

Hillsboro Elementary

Principal
Pam Hollon

Principal
Jacob Zink

Principal
Darci Miles

Parent/Student Handbook 2023-2024

Hillsboro City Schools' Mission
WE PROVIDE A WELL-ROUNDED EXPERIENCE
THAT PREPARES
EACH STUDENT TO BE
SUCCESSFUL IN LIFE.

School day: 8:50 - 3:30



500 US RT 62
Hillsboro, Oh 45133
937-393-3132

Table of Contents

Supervision To and From School	4
Arrival	4
Late Arrival to School/Early Dismissals	4
Parent pickup of students during school hours	4
Absences and Excuses	5
Categories of Absences	5
Penalties for Tardiness/Early Dismissal	6
Attendance in After-School/Extracurricular Activities	6
Behavior Intervention Program (BIP)	10
Bus Procedures	11
Field Trips	12
GENERAL INFORMATION	12
Phone Calls	13
Dress and Grooming	13
Breakfast/Lunch Charges and Policies	14
Emergency Medical Treatment	15
Immunizations	15
Bee Stings and Other Allergies	16
Medical Fact Sheets	16
Head Lice Policy/Procedures	16
Title I Parental Involvement Plan	18
Hillsboro Elementary	18
Parental Involvement Plan	18

Hillsboro City Schools 2023-2024 Student Calendar

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday
PD days NO SCHOOL 2
Student days 176
T/P Conf day NO SCHOOL 2

176 student days + 2 T/P conf + 2 PD days = 180 student days

August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Events

Student Days are in Yellow
 Aug. 8 District Day All Staff
 Aug. 9 Teacher Work Day
 Aug. 10 PD for teachers OPEN HOUSE

Aug. 16 First Day for Students
 Sept. 4-8 NO SCHOOL (HCF)
 Sept. 15 Mid-Term
 Oct. 20 End of 1st Qt. 43

Oct. 27 No School
 Nov. 22 NO SCHOOL (P/T exchange)
 Nov. 23 - 24 NO School (Thanksgiving)
 Dec. 18 - Jan. 2 Winter Break (No School)
 Jan. 2 - Teacher PD day
 Jan. 5 End of 2nd QT 41
 84

Jan. 15 NO SCHOOL (MLK day)
 Feb. 9 Mid-Term
 Feb. 19 NO SCHOOL (Pres. Day)
 Mar. 15 End of 3rd QT 48

Mar. 29 No School (P/T exchange)
 Apr. 1 No School (Spring Break)
 Apr. 26 Mid-term
 May 22 Last Day of School (Students)
 May 23 Teachers Work Day 48
 May 26 Graduation 96

Calamity make up dates:
 May 23, 24, 28, 29, 30, 31 Jun. 3, 4, 5, 6
 # of days determined by Superintendent

Calendar Template © 2016 Vertex42.com

ARRIVAL AND DISMISSAL

Students will not be allowed to enter the building until 8:30 a.m.

School start time: 8:50 a.m. Tardy is 8:55

Dismissal Time: Pick-ups: 3:30 p.m., Buses 3:35 p.m.

Supervision To and From School

The school is directly responsible for supervision of students while they are on school property between the hours of 8:30-3:45 or during after school activities sponsored by the school or on school transportation. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is left to authorities outside of the school community, which may include law enforcement agencies.

Arrival

We are not responsible for the behavior of students before they arrive or after they leave school property. Children **should not be dropped off before 8:30 a.m.**

Late Arrival to School/Early Dismissals

Arrival at school after 8:55 a.m. and before 10:00 a.m. will be considered tardy. All students who do not arrive at school before 8:55 must stop in the main office and get a late pass to enter class. Arriving at school after 10:00 a.m. will be considered an a.m. absence (excused or unexcused). If a student has a planned early dismissal he or she should give the note to the teacher in the morning. Students leaving after 2:30 will be given an early dismissal. If a student leaves before 2:30 then a half day absence is assigned.

Tardy

Tardiness disrupts the learning environment and interrupts the teaching and learning process. Excessive tardiness will not be tolerated.

Parent pickup of students during school hours

All students released during the day **must be signed out in the main office.** Children will be released only to the custodial parent, guardian, or adult designated by custodial parents or guardians. The office staff must make positive identification of the adult checking the child out. The adult checking the child out must sign for the child's release.

Arrangements must be made by 2:00 for students to be picked up early.

Students in the pick up area need to be picked up by 3:45 or they will be sent home on the school bus.

STUDENT ABSENCES AND EXCUSES

Success in school is directly related to attendance. Good attendance is encouraged and recognized by the Hillsboro City Schools. When returning to school after an absence, the student must present a note from the parent or guardian.

The note must include:

- student's first and last name.**
- teacher's name.**
- date(s) of absence.**
- reason for absence.**
- signature of parent or guardian.**

Absences and Excuses

Under law, children between the ages of six (6) and eighteen (18) are of compulsory school age. Every person of compulsory school age must attend school, which conforms to the minimum standards as prescribed by the Ohio State Board of Education.

The Hillsboro City Board of Education requires that the student enrolled in the schools of this District attend school in accordance with the laws of the State, which shall be one hundred eighty (180) days. The State of Ohio also ranks districts on their attendance rate. One of the indicators of an excellent district is that 93% attendance is achieved. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Parents are expected to notify the school of their child's absence on the first day of the absence. If the parent does not contact the school, the school will then contact the parent or guardian. Parents must write a signed, dated note stating the reason for an absence. The note should be sent with the student on the day he/she returns to school unless other arrangements are made with the principal. Either a parental note or telephone contact on the day of absence will serve as documentation of the absence.

Categories of Absences

The Board classifies absences in one of two categories: excused and unexcused.

Absences from school that may be excused are:

- Personal illness.
- Doctors, Dentists, etc. appointments.
- Death of a member of the immediate family.
- Observance of a religious holiday
- Other circumstances as pre-approved by the principal or designee

*Sometimes it becomes necessary for families to take vacation or for students to be absent due to family or social obligations. Such absences are to be handled by receiving prior permission from the principal. Absences for any of these reasons that are not approved by prior permission will be considered unexcused.

The maximum number of excused absences a student will be allowed is 8 per school year. An acceptable note from the parent or guardian must document these absences. Absences exceeding 8 days may only be permitted at the discretion of the principal. Penalties may apply for absences over eight days.

Absences, which are unexcused, include the following:

- Truancy.
- Suspension from school.
- Absences not accompanied by a note from the parent/guardian upon returning to school. Students have 5 days to bring in a note or doctor's excuse or it will remain unexcused.
- All absences not covered under excused absences.

Actions Taken by the School For Excessive Absences (This year, the state requires to keep attendance in hours not days.)

Under state law, there are two categories of absences that require action from the elementary school.

Excessive absences: This designation occurs when a student has missed 48 hours of instruction regardless if it was excused/unexcused. Parents will be notified by letter when your student reaches 36 hours warning of the upcoming threshold. At 48 hours, parents will be notified by letter that the student has reached this threshold.

Habitual truancy: This designation occurs when a student has 30 consecutive unexcused hours of missed instruction, 42 unexcused hours of missed school in one calendar month, or 72 unexcused hours of missed instruction in one school year.

When this threshold is met, a conference is required and an absence intervention plan must be created. Warning letters are sent prior to these thresholds being reached. Failure to follow the plan will cause a complaint filed with Hillsboro Municipal Court for truancy.

Penalties for Tardiness/Early Dismissal

Any hours that students arrive late or dismiss early will count toward unexcused absences.

Attendance in After-School/Extracurricular Activities

A student must be in school all day to participate in an extracurricular activity held on that day. Exceptions to this policy will be determined by the principal on a case-by-case basis.

STUDENT RECORDS

Student Documents

All students should furnish or shall have furnished on such student's behalf, an original or certified copy of the student's birth certificate, immunization records, and custody papers. If these documents are not received within 14 days, the school is obligated to notify appropriate authorities that the student may be a missing child. Children who do not have evidence of proper immunization will be excluded from school after 14 days. Parents and/or guardians should also provide the school with emergency contact names and phone numbers, including work phone numbers.

Confidentiality

Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "Privacy Act." Directory information includes name, address, phone number, age, etc. Parents may request that the school not release this information.

Child Custody

Parents have an obligation to **inform the school anytime the custody of a child changes**. The school officials will need to see and copy court orders pertaining to a child's custody. Situations in which custody is questioned are the most difficult situations to deal with as a school district. Every situation is unique and individualized per the familial circumstances. With input from our legal counsel, we will rely on several assumptions when deciding who is the legal custodian for the student.

- The custodial parent/guardian has the right to make educational and transportation decisions for the child.
- We will enforce all court orders presented to us. However, if it is not a court order, we will not issue a custody alert in our system preventing a parent from picking up their child if the parents were married and both are on the birth certificate.
- If a child is born out of wedlock, the mother is the sole residential and custodial parent unless we have court paperwork stating otherwise.
- Shared parenting allows both parents equal rights to child and records unless a court order specifically states otherwise. We send all grade cards, notes, etc.. home with the student. If both parents want a copy of the grade card, please request it from the office.

Non-Custodial Parents' Rights

A divorce or change in custody does not change the rights of natural parents to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

Parents' Access

Parents requesting access to their child's records must be granted access within a reasonable period of time. Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Test Security

Students are reminded of school district policy regarding standardized test security, suspected violations, and consequences of misbehavior. Alleged violations will be reported to the principal. Students suspected of cheating will be provided due process according to established district procedures. Students confirmed cheating or assisting another student to cheat will have their test(s) invalidated and may be subject to a 10 day disciplinary suspension with recommendation for expulsion.

Reporting Student Progress

Progress reports will be sent in 9-week intervals during the school year. If you are concerned about your child's progress, contact the teacher at school to arrange a conference.

Interim reports—For Grades pk - 5; parents will be informed prior to report cards through an additional progress report. This will allow the child, teacher, and parents to work together to find a way to improve his/her work.

Conferences—Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences. Notices will be sent home with students prior to conferences so parents will have time to call the school for an appointment.

We also encourage parents to contact the school for a conference if a problem arises. Conferences with the principal and/or teacher can be scheduled through the office between 8:30 A.M. and 3:45 P.M.

Hillsboro Elementary's Grading Scale

1st-5th Grade

Students in grades 1st through 3rd grade will receive marks based on the Ohio Learning Standards and their level of understanding. The levels are:

M	Meets the grade level expectations consistently and independently
AP	The student is making adequate progress with support from the teacher.
LP	The student is making limited progress towards meeting the standard with support from the teacher.
NP	Not making progress towards meeting standards with support from the teacher.

Students in the 4th and 5th grade also will receive marks based on the Ohio Learning Standards and their level of understanding. The levels are:

85-100 (M)	Meets the grade level expectations consistently and independently
70-84 (AP)	The student is making adequate progress with support from the teacher
55-69 (LP)	The student is making limited progress towards meeting the standard with support from the teacher
0-54 (NP)	Not making progress towards meeting standards with support from the teacher

Reasoning for standards based grading

This decision to migrate to a Standards-Based Grading system comes from the belief that grading practices should be accurate, meaningful, consistent, and supportive of individual learning. We believe grades should accurately reflect a learner's performance on specific educational standards. This focus on specific targets will provide vital information to learners, parents, and teachers to enhance both instruction and education. Hillsboro's learners and their education are too complex to be reduced to a simple letter grade, and our new reporting system will not have a grade card in the traditional sense. The grading marks will indicate a child's progress toward achieving specific grade level standards.

Homework Policy

Parents and students should expect homework in all grade levels. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program

The student's responsibilities for homework include:

- Keeping track of homework assignments

- Handing in homework assignments that are complete, legible, and original (their own work)
- Handing work in on time

The parent's responsibilities include:

- Providing their child with a quiet place to work
- Establishing a regular time to complete homework
- Being available to provide help when the child is confused about an assignment
- Helping the child develop ways to keep track of assignments in an organized manner
- Showing they care about homework by asking questions about the lesson and insisting that he/she keep up with assignments

Parent/Teacher Communication Expectations

Communication responses between parents and teachers will typically be within 2 school days unless there are extenuating circumstances.

Promotion and Retention

Students will be promoted to the next grade level if they successfully complete the courses and state-mandated requirements at the present assigned grade. Final decisions on retention are made by the principal. This decision may be appealed to the superintendent.

DISCIPLINE POLICY

This is a K-12 adopted policy. Punitive actions will be decided in a developmentally appropriate manner.

Involvement and Support of Parents

The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parents have developed with the child at home. If a student's behavior becomes disruptive to the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the student from school. Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

The school expects that parents will cooperate with and support the school when the child must be disciplined. Parents and teachers should discuss problems a child displays before the problems become serious. If the parents are aware of situations in the home or in school that may distress the child, these should be discussed with the teacher before they result in discipline problems.

What children need most to succeed in school are involved parents. Parents can help build their child's self-esteem, promote good work habits, and support the importance of academics. This includes teaching your child to respect and obey school adults and to treat other children in the same manner as he/she wishes to be treated. Name calling related to physical handicaps or defects, mental handicap, race, clothing, or any other reason is unkind, and therefore, not acceptable behavior.

Student Code of Conduct and School Expectations

Hillsboro Elementary believes in an environment that promotes positive behavior. We have set the following expectations.

We show respect.
We solve problems.
We are safe.
We listen.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or otherwise used or maintained by the Hillsboro City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the

provisions of this Code shall apply to students if the prohibited act(s) take place while on properties immediately adjacent to school property, on school transportation, or if the act otherwise affects operation of the schools.

Violation by a student of any one or more of the following RULES OF CONDUCT may result in disciplinary action, which may include reprimands, time-outs, loss of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, out of school suspension and/or expulsion. A student may be suspended pending the outcome of expulsion hearings.

Prohibited behaviors include:

1. **Insubordination and/or disrespect (failure to comply with directions)
2. Truancy, tardiness, or class cutting
3. **Intimidation and hazing
4. **Tobacco possession or use, including vapes, and lighters possession or use.
5. **Use of profane, vulgar, obscene, or other improper language or gestures
6. Violation of Bus Conduct requirements
7. Gambling
8. Violation of school dress code
9. Forgery and false reports
10. Distribution of unauthorized printed material
11. Disruption of school and/or disruptive behavior
12. **Drugs, alcohol, counterfeit controlled substances, prescription, look alike substances
13. **Weapons and/or dangerous instruments, “look-a-like” weapons
14. Misuse and/or abuse of school property
15. **Assault on or abusive language towards a school employee, student or other person
STUDENTS CAN NOT MAKE THREATS, VERBAL OR OTHERWISE TO ANYONE
(i.e. I want to hurt/kill)
16. **Fighting
17. Violation of federal, state, or local statutes
18. Cheating
19. Plagiarism
20. **Arson, vandalism, damage, destruction, or theft of school or private property
21. Commission of an immoral act
22. Failure to pay tuition or other approved charges
23. Failure to comply with directions; repeated acts of misconduct (classroom disruptions)
24. Inappropriate personal items that are disruptive to the educational setting may be
confiscated and need to be picked up by the guardian. Examples: squirt guns, radios,
Skate boards, headsets, cellular phones, pagers, lasers, IPODS, hand held game devices, etc.
25. No shoes with “hidden” wheels (Heelies)
26. Chewing gum is not permitted at school or on the bus.
27. Gang Activity
28. Possession of pornographic materials
29. Violation of the technology agreement
30. Contributing to another’s misconduct

** Zero Tolerance Board Policy 5600-Any behavior by a student, which is violent, disruptive, against State or Federal law, and/or inappropriate, is strictly prohibited and will result in student discipline, which may include suspension, expulsion, and removal from school. This provision shall be applicable during regularly scheduled school hours as well as at other school-related times and places where school personnel or representatives have jurisdiction over students.

Behavior Intervention Program (BIP)

The goal of the Behavior Intervention Program is to provide an educationally sound alternative to Out of school suspension of students for disciplinary reasons. The Behavior Intervention Program will not totally replace the Out Of School Suspension, but instead will be used in some offenses as an alternative.

Students must successfully serve all assigned days in BIP before they can return to regular classes, which means that students must complete all class work and/or behavior study assignments and not be referred to the office for violating any of the BIP rules.

BIP Rules

- Students must follow the directions of the supervising teachers and/or administrators.
- Students will keep hands, feet, and other objects to themselves.
- All students must remain in assigned seats.
- Students must complete all assigned work and be responsible to return the work to their teachers.
- Students will not speak out unless spoken to by the supervising teacher or unless the teacher gives permission.
- Students may not speak to other students in the unit.
- Writing on desks, walls, etc. is strictly prohibited. All areas will be checked daily, both before and after students arrive.
- No sleeping.

All other rules in the student code of conduct apply

Bullying Policy

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally made false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Bus Procedures

Good behavior by students on school transportation is essential to ensuring the safety of all. All school rules are in effect on the bus. Behavior that disrupts or endangers the safety of others will not be tolerated and may result in suspension and/or loss of bus riding privileges.

- All notes concerning transportation alterations must come from the building principals office.
No parent to driver notes.
- Alternate transportation arrangements **must** include address and phone number.
- No pass – no ride
- No transportation of students with contagious illness, head lice etc.
- **Please make changes in transportation before 2:00.** The school cannot guarantee that transportation changes requested after 2:00 PM can be communicated to all individuals impacted by such changes. **Do not email changes in transportation.** These requests cannot be guaranteed to be read by dismissal.

OHIO DEPARTMENT OF EDUCATION

OHIO ATTORNEY GENERAL CODE CHAPTER 3301-83 SECTION 8

OHIO PUPIL TRANSPORTATION OPERATION AND SAFETY RULES

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the school bus owner.
- (C) Pupil management and safety instruction policies shall include the following:
 - Pupils shall arrive at the bus stop before the bus is scheduled to arrive.

- Pupils must wait in a location clear of traffic and away from the bus stops.
- Behavior at the school bus stop must not threaten life, limb or property of any individual.
- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus (except as required for medical reasons).
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put their head or arms out of the bus windows.
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect the safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

All occurrences, regardless of classification, are cumulative for determination of the number of offenses. Severe incidents of student misbehavior that require immediate disciplinary measures will be handled at the direction of the bus driver and/or building principal.

Field Trips

Parents will be asked to sign permission slips when children take field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school and is aware of the purpose and nature of the trip. The parent has a right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities. Students may not be permitted to attend field trips if there are behavior and/or attendance concerns. This will be at the administrator's discretion.

GENERAL INFORMATION

Birthdays, Holidays and Special Occasions

Please refrain from sending birthday treats to school with your students. The cafeteria will provide monthly treats to celebrate birthdays. The school will also not accept deliveries of flowers or balloons for students. All food for classroom parties will be provided by the elementary principals. No outside food or drink will be allowed at these events. Students may bring goody bags to school to distribute to student(s). All food included should be prepackaged and will be sent home for parent approval. Students will not eat goody bag food at school.

Outside Food and Drinks

Hillsboro Elementary encourages students to bring a water bottle (only water) with them so they can hydrate continually during the day. Hillsboro Elementary discourages students from bringing soda/energy drinks to school for lunch. Students are not allowed to bring food, gum, candy, or drinks (excluding water bottles) into the classrooms unless otherwise approved by the teachers.

Cell Phones and Electronic Devices

Students may bring cell phones and other electronic devices to school but they shall be turned off while inside the school from 8:30-3:45. Parents who need to contact students should call the school office at 393-3132. Parents or family members should not contact their students via cell phones during the school day. The penalties below will be in effect if this policy is violated.

1st Offense

Phone is returned to the student at the end of the day by the teacher.

2nd Offense

Phone is returned to the student at the end of the day by the principal.

3rd Offense

Phone is returned to the parent when the parent can get it.

4th Offense and more.

Progressive discipline will occur with subsequent violations.

Phone Calls

Due to the volume of phone calls in our school office, student use of the phone will be limited to emergency use only. Help your child prepare for school the night before and make sure he/she has any necessary notes concerning changes in their normal dismissal procedure. If you notice they forgot a note, please notify the school.

Dress and Grooming

A student's appearance is one of the first and strongest impressions made on other people. In today's society, we still feel there is a need for decency of dress in certain places, and school is definitely one of them. This is your school, and it is a good one. Only with parent cooperation can we continue to administer and maintain high standards. Your cooperation is needed in the following:

It will be the judgment of the Administration in determining disrespectful, disruptive and/or inappropriate clothing and general appearance.

Students shall not wear garments with spaghetti straps or that are strapless. Garments that expose one's midriff and/ or expose one's entire back are not acceptable.

Skirts and shorts must be fingertip length. Holes in pants are only acceptable below fingertip length.

Students may not wear hats, caps, sunglasses or headphones during instructional hours. Headphones may be taken to class if needed for technology use and are approved by the instructor. All other items should be placed in lockers/classroom cubbies upon arrival.

Pants must be worn at the natural waist and may not drag the ground.

No student shall wear or exhibit shirts, badges, pins, etc., with suggestive/objectionable language or symbols. No items, which represent alcohol, drugs, or tobacco, shall be worn.

Hooded sweatshirts are permitted but the hoods must remain down during the school day.

Students shall have no visible body piercing other than ears and a single stud in the nose. Spacers are acceptable to maintain piercings. This policy shall be in effect at all school functions where the student is officially representing the school.

No chains, studs, or hanging straps.

Slippers and/or house shoes are not permitted.

Facepaint is prohibited.

Teachers have the authority to set additional rules within their classroom, but must minimally enforce the rules mentioned above.

Please dress your child in accordance with the weather. Our building temperature is usually set between 69-72 degrees year round. We have outside recess except when it is raining or on days when the temperature is below 32 degrees, in which case part or all of the recess MAY be indoors, at the discretion of the principal or his/her designee. Other factors that are considered when deciding to stay indoors include: age of the children; wind chill factor; precipitation; or overcast skies. Parents will need to send in a doctor's excuse if the child is to stay inside during recess.

Breakfast/Lunch Charges and Policies

Food & Nutrition Services

ELEMENTARY PRICES

BREAKFAST FREE

LUNCH \$2.50

Paid lunch (milk included) - \$2.50 Milk (half-pint) – \$.50 Reduced lunch - \$.40 Preschool Milk-\$.25

Lunch will be served each day school is in session. Students are not allowed to bring cans of soda to school for their lunch.

We encourage parents to use <https://www.k12paymentcenter.com>.

Free or reduced lunches are available to those who qualify. If you think you qualify for free or reduced meals, please visit the link www.lunchapplication.com to complete a meal application.

Charging policy

We allow students to charge meals because good nutrition is essential to learning, and we understand that sometimes children forget or lose their money. As we are a non-profit agency, we depend on everyone to pay their charges in order to keep costs low.

5 lunch charges or a \$12.50 negative balance.

After students account has reached the charge limit:

Your student will receive a bagged lunch that is **charged to account at the paid lunch price**.

Bagged lunch includes:

- Peanut butter and Jelly Sandwich/ or Cheese Sandwich
- Apple Sauce and/ or fruit
- Vegetable bag
- Milk

Students may put money on their account in the mornings before school starts. We encourage parents to use the system by putting money in the student's account weekly/monthly. Parents/Guardians may monitor student accounts by using the internet or contacting the cafeteria staff. We will be using the ONE CALL NOW system to inform parents if their child has a lunch charge.

If you have any questions please call Jessica Walker, FSD at 937-393-7348 or email jessicawalker@hillsboro-indians.org. You may reach High School Cafeteria at 937-393-5838 or Elementary Cafeteria at 937-393-7348.

MEDICAL POLICY

School Care

SchoolCare is the digital health platform used by the nursing staff to document clinic visits, screenings, and immunizations. Please sign up. You will get an invite to enroll through your email.

Emergency Medical Treatment

Parents and/or guardians must complete and return any emergency medical forms with all desired treatments for their child in case of emergency, as well as emergency contact names and phone numbers, including work phone numbers. Parents should update Final Forms whenever changes occur.

*If forms are not turned into the office, students may be removed and withheld from school until the form is completed.

Immunizations

In compliance with the Ohio Compulsory Immunization Law, no student shall be admitted to school unless such student presents written evidence that he or she has received the required immunizations by such means as may be approved by the Department of Health or unless such student presents a written statement of his parents/guardian objecting to such immunizations because of medical or religious grounds and substantiated by the physician, minister, or practitioner of their faith.

For the purpose of compliance with the law, the following minimum immunizations are required in series:

1. **Diphtheria, Tetanus, Pertussis**
2. **Polio**
3. **Measles, Mumps, and Rubella**
4. **Hepatitis B**
5. **Varicella**

[Ohio Immunization Summary for School Attendance](#)

Fever- If your child has a temperature of 100.0 F or higher, they must stay home until fever free for 24 hours without the use of fever-reducing medication (Tylenol, Acetaminophen, Motrin, or Ibuprofen).

If there are any questions regarding these guidelines, please check with your physician or school nurse.

Immunization law RC 3313.67-3313.671 states that children who do not have evidence of proper immunization will be excluded from school after 14 days.

Medication at School (ORC 3313.713)

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. We strongly recommend that medication be administered at home. If this cannot be done, any student who is required to take medication during the regular school day **must** comply with the following policy and procedures:

Guidelines

1. No student is allowed to provide or sell any type of medication.
2. Students are not permitted to carry any medication on them at any time. If a student is required to take medication at school, it will be stored in a secured location.
3. The Board of Education shall not be responsible for the diagnosis and treatment of student illness.
4. Students are not allowed to self-medicate. Parents may come to school to administer medication to their child; otherwise, only designated school personnel will administer medication to students.
5. Medication forms may be picked up in the clinic or office of your child's school. **NO MEDICATION WILL BE DISPENSED WITHOUT THE PROPER DRUG FORM.**

Prescription Medications

1. Prescription medication to be taken at school should remain in the original container and must be labeled with a pharmacy label, which includes the student's name, the date, the name of the medication, and the time and intervals the medication is to be taken.
2. The prescription drug form is to be completed by the doctor before any medication will be given to your child. The completed form and the medication is to be brought to the clinic by a parent or an adult designated by the parent and given to an appointed school official. The parent or guardian must submit a revised physician's form if any of the information changes.
3. Students are permitted to carry, and self-medicate with, asthma inhalers and epinephrine auto injectors, provided the student has a completed physician's form on file in the clinic stating such. The parent or guardian will provide backup medication to the clinic in the event the student leaves the inhaler or auto injector at home.

Nonprescription Medications

1. Before any non-prescribed medication may be administered, the Board of Education requires parents to complete the Parent Request form for school personnel to administer non-prescription medication at school, which includes a waiver of any liability of the District for the administration of the medication.
2. Any student in grades K-12 may have non-prescription medication administered by authorized school personnel when the parent request form is on file in the clinic. Non-prescription medication must be in its original, unopened container and is to be delivered to the clinic by a parent or an adult a parent designates.
3. Because nonprescription medication manufacturers recommend consulting with your physician for proper dosing, school personnel will not be held liable for improper dosing by following a parent's dosage request. School personnel will not administer a dosage that exceeds the maximum manufacturers' dosage without a physician's order.

Illness at School

Children who become ill at school can be better cared for at home by their parents. Ultimately, the care of a sick child is not the responsibility of the school. **Parents are responsible for providing the school with work phone numbers or information about where they can be reached during the day.** The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

Bee Stings and Other Allergies

Parents are responsible for informing the school of the child's allergies, **especially bee stings.** In the case of bee sting allergies, the parents are responsible for providing the school with bee sting medication and a doctor's statement about how the medication is to be administered.

Medical Fact Sheets

Several fact sheets pertaining to common childhood illnesses can be located on the school website. Please click on the school nurse link to see these fact sheets.

Head Lice Policy/Procedures

Transmission of head lice is a particular problem in schools due to the large number of children in close proximity. The key to control is prompt identification and treatment of infested individuals. Successful treatment requires a coordinated approach that involves the use of medicated products together with measures that are intended to eliminate the current infestation and prevent a repeat episode. Therefore, the schools will provide parents and/or guardians with instructions on the treatment of head lice when a case is reported. These instructions will be on file in the school nurse's office at each school building.

The Hillsboro City Schools' Guidelines, developed in conjunction with the Highland County plan for head lice control, are as follows:

1. After a student is identified as having live lice, a parent/guardian will be called to pick up the student at the end of the day. If a parent/guardian is unable to be contacted, the student will be sent back to the classroom with a note from the school nurse about proper care and procedures. The student should be treated for lice with the proper solution and have all lice removed from the hair before returning to school. After lice removal, a student must be brought to the School Nurse's office by a parent/guardian to receive clearance from the school nurse or appointed personnel before being readmitted to school. If live lice are found, the parent will take the student home. **Three days of absence, for**

head lice, will be excused. If in a school year period a student has more than three (3) occurrences of head lice, upon the fourth occurrence, unless there are extenuating circumstances, Children’s Services will be contacted for assistance in resolving the problem(s) with notification of the parent/guardian.

TITLE I PROGRAM

The Hillsboro City Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds, in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement of 1965, as amended from time to time.

GIFTED IDENTIFICATION

(House Bill 282)

Any parent/guardian interested in the policy and plan for Gifted Identification may contact the Coordinator of Gifted Services, Diane Michael, at Hillsboro City Schools Central Office or by phone at 393-3475. Information concerning the TAG program may be found on our website www.hcs-k12.org.

TITLE 1- PARENT'S RIGHT TO KNOW

In accordance with the requirements of the Federal Law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified at the beginning of each school year, that they may request, and the Board will provide, the following information on the student's classroom teachers:

- A. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The baccalaureate degree of the teacher, other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- D. Whether services are being provided to their children by a paraprofessional, and the qualifications of the paraprofessional.
- E. Information on the level of achievement of their child on the required State academic assessments.
- F. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required or if the student is taught for more than four weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent understands.

**Title I Parental Involvement Plan
Hillsboro Elementary**

Early Childhood Center

Primary School

Intermediate School

GOAL: All students will benefit from increased family and community engagement that provides positive educational and career opportunities for students.

Mission: To hold events that support family and community Engagement that promotes Achievement.

Parental Involvement Plan

The Hillsboro Elementary Schools which includes the Early Childhood Center, Primary School, and Intermediate School, understand the need for strong parental involvement in the educational process of our students. Therefore Hillsboro Elementary School has developed a Parental Involvement Plan with the following goals:

- A child's education is the responsibility shared by the school and family
- In order to support the goal of the schools to educate all students effectively, the schools and parents must work as knowledgeable partners.
- Parents are an integral component of a school's ability to provide for the educational success of their children.
- Engaging parents is essential to improve student achievement.

The Hillsboro City School District, in collaboration with its parents, established a parental involvement plan which includes programs and practices that enhance parental involvement and reflect the specific needs of our students and their families. The principals of Hillsboro Elementary School will be supervising the Parent Involvement Policy at their schools and will send it home, in the student handbook.

Hillsboro City Schools Integrated Preschool

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

As part of the ECC Integrated Preschool curriculum, appropriate behaviors are taught, modeled and practiced. We believe that positive, supportive relationships and understanding are important during a child's early years. Therefore, constructive, developmentally appropriate child guidance and behavior management techniques are used at all times. Outlined below are the policies and procedures which we do NOT believe in or in any way advocate, and following that, is a list of techniques and strategies which are non-punitive and well recognized interventions which are valid and appropriate, given particular situations.

The following methods of discipline shall apply to all persons on the premises and shall be as follows:

1. There shall be no cruel, harsh corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking, or biting.
2. No discipline shall be delegated to any child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet or box.
5. No child shall be subjected to profane language, threats, verbal abuse or derogatory remarks about himself or his family.
6. Discipline shall not be imposed on a child for failure to eat, sleep, becoming ill, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool Program (3301-37-10 Behavior Management/Discipline).

Behavior Management and Interventions

Our Preschool staff makes every effort to prevent behavioral problems although difficult situations may still occur in the classroom. Verbal problem solving through discussion and modeling is frequently utilized as a means of reasoning through a disagreement. Adaptations and variations are made in presenting curriculum and materials, to offer motivating, more understandable, and more hands-on methods of learning concepts. Individual modifications in group settings are often beneficial for some children in creating a safe space or area with limited stimulation for learning. Other modifications are used as the teacher sees appropriate for each child, with his or her individual needs, to make the most productive environment for learning.

When modifications in curriculum and environment do not help a child attend or participate in learning activities and negative behaviors persist, staff will use a system of progressive limit setting and behavior management interventions to help children learn to gain control of their actions and emotions, while practicing more appropriate and acceptable ways to deal with conflicts. One intervention may not be successful with every child, and if an intervention does not consistently appear to work, another approach or intervention will need to be utilized. Behavior plans may be written for some children.

The staff will use the following approaches to help students work through their emotions and behaviors. All of these approaches are well-recognized interventions that are positive and non-punitive.

1. **Rewarding Positive Behavior**: This strategy is used to reduce negative behaviors and increase positive behaviors through verbal praise, attention, acknowledgment, recognition, and responsibilities. Undesirable behavior is decreased while students become involved in the process and rewards of learning. The ultimate goal is for a child to internalize the satisfaction, pleasure, and enjoyment when involved in their own learning. The rewarding feeling of learning is known as intrinsic motivation.
2. **Positive Discipline**: Positive Discipline is an approach, developed by Dr. Jane Nelsen and others, which embraces the initiative shown by a child when he attempts new activities or responsibilities. The confidence the teacher has in the child's abilities is related to the child, and he learns confidence in himself, with guided limits, compassion, and understanding.

3. Positive Behavior with Charting: This method is more concrete for certain young learners. It may involve individual charting, giving the child a graphic representation of his or her positive actions or behaviors. This can take many forms: a series of spots to fill with stickers, a race-track to mark until reaching the finish line, a jar to fill with tokens. One important feature is that the method, whichever is chosen, would be kept from the view of all peers. The child is not in competition with others, but with himself. In this method the reward can be concrete or tangible, such as a toy or choice prize, or it may be participation in a special activity or responsibility.

4. Social Scripting: This intervention will help solve problems between children who are having difficulty interacting or sharing and cannot find the words to express their feelings. Students are given verbal cues to help deal with certain social situations. For example, giving the child words to say, such as “Tell Johnny, ‘I don’t like it when you take my toys.’”

5. Planned Ignoring: This strategy is used to ignore negative behaviors so they are not being reinforced. The staff will utilize this strategy unless ignoring becomes unsafe for the child or other children.

6. Modeling: Demonstrating appropriate and desired behaviors. The teacher or aide praises and reinforces good behaviors when the child copies the modeled behaviors, and negative behaviors are thus reduced.

7. Natural and Logical Consequences: Using this strategy allows the child to be responsible for his or her own actions and allows the child to connect his/her behavior more clearly to the environment. For example, a child will pick up toys after throwing them down.

8. Activity Replacement: Staff redirect a child to another activity to replace a negative situation with a more positive one for the child. In some situations this may mean controlling an activity that presents a danger or problem for a child. For example, one would not allow the child to play outside after he has attempted to run away.

9. Separation from the Group: If a child’s behavior threatens the safety and well-being of others, is disruptive and affects the learning of others, or if the child is particularly out of control, separation may be necessary. This break from the group gives the child an opportunity to regain self-control and time to examine his or her behavior. Separation takes place in the room and under the supervision of an adult staff member. Separation is brief in duration, never more than 3-5 minutes. During separation, staff and children are encouraged to remove attention from that child. The child can rejoin the group when he or she is ready or after a specified time. The teacher readily discusses the choices the child is making with him or her in a positive manner, and encourages the child to choose more productive and positive behaviors. Once the child has rejoined the group and is demonstrating positive behaviors or interactions, the teacher recognizes him or her with praise and positive attention. Staff will document all separations from the group and notify the parent if frequent separations are beginning to occur. Separation is never to be in an isolated environment, must occur in the classroom and only for a short duration with the ultimate goal for the child to return to the group activity as quickly as possible.

10. Crisis Intervention: A child who is out of control and in danger of harming himself, herself or someone else, may need to be therapeutically held (staff member gently wraps his/her arms around a child and holds them close) or removed from the classroom to regain control. Physical intervention is only to be used as a last resort, after all other methods have been attempted, and when there is a clear and present danger to the child, other children or staff. Staff members utilizing a therapeutic hold must receive training and demonstrate competencies regarding crisis intervention prior to using the technique. It is essential that anyone using a therapeutic hold be trained in nonviolent crisis intervention so as to provide that child with the best non-threatening intervention possible and to reduce staff injuries. Staff members are encouraged to explain to the other children in the room, as well as other adults, what is happening during a crisis intervention. Any physical intervention/therapeutic hold must be documented and reported to the child’s caregiver. Documentation must include a written description of the situation and behavior that led up to the decision to use physical intervention, outcome of the intervention, preventative measures that may be used in the future to avoid such intervention, and parent contact.