

# **Huber Heights City Schools Elementary Parent and Student Handbook 2017-2018**



**Huber Heights, Ohio 45424**

**This handbook and other important information is also available on our website:  
[www.HuberHeightsCitySchools.org](http://www.HuberHeightsCitySchools.org)**

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## **ACADEMIC HONOR ROLL**

In order to qualify for Academic Honor roll, students must maintain a grade of B- (B minus) or higher in each subject, with no C's or U's anywhere on the report card. Additional information will come home outlining specific program details.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY (AUP) FOR HUBER HEIGHTS CITY SCHOOL DISTRICT'S TECHNOLOGY**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available may be controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not

follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that 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. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators 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 is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.

8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online 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 view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results 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. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

### **ACCIDENTS/INJURIES**

The same procedure will be followed as in "ILL CHILDREN AT SCHOOL." *The parents or the emergency person(s) listed on the emergency medical form will be notified.* We always attempt to notify the parents first.

### **ADMINISTERING MEDICINES TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or other licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.

4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton reckless misconduct.”

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 an inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event, or program in which the school participates. Student possession of an epipen is permitted only if the student has written permission from the prescriber of medication and, if a minor, from his/her parent(s). Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of medication from the parent or student.

**ADMISSION REQUIREMENTS**

To enter Kindergarten, the child must be 5 years old before September 30. To enter first grade, the child must be 6 years old before September 30 and must have completed Kindergarten. Packets of information may be picked up in the office.

**ATTENDANCE POLICY**

<i>Charles Huber and Wright Brothers</i>	<i>Monticello, Valley Forge and Rushmore</i>
<b><i>IF A STUDENT ARRIVES:</i></b>	<b><i>IF A STUDENT ARRIVES:</i></b>
Between 8:46-11:15, student is tardy AM (T)	between 9:16 -11:45, student is tardy AM (T)
Between 11:16-12:45, student is absent AM/Present PM	between 11:46-1:15, student is absent AM/Present PM
<b><i>IF A STUDENT LEAVES</i></b>	<b><i>IF A STUDENT LEAVES</i></b>
Between 12:46-3:14, student is tardy PM	between 1:16-3:44, student will be tardy PM

The attendance officer provides notice to the parent of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year.

When absences surpass the threshold for a habitual truant, (any student who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year) the student is assigned an intervention team. At the time of notice, the District may take any appropriate action as outlined in Board Policy JEDA as an intervention strategy. The plan includes, at minimum, a statement the District will file a complaint in juvenile

court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress.

### **AUTOMOBILE TRANSPORTATION**

Only when it is absolutely necessary for the safety and wellbeing of the child should he/she be transported by automobile. **PLEASE PICK UP OR DROP OFF YOUR CHILD IN FRONT OF THE SCHOOL. PLEASE DO NOT PARK IN A PARKING LOT OR BLOCK THE BUS LOADING AREA OR ANY OF THE SCHOOL PARKING LOTS DURING DROP-OFF OR PICK-UP TIMES.** We also request that you drive slowly and carefully around the front of the building. Please follow the directions of the staff and safety patrol.

### **BEST HOURS FOR PHONING SCHOOL**

#### ***Charles Huber and Wright Brothers***

To report a student absence, call between 7:30 A.M. and 8:00 A.M. For other matters, call between 8:30 A.M. - 10:30 A.M. and 1:00 P.M. – 2:00 P.M.

#### ***Monticello, Valley Forge and Rushmore***

To report a student absence, call between 8:00 A.M. and 8:30 A.M. For other matters, call between 9:00 A.M. – 11:00 A.M. and 1:30 P.M.- 2:30 P.M.

All phone calls with instructions for going home a different way should be phoned in **no later than 60 minutes prior to the end of school. PLEASE AVOID CALLING THE SCHOOL AT OR NEAR DISMISSAL TIME. \*\*\*Please note that voicemail messages left for teachers may not be retrieved until the next school day.**

### **BICYCLES**

We urge all bicycle riders to be careful on their way to and from school. Riders need to securely lock their bicycles. An unlocked bicycle may be stolen or damaged. We strongly encourage bicycle helmets to be worn. Upon arrival, bicycle riders should take their bicycles directly to the racks without loitering or riding around the playground. **Scooters and skateboards are not permitted on school property.**

### **BIRTHDAY PARTIES**

Birthdays may be celebrated at school, and we ask that parents make arrangements with their child's teacher to insure that it will be done at an appropriate time. Treats should be simple and inexpensive (no gum please). Please check with your child's teacher to check for classroom food allergies before sending in treats. We are unable to furnish student addresses or phone numbers. *Invitations may only be passed out if there is one for every student in the class.*

### **BORROWING LUNCH MONEY**

In emergencies when lunch money is forgotten or lost, students are able to borrow lunch money (**OVERNIGHT ONLY**) from the cafeteria. Please make arrangements for children to pay back the loan the next day.

### **BRINGING PERSONAL POSSESSIONS FROM HOME**

Please **do not send** personal items such as toys, games, or sports equipment to school. They are often lost or broken and can be disruptive to the school day.

## **BUILDING SCHEDULE**

<i>Charles Huber and Wright Brothers</i>	<i>Monticello, Valley Forge and Rushmore</i>
8:25-8:40 Breakfast	8:55-9:10 Breakfast
8:35-8:44 Students Enter Building	9:05-9:14 Students Enter Building
8:45 Tardy Bell	9:15 Tardy Bell
3:05 Dismissal begins	3:35 Dismissal begins

## **BUS RIDERS**

Students in grades K-6 are transported if they live beyond one and a half miles from their school. State law sets criteria on how and by what route the mile will be determined. Each year, some students begin riding the bus only to find out in late September and October that they are not eligible to ride because they live inside the one and a half mile limitation. Consequently, if this is the case for your child, you will be instructed that your child cannot ride the bus any longer. If you are not sure whether your child is eligible to ride the bus, call the district Transportation Department at 237-6385.

## **BUS RULES**

1. Upon exiting the building, students must stay on the sidewalks in line and walk to the bus in an orderly fashion.
2. Once on the bus, students will obey all bus rules provided by the bus driver.

## **BUS TRANSPORTATION**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school or activities. Everyone's cooperation will result in safer transportation. If your child regularly rides the bus, but for some reason you wish him/her not to, please notify his/her teacher by a note of your intention. **No child will be permitted to temporarily deviate from riding his or her normal bus unless we have written permission from the parents of all children involved, as well as school approval.** STUDENTS ARE EXPECTED TO COOPERATE AND OBEY THEIR BUS DRIVER AT ALL TIMES. We also expect complete cooperation and respect at the bus stops in the mornings. STUDENTS WHO CONTINUALLY MISBEHAVE WILL NOT BE PERMITTED TO RIDE THE BUS.

## **CAFETERIA**

The price for a school lunch is set by the Board of Education. Students may bring a sack lunch and purchase milk if they so desire. Parents are welcome to join their children for lunch at any time during the year. We do ask that parents not bring fast food meals into the cafeteria. Adult lunches may be purchased on an ala carte basis. Menus are posted on our website and sent home with students.

Each child is expected to practice the general rules of good manners while eating in the cafeteria. These rules include, but are not limited to, the following:

1. The classroom is off limits during lunch and recess time unless the student has a pass from the adult in charge.
2. Students must remain seated in their assigned seats until dismissed by the adult on duty.
3. We expect students to demonstrate the following good manners:
  - Talking in low voices at all times.
  - Keeping hands and feet to themselves.
  - Taking time to eat and enjoy their lunches.
  - Leaving a clean area when dismissed.

4. Students should make all purchases when their class goes through the line. They may buy one non-menu item when going through the line.
5. Additional Expectations:
  - No glass containers.
  - Students are encouraged to eat at least 1/2 of entree and drink their milk or juice.
  - If a dietary modification is needed or restrictions apply, please submit this in writing. Please let us know if this is a temporary or a permanent change.
  - Health standards do not allow for sharing food during lunchtime.
  - Students may only remove food from the cafeteria if it is contained in a lunchbox or bag.



### **CHILD ABUSE AND NEGLECT**

If any school employee has reason to know, suspect, or has had information reported to him/her that a child less than eighteen (18) years of age or any physically or mentally handicapped child under twenty-one (21) years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or other condition of such a nature as to cause the employee to reasonably suspect sexual abuse, abuse of any other nature, or neglect of such a child, the employee shall be obligated to immediately report that knowledge or suspicion to the Children's Services Board and/or the Huber Heights Police Department. If the principal or referring party believes that the child is in serious physical danger upon return home, the police may be contacted for assistance in taking the child home. The purpose of this action is to reduce the possibility of additional abuse prior to Children's Services Board involvement. The school shall cooperate with Children's Services Board and the Police Department in their investigation of abuse and neglect cases to meet the special needs of the victims and their families.

### **COMMUNICABLE DISEASES**

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse, or public health nurse.

### **DO NOT BRING TO SCHOOL**

No personal items should be brought to school to avoid loss, damage, injury, or disruption to the school day. *Examples of such items include, but are not limited to:*

- |                    |                           |
|--------------------|---------------------------|
| Live animals       | Skateboards               |
| Radios             | Tobacco or paraphernalia  |
| Heelys with wheels | Matches                   |
| Electronic games   | Alcohol                   |
| Pocket knives      | Prescription medicine     |
| Baseballs          | Over-the-counter medicine |

Golf balls (other hard balls)	Scooters
Any illegal controlled substance	Playing cards or collectible cards
Chewing gum	Explosives (including firecrackers)
Candy	Weapons
CDs/DVDs	

*Cell phones may be brought to school, but must remain turned off and stored in the student's locker while on school property.* If you have a question about whether or not an item may be brought to school, **PLEASE CALL THE PRINCIPAL.**

### **DRESS CODE**

**School dress should enhance a positive image of the students and the District and not threaten the health, welfare, and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment, is unacceptable. Our buildings are air-conditioned and children will be comfortable in regular school clothes. The following restrictions are designed to insure children can be comfortable and still be able to work in a productive learning environment.**

1. Shorts and skirts are to be long and loose fitting, and near knee-length.
2. We request that shorts **only** be worn during August, September, May and June. *If the teacher feels your child is not adequately dressed for the weather, he/she may be kept inside.*
3. Tank tops, half shirts (any shirt that shows the tummy area), sleeveless, and mesh shirts are not to be worn for any reason.
4. Clothing that promotes alcohol, drugs, and/or tobacco products are not to be worn.
5. Any apparel deemed disruptive to the educational setting is not to be worn.
6. Artificially colored hair that causes a disruption to the educational process is not to be worn to school for any reason.
7. Hats, hoods, and gloves are not to be worn inside the building.
8. Pants or shorts must be pulled up; no sagging permitted.

**Failure to follow the dress code may result in a child being sent home or a parent being called to correct the situation.**

### **EARLY DISMISSAL**

Students should not leave school property during school hours unless permission is received from the office. If a child is to leave school early, a note written and signed by the parent or guardian should state the time and reason for early dismissal. Every student leaving school before the usual dismissal time must be signed out in the office by a parent or guardian. *If someone other than the parent or guardian is to pick the child up from school, then he or she must be listed on the emergency medical form.*

If school is dismissed early because of inclement weather or for some other unforeseen reason, the information is announced on several radio stations. Please tune in your TV/radio on bad weather days. See School Closings Due To Inclement Weather for stations. It does not help to call your child's school, as the decision to close school early is not made at the school. **PLEASE MAKE SURE THAT YOUR CHILDREN ARE AWARE OF WHAT THEY ARE TO DO AND WHERE THEY ARE TO GO IF SCHOOL IS DISMISSED EARLY. IF THEY ARE TO GO HOME, MAKE SURE THEY HAVE A HOUSE KEY PINNED TO THE INSIDE OF THEIR BOOK BAG.**

## **FAMILY VACATIONS/TRIPS**

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

## **FREE AND REDUCED PRICE LUNCH**

Huber Heights City Schools offer FREE AND REDUCED PRICE MEALS to all students who qualify under current federal guidelines. All students will receive an application for parents to complete the first day of the new school year. Only ONE APPLICATION PER FAMILY is required, and should be returned to the school office or cafeteria. Notification of status will be mailed to the home address within ten working days. Please note that all students approved for free or reduced price meals during the last school year begin the new school year with the same status. **They have until September 15 to reapply.** Should you have any additional questions, please call the Huber Heights Administrative Offices, 237-6300, between the hours of 8:00 AM and 4:00 PM.

## **GENERAL SCHOOL RULES**

1. Parents and visiting adults MUST report to the office immediately upon entering the building and obtain a pass before proceeding to another location within the building. This is a legal requirement that helps us maintain a safe environment for your children.
2. Walk on sidewalks when entering and exiting the building and/or school grounds.
3. Upon entering or leaving the building, use the designated entrance.
4. Students should report to their room or the breakfast area immediately upon entering the building.
5. When exiting the building students will leave the building with their class.
6. Possession of food or candy at any time except in the lunchroom is prohibited.
  - Party and teacher treats are an exception to this rule.
  - Gum is not allowed at school.
7. Toys and other personal items from home are not permitted at school.
8. Do not use the gym, office hallway or library as a walkway unless directed by a teacher.
9. Do not intentionally deface or damage any school property.
10. Passes are required when in the hallways. One child per pass!
11. Follow directions of **all** supervising adults.
12. Use good manners at all times.

## **GIFTED EDUCATION**

Huber Heights City Schools follow the identification criteria set by the State of Ohio in Ohio Revised Code 3324.01-.11 and the Operating Standards for Identifying and Serving Gifted Students. Additional Information on the identification and services for students who are gifted can be found on the District Website.

## **GOING HOME A DIFFERENT WAY**

Always send a note of explanation when your child's transportation arrangements change. We must be informed of any change in the normal routine. **No child will be permitted to go home a different way unless we have written permission from the parent/guardian of all parties involved, as well as approval from the school.**

## **GUIDANCE AND COUNSELING SERVICES**

In our guidance program, we hope to give our students an opportunity to discover themselves, to grow in respect and acceptance of themselves and others, to make responsible choices and decisions, and to take an active part in their development toward mature adulthood. Classroom activities, and small group or individual counseling experiences, are available through our guidance services. If you wish to contact our counselor, you may reach him/her by calling the school office. Conferences may be scheduled as needed to include the student, parent, teacher, counselor, or any combination of home and school personnel.

## **HAZING AND BULLYING**

Throughout this policy, the term bullying is used in place of harassment and intimidation.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation, or bullying by an electronic act may be suspended.

## **HOMEWORK FOR ABSENT STUDENTS**

Homework assignments will be given only for an excused absence. Work may be given to a student starting with the second day of absence. On the second day of absence or after, if you feel that your child is well enough to do work at home, you should call the school before 9:00 A.M. (CH and WB) or 9:30 (MO, RU and VF). Necessary homework will be prepared and available for pick-up between 2:00-2:30 P.M. (CH and WB) or 2:30 – 3:00 P.M. (MO, RU and VF). If work has been assigned, it is extremely important that the student do the work. When a student returns to school he/she will have one day of make-up time per day of absence, up to one week. If there are special circumstances, this time may be extended, with permission of the TEACHER AND/OR PRINCIPAL.

Children will be allowed to stay indoors for **one day** following an illness at a parent's written request. Any additional days will need to be based on a written medical recommendation from a physician.

## **ILL CHILDREN AT SCHOOL**

Usually the symptoms for keeping a child at home will be just cause for sending a child home. We will attempt to contact you first. If we are unable to reach you, we will notify the person(s) you have listed on your emergency form. Please keep in mind that the emergency contact **MUST** be a local person other than the child's parents. Please arrange with a friend or neighbor to agree to come and get your child at school if you cannot be reached. **Please do not send your child to school until 24 hours after any incident of vomiting or occurrence of a temperature over 99.9 degrees.**

## **INSTRUCTIONAL MATERIALS AND FEES**

Students enrolled in District schools are furnished textbooks without costs. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. The exception only applies to recipients of free lunch, and not students who receive reduced lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Our consumable supplies have been consolidated into a uniform fee for all schools, which is payable at the beginning of the school year. Information concerning the amount of this fee will be sent to you.

Please enclose cash or check in an envelope. Make checks payable to **HUBER HEIGHTS CITY SCHOOLS**. On the outside of the envelope, please write the child's first and last name, and the purpose for which money is being sent. Fees can also be paid online at [www.HuberHeightsCitySchools.com](http://www.HuberHeightsCitySchools.com). **PAYMENTS MADE FOR FEES AFTER APRIL 1 ARE TO BE MADE BY CASH OR MONEY ORDER.**

**In addition, all unpaid fees will be cumulative. Ohio Revised Code 3313.642.**

### **INTERNET POLICY**

All parents and students will sign a contract indicating they will use the Internet appropriately and that they have reviewed and accepted the terms of the agreement per the District's Acceptable Use Policy (AUP). Failure to follow all guidelines set up by the Huber Heights City School District will result in loss of all privileges on the Internet. A copy of the acceptable use policy is included in this handbook.

### **INTERROGATION BY NON-SCHOOL AGENTS**

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken:

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

## **KEEPING STUDENTS HOME**

In order to protect the health of all of our students, we ask you to keep your child home and consult your physician when the following symptoms are observed:

FEVER	UPSET STOMACH	SORE THROAT
TOOTHACHE	HEADACHE	SWOLLEN GLANDS
EARACHE	INFLAMED EYES	RASH OR BREAKING OUT
		PERSISTENT COUGHING

**Normally, if a child is too ill for outside play, he/she should not be in school.** We will allow a child to stay inside for **one day** at parents' written request. Any additional days will need to be under a physician's written recommendation. **Students who are vomiting or who have a fever above 99.9 degrees should remain home until 24 hours after the last occurrence.**

## **LIBRARY (Media Center)**

Students visit the school library once per week. They may check out books at this time. The children should take care of these books and library materials in the same manner as their textbooks, as they are there for all students to enjoy. Students should return their books each week on their library day.

## **LICE**

The Huber Heights City Schools District Head Lice Procedures is based on recommendations from the Ohio Department of Health, Center for Disease Control, American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN). The procedures are identified below:

When a student is found to have live lice:

- 1) The parent is notified by phone if possible and information related to detection and elimination of head lice can be provided at that time or sent home with the student in a sealed envelope.
- 2) The student is **not** sent home from school, unless the parent desires to pick up the student. Confidentiality must be maintained.
- 3) The parent is instructed that the student must be treated before returning to school.
- 4) When the student returns to school the child's head will be checked in the clinic confidentially. If live lice are found, the student will not return to the classroom. Parent will take student home and be instructed to remove all live lice before the student can return to school.
- 5) If nits are found, the parent is notified to keep combing them out with a lice comb at least daily for the next two weeks.
- 6) Follow-up head checks may be done by trained school staff to confirm lice management efforts.
- 7) Record these head checks in DASL as an office visit.
- 8) If live lice are found, the process of notification to parents/guardians begins again.

### **MOVING OUT OF THE DISTRICT**

**Please** call or stop by the office at least **three** days prior to the student's last day. A note to the classroom teacher is also essential in order to allow time for completion of the necessary paperwork. A withdrawal form can only be completed by a parent or legal guardian.

### **MOVING WITHIN THE DISTRICT**

**Please** contact our office by note or phone to provide us with your new address. Also, please inform the classroom teacher of your plans.



### **NON-CUSTODIAL PARENTS**

The biological parent of a student who no longer has custodial rights of the student may review or may also sign for the release to a third party their child's school records, including cumulative folder, stored data, or other types of documents such as video, microfilm, or audio recordings, unless the school records contain a court order forbidding the release of records to this adult. In all cases of requests of this kind, the principal shall request the non-custodial parent to obtain written permission from the custodial parent to permit the school to release all available information to the non-custodial parent.

If the non-custodial parent is unable to obtain such permission from the custodial parent, the principal shall notify the custodial parent that law will give the non-custodial parent access to his or her child's educational records within forty-five (45) days of the request.

Non-custodial parents will not be afforded staff conferences or parent teacher conferences, either in person or by telephone, unless there is a court order, which addresses that subject, and it specifically allows the non-custodial parent to attend or be a part of such conferences.

If it is the desire of the custodial parent to "permit" the non-custodial parent the privilege of attending conferences, this fact must be documented in writing and presented to the school by the custodial parent.

### **PARENT NOTES**

Please send notes when:

1. Student is to be dismissed early or excused early during the day.
2. Playing outside is hazardous to child's physical health (**Must have doctor's note for requests of more than one day**).
3. Student is absent (first day back).
4. Student will arrive at school late.
5. Student will be going home a different way (**Must have school approval**).

### **PARENT-TEACHER CONFERENCES**

Individual conferences are scheduled each fall and spring so that teachers and parents may discuss student progress. If parents should desire a conference other than at the regularly scheduled times, please feel free to contact the individual teacher by phone or email.

## **RECESS RULES**

### **Indoor Recess Rules**

- Students must stay seated on a chair or the floor away from the classroom door.
- Students may not do the following:
  - Perform any out-of-seat activities.
  - Leave the classroom without a pass from a staff member.
  - Play ball in the room.
  - Yell, scream, or run in the classroom.
- Students must maintain a low noise level.
- If the teacher is present in the room for the duration of recess, the teacher has the option to modify the rules as long as he or she is there to supervise the modifications.

### **Outdoor Recess Rules**

1. Students should go directly out the designated door to the recess area. Once outside, they may not re-enter the building without permission from the duty teacher.
2. No food or drink is to leave the cafeteria without teacher permission.
3. Students should stay in designated recess areas in sight of the teacher.
4. Students must use good manners; fighting, rough play, tackling/slide tackling, and verbal abuse (including teasing and bad language) have no place on the playground.
5. Students are not permitted to run on the playground equipment.
6. Objects on the ground (rocks, sticks, etc.) need to stay on the ground.
7. Students should not climb on the fence.
8. When the signal is given, recess is over. Students will quickly line up and quietly enter the building in a single file line.

## **SAFETY DRILLS**

For student safety in accordance with state law, fire, tornado, and lockdown drills are held periodically during the school year.

## **SAFETY PATROL**

Our Safety Patrol is composed of student volunteers. The Safety Patrol volunteers are there to help other children in crossing streets safely and to help drivers become more aware of student pedestrians. We expect our Safety Patrols to conduct themselves in a responsible and courteous manner and to serve as good examples for others to follow. We urge our walking students to obey the Safety Patrols and to follow the rules of safety. We appreciate the help parents give in teaching their children the rules of safety and showing respect toward the Safety Patrols. We remind you that the Patrols have no legal authority or responsibility, and, therefore, their function is limited to reminding other students of safety rules, and assisting them in observing positive safety habits.

## **SALES AT SCHOOL**

Students are not permitted to bring items for sale or to take orders at school for sale items that are not sanctioned fundraisers sponsored by the school.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER**

**THE PRIMARY FACTOR IN DETERMINING WHAT TO DO WILL ALWAYS BE THE SAFETY OF YOUR CHILDREN.** Parents must make the final decision whether to send their child to school in inclement weather. However, state law requires kindergarten through sixth grade students to be in school a minimum of 910 hours per

school year. Therefore, the decision to close is made only after the consideration of numerous factors.

While we will make every effort to follow established dismissal times, there may be an occasion when weather conditions deteriorate and it is in the best interest of student safety to dismiss early. We realize that in homes where both parents are gone during the day, this may cause an inconvenience; therefore, **we urge all parents to instruct their children as to what to do in the case of an early dismissal.**

Every effort is made to post closings or delays on the district website, as well as notify radio and TV stations no later than 6:00 A.M. School personnel have no control over when the stations make announcements.

### **SCHOOL FACILITIES**

Students are **not** to be in the building before arrival time, after dismissal, or on non-student school days unless invited and accompanied by an adult. Children may play on the school grounds one hour after the end of the school day (5:00 P.M.). The building, grounds, and equipment merit the same kind of consideration and care as that given when a guest in a friend's home. Help us keep our school clean and free of vandalism. **We depend on you!**

### **SCHOOL HEALTH SERVICES**

The school health assistant will be in our school clinic during the school year. Students in grades K, 1, 3, and 5 will receive a general screening for hearing and vision. A teacher or parent may also make a referral. **IF THE HEARING OR VISION SCREENING RESULTS DEVIATE FROM THE STANDARD ESTABLISHED BY THE COUNTY AND STATE HEALTH DEPARTMENTS, PARENTS WILL BE NOTIFIED.**

Health personnel will also check health records and attend to sick or injured children.

### **SPECIAL SERVICES:**

Special Education programs and related services are available to qualifying students in all buildings. The service providers may be contacted through the individual building or through Special Services at the district administrative offices.

1. School Psychological Services: School Psychologists are available to students, staff and parents for consultation on educational or behavioral issues. They also provide multifactor evaluations to determine eligibility for special education programs and services. Short-term counseling and crisis intervention are additional services.
2. Related Services: For students assessed and found to qualify by State Department of Education standards, services are available at each building, including but not limited to: Speech Therapy, Occupational Therapy, Physical Therapy, and Vision and Hearing Services.
3. Special Education Programs: Educational services to meet the unique needs of identified disabled students are provided to the extent appropriate in the regular education environment. However, a full continuum of services is available. Huber Heights City Schools also collaborates with Montgomery County to provide additional services and programs.
4. Home Instruction: Home Instruction is available for students who are physically or emotionally disabled to the degree that a physician has recommended confinement, either in the hospital or in the home. Parents should inquire about Home Instruction as soon as they know that their child will be out

of school for an extended period of time (ten days or more). The tutoring is for a maximum of five hours per week. The tutors are all certified teachers. Home Instruction information and forms can be obtained from Special Services at the District administrative offices.

### **STUDENT BEHAVIOR**

We are pleased to say that our students are generally well behaved. However, there are occasions when children display inappropriate behavior. We feel students must be responsible for their actions (in relation to their age and development), and those who choose to violate district and school rules, or the Student Code of Conduct, must be prepared to accept the consequences of their actions.

It is our goal to work with children in a positive manner, to help them achieve self-discipline. With your help, we can achieve this goal. We appreciate the help you have given us in the past, and we continue to ask for your support. If a problem should occur involving your child, we will contact you to make you aware of the nature of the problem, and to request your assistance in dealing with the situation. Please continue encouraging your child to follow all school and classroom rules. We expect all students to conduct themselves in a courteous manner and to treat other students and all school personnel with respect and kindness.

### **STUDENT DISCIPLINE**

PLEASE READ THE ENTIRE STUDENT CODE OF CONDUCT LOCATED IN THE STUDENT DISCIPLINE HANDBOOK. THE STUDENT CODE OF CONDUCT IS ALSO POSTED ON THE HHCS WEBSITE.

### **STUDENT FEES, FINES, AND CHARGES**

When school property, equipment, or supplies are damaged, lost, or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

Grades and credits are not made available to any student, graduate, or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

### **STUDENT PROGRESS REPORT CARDS**

Report cards for grades K-6 are available online at the end of each nine-week grading period. Paper copies will be sent home at the end of the 2<sup>nd</sup> quarter and will be mailed at the end of the year.

### **STUDENT RECORDS**

Upon request, all records and files included in the student's cumulative file are available to parents or the student (if he/she is over 18 years of age). This request must be in writing and is granted within 7 calendar days. No records are to be removed from the school. A principal, teacher, or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student”.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s educational records except:

1. By prior written consent;
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations.

The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information”:

- The student’s name, address, telephone number(s), date and place of birth, participation in officially recognized activities and sports, achievement awards or honors, weight and height, if a member of an athletic team, major field of study, dates of attendance (“from” and “to” dates of enrollment) and date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without prior written consent.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District’s definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, or any or all items which they refuse to permit as directory information about that student.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student’s education record and of information disclosed and access permitted.

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parent(s) or the student in compliance with law, and yet be guarded as confidential information.

### **SUPPLIES**

Students should maintain a supply of pencils, paper, crayons, glue, etc. It is the student's responsibility to be prepared daily, with the necessary supplies.

### **SURVEILLANCE EQUIPMENT**

The Board recognizes the District’s responsibility to maintain order on school property and in school vehicles. Surveillance cameras may be used both inside and outside of the buildings and on school vehicles to assist in the security of students, staff, and property.

## **TARDY POLICY**

- ◆ Any absence of less than 2.5 hours will be counted as tardy.
- ◆ Any absence of more than 2.5 hours, but less than an entire day, will be counted as ½ day absent.
- ◆ Tardy students must report to the office and obtain a tardy slip before reporting to class.
- ◆ Students with excessive tardies will be issued a “closed lunch” for any tardies that they accrue during the remainder of the school year.

## **TELEPHONE**

Office or classroom phones are to be used for emergencies only. Students must receive permission from school employees prior to using school phones.

## **TOBACCO USE PROHIBITED**

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Tobacco use is prohibited; no tobacco products are to be used on any school facilities or grounds.

## **USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may be allowed to possess cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations. The District assumes no liability if devices are broken, lost, or stolen.

## **VIDEO/PICTURE INFORMATION**

At various times throughout the school year, photographs, recordings, and videotapes of students in the Huber Heights City Schools may be taken by the school district or by organizations authorized by the school district for educational and promotional purposes. The Huber Heights City Schools will not authorize the release of photographs or video recordings for commercial gain. When your child enrolls in Huber Heights City Schools, a copy of the Technology Acceptable Use Agreement contract will be sent home for you to sign. If you do not consent to the presence of your child in photographs, recordings, and videotapes, you must indicate your wishes on this contract. Note that if you check “no” on the “Media Newspaper/Publication Postings” option, you are indicating that you do not want your child’s picture to appear in school yearbooks, in group pictures of students, in the newspaper, on the school website, or in our building and district newsletters.

## **VISITORS TO THE SCHOOL**

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to

visit. For security reasons, all of our outside doors are locked when they are not supervised. Parents wishing to visit the classroom should provide the teacher with 24 hours' notice. We appreciate your understanding of this policy.

### **VOLUNTEERS**

Our school is proud of all the parents and friends who have become involved in our programs and daily activities. Volunteers may be found working in the library, classrooms, or office. If you would enjoy becoming an active volunteer, we urge you to phone the office or drop by and let us know that you want to become involved. Often, one half-day a week is of tremendous value to the library aide, secretary, or a teacher. Please do not hesitate to offer whatever time you may have.

### **WEAPONS**

It is against the law to bring a weapon into any public school.

### **THANK YOU**

Thank you for your confidence and support. We will continue to work with you to help your child develop and achieve to his/her full potential as a successful elementary student. We could not do our job without the support of our parents and community. You are always welcome at our school. Please feel free to contact the office with any questions.

*Tamara Granata  
Charles Huber*

*Dwon Bush  
Monticello*

*Sarah Easterling  
Rushmore*



*Rebecca Molfenter  
Valley Forge*

*Chip Holloway  
Wright Brothers*