

COMPUTER/ON-LINE SERVICES

The following guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Electronic mail is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it will disrupt the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of net etiquette are subject to change by the administration.
8. The student in whose name and on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account number.
9. The system shall be used only for purposes related to education or administration of the District. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Keep messages brief and use appropriate language.
16. Report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
17. Reposting personal communication without the author's prior consent.
18. Downloading of freeware or shareware programs without administrative approval.

Holgate Elementary School Handbook



“Where Staff And Students Excel...
Parents and Community Care!”

Mr. James Reiter - Superintendent
Mr. Jim George - Principal

2005 – 2006

STUDENT TRIPS AND TRAVEL

Travel by students whether local or distant is not school sponsored unless such travel is either:

1. Provided by the district-owned or leased vehicles, or otherwise provided for by the district, or
2. Approved by formal action of the Board of Education and escorted by district employees who have been specifically authorized in writing by the school administration to participate in the trip in order to supervise students.

The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not interfere with student involvement in the regular school curriculum. Further the Board of Education does not and cannot warrant, guarantee, or take any position as to the reliability of any individual or organization who sponsors and solicits students to such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such activities, share responsibility for any consequences that arise from such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside their employment and official responsibilities, and are not acting as employees or agents of the school district.

The Board cannot be aware of all non-school sponsored trips in which students, parents, or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school-sponsored or not, to make an independent assessment of the risks involved. The superintendent stands ready to answer all inquiries as to whether a particular trip is school sponsored.

Adopted by the Holgate Board of Education: November, 1993

EMERGENCY REMOVAL: Whenever a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process within the classroom or elsewhere on school premises, school personnel may take the following actions:

1. The superintendent, elementary principal or high school principal may remove the pupil from the school premises.
2. A teacher may remove the pupil from any activity under the teacher's supervision.
3. These actions may be taken without notice or hearing to the pupil.

DETENTION: DETENTION: Detention may be held from 7:35 a.m. to 8:05 a.m., or from 3:05 p.m. to 3:35 p.m. in the teacher's room or the principal's office. Lunch detention will be held for 45 minutes in the principal's office. Students with an excessive number of detentions may also be given a one day in-school suspension.

Students who are unable to serve before or after school detentions may choose a one day in-school suspension. Students who fail to serve a detention may be given a one day in-school suspension. All students will receive a one day's notice for any detention assigned.

IN-SCHOOL SUSPENSION: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An in-school suspension may be from one to ten days in length. Normally, school work can be made up for full credit during the time a student is on the in-school suspension. Students may not participate in any extra-curricular activities for the period of time they are suspended. This suspension may be housed at Holgate School or at the Henry County Suspension School in Napoleon. Holgate School would provide transportation to Napoleon.

OUT-OF-SCHOOL SUSPENSION: The removal of school attendance privileges and all school activity privileges for a period from one to ten days. School work may not be made up for credit during the time a student is suspended out of school. A student suspended from school may not participate in any school event for the duration of that suspension.

EXPULSION: The removal of school attendance privileges and all school activity privileges for more than 10 days. School work may not be made up for credit during the time a student is expelled from school. A student expelled from school may not participate in any school activity for the duration of the expulsion.

HOLGATE ELEMENTARY SCHOOL 2005-2006

PARENT AND STUDENT HANDBOOK

Administration:

Mr. James Reiter

Local Superintendent 264-5141

Mr. Jim George

Elementary Principal 264-5231

**Holgate Local Schools Web Address:
www.holgate.k12.oh.us**

- 50. The theft, attempted theft, or unauthorized possession of any school property or equipment, or the personal property of another student, teacher, visitor, or employee of the school district.
- 51. Harassment, inflicting mental or physical harm, verbally or physically threatening mental or physical harm or creating a risk of mental or physical harm to other students, visitors, or employees of the school district during school and/or non-school hours..
- 52. Sexual harassment, sexual imposition or sexual assault.
- 53. Failing to report the actions or plans of another person to a teacher or administrator when these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 54. Possession of electronic communication devices such as beepers, pagers, cell phones, two-way radios, radios, walkmans, game boys, laser pointers or other electronic devices at school without prior administrative approval.
- 55. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
- 56. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

COMPUTER USAGE: Computers and computer files used by students at school may be searched by school officials. There should be no expectation of privacy regarding student use of computers at school.

ENFORCEMENT: The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measure to correct pupil behavior. These disciplinary measures may be used in combination.

1. Assign detention
2. Issue verbal reprimand
3. Restrict or remove privileges
4. Advise parents by telephone
5. Advise parents by letter
6. Refer student to counselor
7. Require restitution (property damage or stealing)
8. Suspend
9. Recommend to the superintendent for expulsion
10. Arrange pupil conferences
11. Arrange a pupil, parent, and principal conference
12. Cite to Juvenile Court
13. Call Juvenile authorities, truant officer and/or notify police.
14. Remove student from class.
15. Refer to psychologist, request psychological evaluation, or participate in intervention program.

A violation of any of the rules shall result in disciplinary action, including suspension, expulsion, or removal from class, extra-curricular activities or from the school grounds.

HOLGATE LOCAL SCHOOL

2005-2006 SCHOOL CALENDAR

August 22	Teacher Workday
August 23	First day for students
September 5	NO SCHOOL - Labor Day
October 27	End of 1st grading period
November 4	P/T Conferences - No School
November 23-25	Thanksgiving Break
Dec. 22- Jan. 3	Christmas Break
January 13	End of 2nd grading period
January 16	NO SCHOOL - Martin L. King Day
February 20	NO SCHOOL - Presidents Day
March 17	End of 3rd grading period
April 13-17	Spring Break
May 25	Last day for students
May 26	Teacher Work Day
May 28	Graduation Day

24. Turning in false fire, tornado, bomb, disaster, or other alarms.
25. Placing of signs and slogans on school property without the permission of the proper authorities.
26. Smoking or possessing any tobacco products.
27. Extortion of a pupil or school personnel.
28. Forgery of school or school related documents.
29. Truancy.
30. Cheating or plagiarizing.
31. Hazing (to persecute, harass, or humiliate another student and/or employee).
32. Gambling.
33. Tardiness.
34. Improper or suggestive dress.
35. Engaging in sexual acts on school premises. Students are not to hold hands or exhibit displays of affection at school or while representing our school at events.
36. Publication or distribution of obscene, pornographic or libelous material.
37. Indecent exposure.
38. Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.
39. Arson or improper use of fire.
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the administration is reasonably related to or represents gangs or gang-like activity.
41. Failures to abide by rules and regulations set forth by administration for student parking.
42. Disobedience of driving regulations while on school premises.
43. Presence on school property with a communicable disease.
44. Willfully aiding another person to violate school regulations.
45. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school. Students should not be in violation any of the bus transportation rules as stated in a separate portion of this handbook. Violations may result in suspension.
47. Students shall not engage in any activity such as running, tripping, shoving, throwing of objects or other "horseplay" that may endanger themselves or others
48. A student shall not knowingly violate or circumvent the attendance procedures as outlined in a separate portion of this handbook. A student shall not physically or verbally threaten another student, teacher, or any school employee, or any person at a school-sponsored function.

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PHILOSOPHY OF HOLGATE LOCAL SCHOOL

The Holgate School recognizes that the primary goal of education is to guide each student in attaining his full potential so that he may find a happy and productive role in life. To achieve this, each person's individual needs and talents, differences and difficulties must be considered in the school program.

We believe that every student has the right to an education which aids him to find success and happiness, which teaches him citizenship and respect, and which opens to him the outside world.

To implement these beliefs and realize our goal of educating each individual the school program is organized around these principles:

1. The curriculum is designed to teach necessary courses of study in multiple fields. These courses are based, not only on factual information and human skills, but equally stress acquiring the necessary disciplines of life.
2. To broaden and deepen the student's cultural world, activities introduce him to such areas as music, art, and athletics--pursuits, which will enrich his life now and in the future.
3. To foster the growth of citizenship, the school program encourages an understanding of our American government and our heritage, emphasizing especially each person's privileges, and recognizing the rights of others.

SCHOOL HOURS: Holgate Elementary School starts at 8:10 a.m. We request that children who do not ride a bus arrive no earlier than 8:00 a.m., as supervision is not provided before 8:00 a.m. Dismissal time is 2:56 p.m. and once the child leaves, the responsibility of the school stops. Students should not remain in the building after dismissal unless accompanied by a teacher or coach.

CAFETERIA: Elementary students may purchase or pack their lunch. Milk or juice may be bought as separate items for packers. Students in grades 3, 4, and 5 may also buy additional sandwiches or items from the ala-carte selection. Students are encouraged to taste everything on their tray but are not required to completely finish each item. Meals or milk (for packers) may be paid for daily, at lunch time or by purchasing a meal ticket before school which is redeemable for up to five (5) meals. It is required that meals be paid on a daily basis. Students without money will be given the option to call parents or receive an alternate meal at a reduced price. If a child is unable to eat or drink certain foods for a medical reason, special arrangements can be made. A note stating these circumstances should be prepared and signed by a medical doctor and presented to the elementary principal.

2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student, or other person.
4. Fighting
5. Chronic misbehavior which disrupts or interferes with any school activity.
6. A student shall follow the reasonable directions and will comply with the reasonable requests of all school personnel. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience.
7. Disrespect to a teacher or other school authority.
8. Any disruption or interference with school activities.
9. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
10. Leaving school during school hours without permission of the proper school authority.
11. Upon initial arrival, leaving school property without permission.
12. Distribution on school grounds of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
13. Demonstrations by individuals or groups causing disruption to the school program.
14. Skipping detention.
15. Refusing to take detention or other properly administered discipline.
16. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
17. The chewing of gum during school hours is prohibited. Failure to comply will result in disciplinary action.
18. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
19. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or inhaling, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance, any substance that is made to look like a controlled substance, or is represented to be a controlled substance. or that you think is a controlled substance.
20. Buying, selling, transferring, possessing, or being under the influence of, or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.
21. Buying, selling, transferring, possessing, or using or being under the influence of any alcoholic beverage or intoxicant of any kind.
22. Possession of matches or lighters or other similar devices.
23. Possession or use of dangerous weapons or objects that look like weapons, including, but not limited to, guns firearms, ammunition, knives, straight razors, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.

In case of suspension, a student will be given a written notice of the intention to suspend which will contain the reasons for the suspension.

The pupil will be given an opportunity for an informal hearing before the principal, the superintendent or his designee to challenge the reasons for the intended suspension.

In the case of an expulsion, the superintendent will issue written notice of the intention to expel, which will include reasons for the expulsion. In an expulsion, the student, parent, or representative has an opportunity to appear before a hearing officer designated by the superintendent to challenge the reasons for the expulsion.

It is the policy of Holgate School District Board of Education that students not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the board of education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS:

This code of regulations is adopted by the Board of Education of Holgate Local School pursuant to 3313.661, Ohio Revised Code.

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Holgate Local School District will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable requests made by school personnel 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 will be dealt with according to the approved student discipline regulations. In addition, the Student Code of Conduct governs student activities 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 unreasonably interrupt the educational processes of the Holgate Schools

The Board of Education has a "zero tolerance" for violent disruptive or inappropriate behavior, including excessive truancy. Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extra curricular activities pursuant to 3313.661, Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off of school premises.

A federally sponsored free and reduced lunch program is available to those that qualify. Application must be made through the elementary office on forms distributed at the beginning of the school year.

Parents may occasionally wish to eat with their children in the cafeteria. When doing so, please call ahead to be sure of the proper time to arrive for lunch.

TEXTBOOKS: Textbooks are furnished by the Board of Education and should be covered at all times. Students are responsible for proper care of these books or fines may be assessed by the principal. Workbooks and other supplies are purchased by the individual students. Checks should be made payable to Holgate Local School. Please try to have all fees paid within four weeks unless arrangements have been made with the elementary principal. Occasionally minor fees are collected for field trips and assemblies.

DRESS GUIDELINES: School clothing should be neat, clean, and properly fitted. Clothing that promotes tobacco, alcohol, or other drugs is prohibited. Mesh shirts, cut-off t-shirts, cut-off or short shorts will not be allowed. Shorts may be worn only during August, September and May. White t-shirts may be worn for gym class only. Hats or headscarves are not allowed except during recess time. The principal may request that clothing deemed inappropriate not be worn to school.

PHYSICAL EDUCATION: All children in grades K-5 must have tennis shoes for physical education class. It is preferred they are kept at school so they are not forgotten and will remain clean. It is suggested that girls not wear dresses on gym days. Students in grades three, four and five will also need a white shirt, shorts (not fringed) and white socks. Please provide some type of bag to keep articles. It is important to label all items.

Students who have notes to be excused from physical education will not be allowed to participate in outdoor recess.

SCHOOL BUS RULES:

Students will:

1. Be on time for the bus in order to permit the bus to follow the time schedule.
2. Be careful in approaching bus stops-walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway and wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb or property of any individual.
3. Abide by the bus drivers who have the right to assign a student to a seat on the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.

4. Go to your seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and cheerfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not use profane language.
7. Refrain from eating and drinking on the bus except as required for medical reasons.
8. Not use or possess tobacco on the bus.
9. Not 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. Not engage in loud talking or laughing. Confusion diverts the driver's attention and may result in a serious accident.
12. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
13. Open the windows only with permission of the bus driver.
14. Never sit in the driver's seat or handle the switches, which operate bus safety equipment.
15. Be courteous to fellow students and to the bus driver.
16. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly.
17. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross road in front of the bus.
18. Leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
19. Comply with the established school rules and regulations as defined in the Code of Regulations for Conduct of Pupils as adopted by the Board of Education of Holgate Local Schools pursuant to 3313.661, ORC.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege to transportation by school bus.

Each year primary grade students will be given instructions during the first two (2) weeks of school on proper safety guidelines involving school buses.

SAFETY PATROL: Various fifth grade students are responsible for assisting students at Wilhelm and Frazier Streets before and after school. Please instruct your child about the importance of crossing only at designated areas.

AUTOMOBILE PICK-UPS: Parents who pick up their elementary students after school should wait for their children outside the 1956 or the 1972 wing entrance. Parents using the circle drive area need to yield to buses and students who walk home from school.

Parents of elementary students (K-5) are urged to keep the school informed when transportation arrangements are different than usual. Younger students sometimes confuse the days when different arrangements are made. A note to the teacher avoids any confusion.

2. The board's designee, must receive a statement, signed by the physician who prescribed the drug that includes:

- A. The name and address of the student
- B. The name of the drug and the dosage to be administered
- C. The times or intervals at which each dosage of the drug is to be administered
- D. The date the administration of the drug is to begin
- E. The date the administration of the drug is to cease
- F. Any severe adverse reactions that should be reported to the physician and one or more phone numbers where the physician can be reached in an emergency.
- G. Special instructions for administration of the drug including sterile conditions and storage.
- H. Any severe reactions that may occur to another student, for whom an inhaler is not prescribed, should he/she receive a dose of medication
- I. Any prescription medicine to be administered at school must be received by the authorized person in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
- J. A copy of the physician's instructions shall be kept on file in the principal's office for the school year and a copy of these instructions shall be given to the person assigned to administer the drugs.
- K. Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal must have received copies of these required written approvals.
- L. The Physician's Report and Parent's Request must be updated at the beginning of each school year.

NON-PRESCRIPTION DRUGS

Non-prescription drugs should be sent in original container to the office with only the quantity needed for one day. The student will be responsible for administering his/her own non-prescription drug.

DUE PROCESS PROVISIONS FOR STUDENTS

In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity to tell his side of the story. The student will have the opportunity at an informal hearing to state his case

An emergency removal may occur whenever a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process within the classroom or elsewhere on

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Expected student behavior at basketball games include the following:

1. We presume that all students come to see the game. Therefore, they are expected to be seated in the proper student section (northwest corner of gym) and watch the game while it is in progress. Students are not to be sitting in areas designed for adult seating unless accompanied by their parents.
2. The old gym floor and stage are off limits during games. Students may leave their seats to go to the restrooms or concession stand only during halftimes or between games. Students are not to be in the hallways at anytime.
3. No horseplay or running will be tolerated. Any student conduct that is considered to be in poor taste or a detriment to the game environment will result in either a suspension from that game and/or future games, suspension or expulsion from school, or handled by the police.
4. Except in cases of emergency, if a student leaves the game before the game is completed, he/she will not be permitted to return. Students leaving a game to observe or to get involved in conduct that is in poor taste may be suspended from future games.
5. Students are not to bring any type of mechanical noise makers including horns, bells, etc.; only voice power. Also, please refrain from throwing confetti on the bleachers and under the bleachers. Students are reminded to display the proper decorum during the playing of the national anthem and the alma mater at all athletic events. Proper decorum for the national anthem is to stand at attention facing the flag with hats off.
7. The basketballs and gym floors are reserved for use by the participating team players.

EXTRA CURRICULAR STUDENT TICKETS: Student passes may be obtained at the beginning of the Fall Sports season and again when it is time for the Winter Sports. This pass entitles the student admittance into all home sporting events at a substantial savings. However, the passes are NOT good for any tournament games that might be played in our gym.

ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS: WHEREAS, Section 3313.713 of the Revised Code requires boards of education of each school district to adopt a policy on the administration to students of drugs prescribed by physicians.

No employee of the school district shall be required to administer drugs to students until after the following conditions:

1. The school principal must receive a written request signed by the parent, guardian, or other person having charge of the student, that the prescribed medication be administered to the student, by a school designated employee.

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EMERGENCY CLOSING OF SCHOOLS: Reports will be broadcast over 103.1 FM, WNDH of Napoleon and WDFM 98.1 of Defiance, WONW 1280 of Defiance, and WTOL, Channel 11 in Toledo.

EARLY DISMISSAL: Notices will be sent home when an early dismissal is scheduled for Teacher In-Service meetings, etc.
PARENT-TEACHER CONFERENCES: Conferences will be held after the first grading period. Other conferences may be requested by the parent, teacher, or administrator anytime during the school year. Please arrange an appointment prior to arrival to be sure the individual is available.

VISITORS: All visitors are asked to report to the elementary office upon entering the building. This policy does not apply when parents have been invited to a classroom or assembly program. Parents may arrange a classroom visit by contacting the teacher or the school office. All visitors are asked to first report to the elementary office before visiting any classrooms. No all day visitations are allowed without administrative approval.

INTERIM REPORTS: Interim reports may be sent between grading periods to check student progress. Please sign and return the bottom form to the classroom teacher.

GRADECARDS: Report cards are issued every nine weeks. Children will receive cards at school the week after the grading period ends. Lost grade cards will cost \$1.00 to be replaced. Grade cards will be withheld for outstanding fees. Fees must be paid up to the present quarter.

SCHOOL TESTING PROGRAM:

- State Diagnostic Tests: Grades K, 1, 2, and 3
- Ohio Achievement Tests: Grades 3, 4, and 5
- Iowa Test of Basic Skills: Grades 3 and 5

These tests are supplemented by teacher-made tests and tests that are published by textbook companies.

NORTHWEST OHIO EDUCATIONAL SERVICE CENTER: Holgate Elementary receives the services of the school nurse, special education programs, speech and hearing specialist, occupational and physical therapists, and curriculum supervisors.

The Educational Center also employs the services of an Attendance Officer, who is given the legal authority to supervise the attendance of students who do not come to school on a regular basis for any reason other than those recognized by the school board as legal absences.

SCHOOL NEWSLETTER: The principal will communicate special points of interest in informational letters or the district newsletter.

PARENT-TEACHER ORGANIZATION: The PTO meets monthly during the year. We encourage parents to take an active part in this organization and attend these meetings.

INSURANCE: Insurance may be purchased on a school day or 24-hour, year round plan. Information will be sent home early in the school year.

HANDICAPPED ACCESSIBILITY: Ramps and an elevator provide accessibility to handicapped individuals. Please contact the principal to make arrangements for use.

LOST AND FOUND: Lost articles are taken to the elementary office. Ask your child to check in the office if anything is lost. Proper labeling enables teachers and staff to return articles to their owners more easily.

TELEPHONE: Students must obtain permission from a teacher or office personnel to use the office phone. Use will be limited to emergencies or special circumstances. A pay phone is located in the foyer and may be used by students.

ANNOUNCEMENTS: Public service announcements for Boy Scouts, Girl Scouts, 4-H, etc. will be given at the beginning of the day when the regular announcements are given. It is urged that all announcements be received by 8:00 a.m. to be included during that day.

FIELD TRIPS: Field trips are permitted with prior approval of the superintendent. These trips are encouraged to supplement classroom learning experiences.

EMERGENCY DRILLS: We will conduct various emergency drills for fire, tornado, and safe school for the purpose of planning for an emergency situation should one ever arise. While it is easy to view these drills as just drills, each must be taken with the seriousness that it may be an actual emergency. Routes and procedures are posted in each classroom and should be reviewed.

FIRE, TORNADO & SAFE SCHOOL DRILL PROCEDURES:

FIRE: All personnel must leave the building. Students are to exit their room single file in a quiet and orderly manner and leave the building through the exit assigned their classroom. They are to remain outside with their teacher until told to return to the building.

Teachers should be sure that all windows are closed, lights turned out, and the door closed before leaving the building. All teachers should check their roster once their class has cleared the building and report to the principal the names of any students missing from their classes.

During the lunch period, students in the cafeteria should leave the building through the exit assigned to the cafeteria. Other students who have been excused for lunch, but who are not in the cafeteria, should leave the building through the nearest exit and report to the cafeteria area outside the building.

TORNADO: The tornado siren will be activated. The student in the seat nearest the door should open the door and lead students out into the designated hall or classroom area. Teachers will follow the group and take the attendance register or class record with them.

Merry-go-round:

1. Don't play tag on the merry-go-round.
2. You must be holding on to bars or sitting.

Teeter-totter:

1. Don't walk or stand on teeter-totter.

Softball Rules:

1. Pitch and catch with softballs will be permitted only on the ball field.
2. Softball games are allowable with direct supervision of an aide or playground monitor. At other times, softball will not be permitted.

General:

1. Snowball throwing is not allowed.
2. Rocks, stones, sticks, cans, bottles, etc. throwing is not allowed.
3. No tackle football or tackle games of any kind will be allowed.
4. Fighting and abusive language will not be tolerated.
5. Restrooms are restricted during recess; they should be used before or after recess.
6. Running in the halls is never permitted and will result in loss of recess.
7. Students are not permitted to play on the football bleachers, pressbox or any of the track equipment. They should never be inside the football fence without school supervision.
8. Students are instructed not to bring toys such as trucks, matchbox cars, dolls, trading cards, etc. on the playground, as they often become lost, broken or misused. Playground equipment such as rubber balls, jump ropes and baseball gloves will be permitted.

Any violations of the above will be handled by the playground monitors. Repeated violations by an individual will result in suspension of recess privileges. Length of suspension will be determined by the principal.

NEW STUDENTS: Parents or guardians of students new to the school district will be required to show proof of legal custody of all students involved. Parents of students from divorced or separated families may be asked to provide legal documentation to be kept on file in the elementary office.

EMERGENCY MEDICAL FORMS: At the beginning of each school year, your child will be bringing home emergency medical forms. It is essential that these forms be filled out completely and accurately by parent or legal guardian. Students not returning these forms in a reasonable length of time may be given detention until such forms are returned.

EXTRA CURRICULAR BEHAVIOR: Elementary school students are encouraged to attend extra-curricular music and athletic events at Holgate Schools. Proper behavior at these events is expected. At sporting events, students are expected to sit with their parents, or locate themselves in the student section of the bleachers. Running up and down bleachers during these events will not be permitted.

1. The parents or guardians must write a letter to the school. It must be received one week in advance of the vacation and indicate the dates the student will be absent from school. The student must be in the company of the parent or guardian while on vacation. If not, the absence will not be excused. The principal will approve or disapprove the request. The student is responsible for all assignments and tests missed during the vacation absence. Make-up work will be due prior to the absence or due when the student returns, at the teacher's discretion. Make-up work not submitted at the required time will be considered unexcused and no credit will be given.

- G. Emergencies or circumstances that are judged by principal or superintendent to be sufficient.
- H. Doctor or dentist appointment

RECESS: All children should go outside during recesses unless they have a note stating a valid reason for not participating. Requests to remain inside for extended periods may require a note from a physician. If weather conditions are bad, recess is not held outside. During indoor recesses, students are instructed to remain in their seats unless otherwise directed by their classroom teacher or a supervisor. Classroom board games are available in each classroom during recess. Playground rules include the following:

Boundaries:

1. Go no further than the east sidewalk.
2. Grades 1-3 should stay north of the baseball fence.
3. Grades 4-5 may use the basketball courts on the school's west side.
4. Stay away from doors and windows.
5. Grades 4-5 may use the baseball diamond, but are not to go in the dugouts for any reason.

New Wood Equipment:

1. Absolutely no tag should be played on equipment.
2. Do not sit on top of equipment, including bars and wooden enclosures.
3. Avoid pushing or pulling while on equipment.
4. Do not stand on top of black barrel.
5. Do not run under monkey bars at any time.
6. No somersaults on slides.
7. Do not play under the bridge.

Slides:

1. One person at a time on slides.
2. Do not carry anything up the slide ladder with you.
3. Always go feet first down the slide.
4. Do not go down the slide on your stomach.
5. Do not slide down the support poles.
6. Never run up the slide.

Swings:

1. One person on a swing.
2. No locking arms or feet with the person on the next swing.
3. Do not jump off swings while moving.
4. No standing up on swings.
5. No swinging sideways.

Students should go to a designated area away from windows and squat on the floor next to the wall keeping their heads on their knees. Groups will stay together until authorized to return to their room or until dismissed.

SAFE SCHOOL:

1. Students and teachers immediately move into the closest classroom.
2. When the halls are **empty**, the last person should close and lock the door.
3. Cover the window in the door with paper.
4. Stay away from the doors and windows.
5. NO noise.
6. Students at recess will proceed into the designated Safe Room (hallway door, locked during recess).
7. Cafeteria monitors at lunchtime would check the hallway for students and lock **ALL** doors.
8. Cafeteria staff would lock **ALL** kitchen doors.
9. Do not open door for any reason.
10. Have class roster present with those absent and those from other rooms.

HEALTH POLICIES: Vision screening will be done annually to students in grades specified by the school nurse and to students in other grades upon teacher, parent or physical requests. The tests will be administered with a Snellen Chart.

Hearing screening will be done annually to students in grades specified by the school nurse and school speech therapist.

Audiometric testing will be done by the speech therapist. Any student may be screened upon parent or teacher request.

Any hearing referrals will be made to the student's parents. If any referrals made through either the school nurse or other school personnel is a financial burden to parents, please call the school nurse at school.

A health education program for all fourth grade students is on menstuation for the girls and maturity for the boys.

Pediculosis (headlice) control at Holgate School consists of the following:

1. Holgate School shall confirm suspected cases by using the services of the school nurse. If the school nurse is not available at that time, the decision to send students home will be made by the building principal or his/her designee.
2. All siblings in school, of confirmed cases, shall be checked.
3. Exclude confirmed cases from school until they are lice and nit free.
4. Require confirmed cases to have follow-up examinations provided by the school nurse.
5. Require confirmed cases to be negative for two consecutive weeks before being released from follow-up.
6. Request the school nurse to sign a re-admission form following the follow-up examinations.

Scabies and Ringworm: Any student suspected of scabies or ringworm will be sent home from school and may not return until they have a note from the doctor confirming scabies or ringworm and that adequate treatment has been administered and the date the student may return to school. A note is also needed, from the doctor, if examination indicates scabies or ringworm is not present.

Students suspected of health problems requiring removal from school will be checked by the school nurse. If the school nurse is not available at that time, the decision to send students home will be made by the building principal or his/her designee.

All students entering kindergarten or the school system for the first time must have a physical examination and certified copy of their birth certificate turned into the school no later than the first day of school or a date set by the school. Nursery school physicals will be accepted if given after August 1st of the preceding year providing they state the child may participate in all school activities. Dental exams are not required, but most certainly recommended.

If your child requires special consideration due to a previous illness or a potentially dangerous condition (i.e. severe reactions to bee stings, heart condition, asthma attacks, etc.) please contact the elementary principal to alert him/her of such. Emergency medical forms should also contain this information so that proper steps can be taken in case of emergency.

Parents who will be out of telephone contact on a school day are encouraged to call the school to give a number where they can be reached. This saves valuable time in the event of an emergency. Make only necessary phone calls.

EARLY DEPARTURE: Students may not leave school grounds without permission of the school principal. Prior written notice should be sent with students who will be leaving during the school day for dental or medical appointments. Elementary students should be signed out by the parent or guardian in the elementary office.

ILLNESS AT SCHOOL: Students who become ill at school shall report to the principal's office. Their parents, guardians or close relatives shall be notified before they are allowed to leave school. Elementary students should be signed out by the parent or guardian in the elementary office.

SCHOOL ABSENCES: A parent, custodial parent, guardian, legal guardian or other person having care or charge of a student shall report by telephone or otherwise to the appropriate school administrator that his or her child will be absent for a specified number of days or part of a day from school. Notification must occur as early as possible the same day that the student is absent from school, but no later than 10:00 a.m. unless the absence is prearranged.

Each building principal, or designee, shall be responsible for the notification of parents, custodial parent, guardian, legal guardian or other person having care or charge of a student who is absent from school when the appropriate school administrator has not been notified of the student's absence as required by school policy. The building principal or designee shall contact the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee by telephone the same day a student is absent from the school. If the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee, is not contacted by the end of the school day, the building principal or his designee shall send written notification of the absence to the student's residence.

Upon returning to school, the student must bring a note signed by his parents or guardians explaining the absence. If an absence is excused, the student will have an opportunity to make up missed work. Make-up work must be completed in a timely fashion. Students will have as much time to make up work as they were absent. For example, if a student has an excused absence of three days, he will be allowed three days to submit make-up work. Exceptions to this rule can be made by the principal in the case of an extended illness. For prearranged days such as vacations, field trips, etc., make-up work will be due prior to the absence or when the student returns, at the teacher's discretion.

Students who are absent unexcused will not be allowed to make up missed work. Students who are absent from school or tardy and who do not provide a written excuse will be considered truant. Students arriving at school late or leaving early must have their parents sign them in or out at the principal's office.

For a tardy to be excused, there must be a note from the student's parents stating an acceptable reason. Failure to produce a note or a reason which is not acceptable will be counted as an unexcused tardy. For students in grades 3-5, unexcused tardiness to school in the morning will start with a warning followed by detentions. This consequence will start new each quarter. On the third unexcused AM tardy there will be a detention assigned by the principal. Further consequences will be handled on an individual basis.

Students who are absent a total of five or more consecutive days for a grading period or twelve or more school days for the year will be required to bring an excuse from a medical authority to have subsequent absences excused.

Legal absences for students include the following:

- A. Personal illness
- B. Serious illness of immediate family members
- C. Quarantine of the home
- D. Death of a relative or funeral attendance
- E. Observance of religious holiday
- F. Vacation with parent or legal custodian (5-day limit)