete that assignment. Homework should not be assigned if it entails a new concept for which no instruction has been offered.

It is difficult to establish a concrete policy concerning homework since homework should be designed to fit the needs, abilities and interests of the student. It is hoped, however, that some suggested guidelines may be developed to direct teachers in utilizing this valuable and positive teaching technique.



HOMEWORK GUIDELINES FOR PRIMARY GRADES**

Homework at this level is of a limited nature but occasionally assignments requiring independent study of 10 to 20 minutes will be utilized. This could include review of weekly spelling lists, sight word identification and development of the math facts. Special projects may also be assigned for homework throughout the school year. The main purpose of homework at this level should be to develop the responsibility of completing a task and, more importantly, providing further practice and extension of concepts taught within the classroom.

HOMEWORK GUIDELINES FOR INTERMEDIATE LEVEL**

Homework may be assigned on a more regular basis at this level, requiring an average of 30 to 45 minutes of study time. Homework should be discouraged on weekends and over holidays although it may be given on inservice days and conference days. Types of homework assigned at this level would consist of spelling list review, vocabulary development, math facts or finishing work assigned in class. At the upper intermediate level, some outside reading assignments and/or projects may be given.

The part played by the parent in elementary school homework assignments should be one of support and encouragement and the amount of active participation would depend upon the age and level of achievement of the child. A major responsibility of the parent is to provide a quiet place and time for the child to perform assignments. Parents should remember that homework is an extension of classroom activities and should be performed by the students. Parents who question the amount or difficulty of homework should discuss the concern with the classroom teacher.

▶ SAFETY PROCEDURES

VISITORS

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors by the office and report to the office to sign in and receive a name tag. Any visitor in the building who does not have a name tag will be asked to report to the office. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM, PLAYGROUND OR BUS LINE. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to prevent any classroom interruptions. Parents wishing to visit their child's classroom are encouraged to arrange the time with the classroom teacher ahead of time. Parent-teacher conferences are held before and after school or during a teacher's planning time. Visitors are not permitted to carry a (concealed) weapon on school property.

EMERGENCIES

Each parent is asked to complete an EMERGENCY MEDICAL AUTHORIZATION, which will be included in the student's permanent record folder. This authorization will indicate the necessary information the school must have should an emergency arise. It is extremely important that this authorization be fully completed and updated during the school year if changes occur. All elementary schools have access to the Emergency Squads in the Hinckley, Granger and Sharon Townships, respectively. Should a situation arise in which these services must be used, parents will be notified and the emergency squad will proceed to the nearest hospital.

EMERGENCY CLOSING OF SCHOOL

Should it be necessary to close school for weather or other unforeseen emergencies, information will be given to the following radio and television stations:

- TV Channel 3, 5, 8, 19
- Radio Station FM 99.5, 96.5, 94.1, 106.5, 105.7, 103.3, 100.7 & 100
- Radio Station AM 560, 930, 1100 & 1480

Parents are requested not to call the school's offices as it is necessary to keep the lines open for school communication. The district also utilizes an automated calling system to notify families of an emergency.

EMERGENCY EARLY DISMISSAL

Occasionally, weather conditions or other building emergencies may arise that necessitate sending children home earlier than the regular dismissal time. It will be necessary for parents to arrange procedures for their child to follow in case they will not be home to meet them. Please make these arrangements ahead of time and instruct your child what he/she is to do. It is the responsibility of the parent to make sure children know the procedures that are requested on the Emergency Dismissal Form. These procedures will be followed.

SAFETY DRILLS

In accordance with State law, the school will conduct various safety drills throughout the school year. Specific instructions on how to proceed during a drill will be provided to students by their teachers.

► **USE OF SCHOOL PROPERTY**



LOCKERS AND DESKS

The school loans the locker, desks or individual storage area to students. It is expected to be kept neat and clean. Upon authorization of the principal, these may be searched. Student bookbags must fit into the lockers. Bookbags on wheels are not permitted.

LOST AND FOUND

Students should check the building lost and found for any missing items. Items not claimed are given to charitable organizations at the end of the school year. Money, jewelry and other personal items are turned in at the office.

TELEPHONE

Children are discouraged from asking to place phone calls from the office except in emergencies. Students are not permitted to use or carry cell phones during the school day.

TEXTBOOKS

Students are asked to care for the textbooks within their possession during the school year. Textbooks must be covered. Students will be assessed fines for lost or damaged textbooks.

TRANSPORTATION

The vast majority of students within this school district are transported by school buses. Bus schedules can be more easily maintained when students are at their assigned pickup points promptly each day. Consolidated bus stops will be made to facilitate the transportation program.

Total cooperation is required to keep the buses on schedule each day. Students creating disciplinary problems will receive a referral, which will be addressed by school personnel and in accordance with board policy.

Students are not permitted to change buses to visit a friend, etc., after school unless for childcare purposes. The parents of both students must send a note involved.

Animals, balloons or large items are not permitted on the school bus.



BUS RULES

1. Students need to arrive at the bus stop on time.
2. Students must wait in a location clear of traffic and away from the bus stopping point.
3. Behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must not eat and/or drink on the bus.
9. Students must not possess or use tobacco or tobacco substitutes (such as e-cigarettes, vaporizers), lighters, matches, etc., on the bus.
10. Students must not have alcohol or drugs in their possession.
11. Students must not throw or pass objects on, from or into the bus.
12. Students may carry only objects that can be held in their laps.
13. Students 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. Students must not put head or arms out of the bus windows.

CONDUCT OF STUDENTS

Self-discipline is the goal toward which the school will strive. Students are given many opportunities to develop and practice acceptable behavior patterns within the school setting. Each student is responsible for conducting himself with safety in mind, whether it is within the school, on the playground or on the bus. Discussion of safety standards will be discussed within each classroom throughout the year.

RECESS

All students participate in outside recess activities during the school day, weather permitting. Should it be medically necessary for a student to remain in the building, the parent is required to send a note for that day. If an extended period of time is required for a child to remain indoors, a doctor's statement to that effect should be sent to school.

PLAYGROUND RULES

The playground rules have been established with the intention of providing safe, constructive play among our students and also to provide consistency of supervision. Children are encouraged to take every advantage of the equipment and play area, which is provided for them. We ask them to use the equipment as intended and to conduct themselves in a cooperative manner when playing.

1. Children are to play on the school playground and the adjoining fields. On wet days, children will only use the blacktop or gravel area.
2. Only standard play equipment is to be used. No skateboards, kites, rockets, guns, spears, etc., are permitted.
3. There is to be no throwing of stones or snowballs at any time.
4. BASEBALL DIAMOND: Hard balls are not permitted. Kickball may be played. Softball may be played only when supervised.
5. CLIMBING/TRAVELING BARS: Students are not to hang by their legs from the top of the bars. Games of tag on the bars are prohibited.
6. SWINGS: Children are to sit on the swings as intended. Students should not stand in front of the swing area.
7. SLIDES: Students are required to use slides as intended. Children are not permitted to stand while sliding and must slide with feet facing forward.
8. FOOTBALL: Tackle football is prohibited. Kick, pass and catch games are permitted.
9. SOCCER: Soccer is permitted on the soccer fields only within the soccer goal area. Students are not permitted to play soccer on the blacktop area.

10. **EQUIPMENT:** Playground balls, basketballs, footballs, baseball equipment, soccer balls, etc., are provided for each grade level's use. Children should not bring items from home.
11. Children are to remain on the school property and the area designated as playground.
12. Once they have gone outside, children are not permitted to return to the building without the permission of the playground supervisor.
13. Children are asked to line-up in an orderly manner immediately upon hearing the whistle or the staff member's signal.
14. Proper language and courteous behavior are required on school grounds. Fighting and obscene language will not be tolerated.
15. Rules may vary somewhat due to the playground set up at each school and to provide for the safety of all children.
16. **WINTER RECESS:** Children are expected to wear boots or other foot coverage from the first snow through the month of March. This is not only for cleanliness of the school building, but also for health reasons. Students should wear their boots on a daily basis during this time or keep them at school. Students without boots, when required, remain on the blacktop.



STUDENTS NOT FOLLOWING PLAYGROUND RULES:

1. Students will be asked to stand in a time out area.
2. Students whose behaviors are still not acceptable may lose future recess privileges.
3. Those students who are a continual problem will be reported to the principal for further disciplinary action.

GUM CHEWING

Students are not permitted to have gum in school, which includes recess and on the school bus.

ITEMS BROUGHT TO SCHOOL

- Children are not allowed to carry matches, lighters, guns of any type, gun caps, knives, slingshots, stars, firecrackers or other items that can cause disruption or bodily harm. Such articles will be confiscated and not returned. The discipline policy will be enforced.
- Children are not permitted to sell or trade anything among themselves at school, on the school grounds or on the bus.
- Pets should not be brought to school without permission of the teacher. Some children are allergic to animals. At no time will animals be permitted to ride with students on the school bus.
- Items should not be brought in glass jars because of the danger of breakage.
- Students are not permitted to bring radios, CD players, MP3 players or Ipods to school. Hand-held video games, trading cards, cell phones, cameras and recording devices are also prohibited.

STUDENT CONDUCT CODES

The conduct code applies to all curricular and extra-curricular activities, including any building in the Highland Local School District, as well as inter-school activities outside our district. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior adversely affects the education process. The rules also apply to any form of student misconduct directed at a District official or employee, regardless of where the misconduct occurs. Listed below are student conduct code violations. Violations of the conduct code may result in disciplinary action, up to and including student suspension or expulsion.

- Bullying
- Cheating/Plagiarism
- Disobedient/Disruptive Behavior
- Fighting/Violence
- False Alarms/Bomb Threat
- General Misconduct
- Hazing
- Leaving School without permission
- Physical Aggression
- Serious Bodily Injury
- Truancy/Tardiness to class/school
- Threatening (written/verbal) a Student, Staff Member or District Property
- Inappropriate/profane language or gestures
- Inappropriate/unauthorized use of technology
- Use, Possession, Sale or Distribution of Alcohol
- Bus Violation
- Cut Class
- Dress Code Violation
- Failure to serve detention
- Firearm Look-a-Likes
- Harassment/Intimidation
- Inappropriate behavior
- Insubordination
- Repeated Violations
- Theft/Stealing
- Unwelcome Sexual Conduct

- Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Gas
- Use, Possession, Sale or Distribution of Tobacco Products
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm
- Vandalism/Damage to School or Personal Property
- Verbal Abuse

REMOVAL, SUSPENSION, EXPULSION

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 “Suspension/Expulsion of Disabled Students.”)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

1. “Emergency removal” shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 “Emergency Removal”)

2. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."
3. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."

(See Complete Board of Education Policy 5610 at highlandschools.org)

DRESS CODE

Student dress is governed by standards of cleanliness, neatness, health, safety, appropriateness and decency in an academic environment. These guidelines are enforced in accordance with prevailing community expectations, board policy and statute. Poor grooming habits can disrupt education. Hair styled in a disruptive manner or of an unnatural color or hue, writing on skin, or clothing worn in a manner other than its intended design are examples of foreseeable disruptions to the instructional process. In all matters relative to appearance, the administration has the right to determine those situations that present an ongoing disturbance or pose a foresee-ability of disruption.

1. All students' dress should reflect cleanliness and neatness at all times. Pants and trousers must be anchored at the natural waistline. Undergarments should not be visible.
2. All clothing is to be worn as it is intended to be worn.
3. Any clothing that is dangerous to the student or destructive to school property.
4. Hats/bandanas are not to be worn inside the school building.
5. Clothes with holes in them may not be worn.
6. T-shirts bearing slogans or illustrations that pertain to or related to alcohol, tobacco, drugs, sex or other offensive matter may not be worn.

7. No halters, tube tops or bare midriffs will be permitted.
8. Dress may not be disruptive to the school atmosphere.
9. Shorts of suitable length may be worn in grades K-5.

This dress code will be in effect for all school days and extracurricular activities except for those “special” days as designated by the building principal.

SATURDAY MORNING DETENTION

The district provides a Saturday Morning Detention at Highland High School. The elementary principal may assign a student to this detention for behaviors, which continue to be disruptive within the school setting.

SEXUAL HARASSMENT

The Board of Education has policies in effect concerning sexual harassment as it deals with both staff and students. Policies are available upon request. The Curriculum Director serves as the Sexual Harassment Officer for the district.

ANTI-BULLYING POLICY

The Board of Education prohibits harassment, intimidation or bullying of any student by student(s), school personnel, volunteers or others engaged in district business, whether in the classroom, on school property, buses or vehicles, at school-sponsored events, or at any time when subject to the authority of the school. The district’s commitment to addressing harassment, intimidation and bullying involves a multi-faceted approach, which includes education and the promotion of an atmosphere in which harassment, intimidation or bullying will not be tolerated.

As used in this policy, “harassment, intimidation or bullying” is defined as meaning any intentional written, verbal or physical act, as well as any electronically transmitted act that an individual has exhibited toward a particular student more than once. The behavior causes both mental or physical harm to the student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Using technology to harass, intimidate, or bully, also known as cyberbullying, is strictly prohibited and falls within the H LSD Anti-Bullying policy. Cyberbullying is very serious and can cause great emotional distress to the victim. Incidents of cyberbullying which substantially disrupts the educational process in a negative way, may be subject to disciplinary procedures. Behaviors that are determined to be harassment, intimidation or bullying (including cyberbullying) may result in disciplinary action, including suspension and/or expulsion from school.

Students should report these acts to school personnel. Students may make reports anonymously through the office or through the district website. Students making false reports may also be subject to disciplinary action, up to and including school suspension.

WEAPONS POLICY

The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

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. Policy exceptions include theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Principal. Failure to report such information may subject the student to disciplinary action. This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines. The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

STAY SAFE, SPEAK UP!

The Highland Local Schools utilizes the Stay Safe, Speak Up! help line for the reporting of issues that may arise during or after school hours. Students can access this help line to make a report through the district website.

SCHOOL PROGRAMS / ACTIVITIES

ELEMENTARY SCHOOL BAND AND ORCHESTRA

Orchestra and band are available beginning in the 5th grade. A program is conducted for the interested student and his/her parents in September, which will demonstrate the available instruments and at which time the year’s program will be discussed. Rental service for instruments is available for a 12-week period and arrangements can be made at this meeting.

AFTER SCHOOL/EXTRACURRICULAR/GROUP MEETINGS

Several organizations meet on a regular basis after school in the building or other community buildings. Students staying after school for any reason must have written permission.

LUNCH PROGRAM

Cafeteria programs are conducted in each building. Lunches may be purchased each day or prepaid into the student's cafeteria account. Students use their personal code to draw against their account.

- Cost of lunches is \$2.75. Snack items are available for extra purchase. Menus are distributed monthly.
- Children with food allergies made have substitutions made. Please direct any inquiries to our Food Services Department at 330-239-1901, ext. 5512.
- Lunches should not be charged. Children without lunch money will be given a peanut butter and jelly sandwich with milk. Students should pay for this lunch on the following day.
- Families needing assistance may apply for free or reduced lunches through the school offices. Information is sent home the first week of school.
- Extra snacks purchased in the cafeteria need to be eaten in the cafeteria during the lunch period.

ROOM PARTIES / BIRTHDAY RECOGNITION

Parent volunteers organize three parties a year for Halloween, Christmas and Valentine's Day. Volunteer room parents, in coordination with the classroom teacher, plan and supervise these parties. PTO also helps with an end-of-the-year celebration. Parties are held from 1:45-2:45 p.m.

Parents are encouraged to contribute to the school library in recognition of their child's birthday. **If a parent chooses to send a treat, the treat should be one that can be eaten at lunch, snack time or taken home. Birthday party invitations will not be distributed at school unless the whole class is invited.**

HEALTH EXAMINATIONS

Hearing and vision tests are given at the beginning of a child's kindergarten year. Group screenings for vision and hearing are given in grades one, three and five. Parents may request individual evaluations should a vision or hearing problem be suspected. Individual testing requires written permission by the parent.

BEFORE AND AFTER SCHOOL CARE

Our district has established a Latchkey Program, called the Highland Express, to meet the needs of working parents and their children. There is both a morning and an afternoon program with scheduled times of 6:30-8:45 a.m. and 3:30-6 p.m. Information is available in the school office. **Delinquent latchkey fees will result in the denial of latchkey privileges. Please note: If school is delayed, latchkey will be closed. Also, if school is dismissed early, latchkey will be closed. If your child is absent from school, he/she may not use the program that day.**

The Highland Local School District Latchkey Program provides child care in a group setting. The program does not exclude qualified students with disabilities and

offers reasonable modifications to the program to afford qualified students with disabilities an equal opportunity to participate in the program. The program is not required to provide modifications that constitute an undue burden for the district or result in a fundamental alteration of the program.

SPECIAL SERVICES

The following services are provided by the district:

- Specific Learning Disabilities
- Mild to Moderate Disabilities
- Pre-School Program
- Gifted Services
- Moderate to Severe Disabilities, including Autism Services
- Speech and Language Therapy
- Intervention Tutors
- Guidance Counseling
- Psychological

The District's Director of Special Education is available to answer questions about these programs.

PARENT INVOLVEMENT

CONFERENCES

Parent-teacher conferences serve as a means to discuss a student's academic and social-emotional progress. This is a two-way avenue for both parents and teachers and should be initiated by either party, if the need arises. Parent-teacher conferences will be scheduled four evenings from 4-7:30 p.m. in the fall and spring. Parents will receive correspondence as to scheduled times.

OPEN HOUSE

An annual Open House is scheduled for parents to visit their children's classroom. Parents are encouraged to visit their schools and to participate in this event.

PARENT-TEACHER ORGANIZATION

The Granger, Hinckley and Sharon PTO's are very active in their support of their schools. Regular meetings are conducted. Parents are encouraged to become active members of these organizations and to participate in their schools' activities.

VOLUNTEER PROGRAM

Parents are encouraged to volunteer within the school setting. Many opportunities are available through the classroom teacher or PTO. Volunteer guidelines are available in the school office.



Highland Local School District MISSION STATEMENT

The Highland Local School District is committed to the highest academic and behavioral expectations. Our mission is to guarantee that each learner reaches his/her potential, by providing, in partnership with the community, a quality, progressive, educational program in a safe and dynamic life-long learning environment.

www.highlandschools.org

**ADMINISTRATION OFFICE
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