

Hicksville Exempted Village School  
958 East High Street  
Hicksville, OH 43526  
Phone: 419-542-7475  
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# **2023-2024**

## **K- 4 Student Handbook**



## Hicksville Elementary School Office

Phone Number - 419-542-7475

Fax Number - 419-542-8711

[www.hicksvilleschools.org](http://www.hicksvilleschools.org)

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## SCHOOL SUPPLIES AND FEES

The Hicksville Board of Education provides all basic textbooks at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books lost or damaged during the year must be paid for according to the nature of the loss. 2023-2024 fees are \$60.00.

There is a charge for workbooks, art supplies, special reading materials, etc. for the school year. A supply fee list will be sent home with your child on the first day of his/her enrollment. Please pay fees as soon as possible.

### **UNPAID FEE PROCEDURES**

- **Students will not be permitted to attend spring field trips.**
- **Unpaid fees roll over into the next year. Students will not receive a diploma until all financial obligations are met.**

## ACADEMICS

### **ACADEMIC CONTENT STANDARDS**

All K-4 Ohio standards for math, language arts, social studies and science can be viewed on our school's web site.

Students are responsible to master each grade level standard. The school will provide the necessary instruction, and parents are expected to provide support and assistance to help their child master grade level standards. Parents or students, who do not have Internet access, may request a hard copy of the academic content standards through the principal's office.

### **REPORTING STUDENT PROGRESS**

Report cards are available online at nine (9) week intervals during the school year. Mid-term reports are also available online the 5th week of each term, at the teacher's discretion. Additionally, parents may view grades at any time on the PowerSchool website using their individual password. The district grading scale is as follows:

Numerical grades transferred to letter grades:

A+	97 – 100	C+	77- 79
A	93 – 96	C	73 - 76
A-	90 – 92	C-	70 - 72
B+	87 – 89	D+	67 - 69
B	83 – 86	D	63 - 66
B-	80 – 82	D-	60 - 62
		F	59 or Below

The numerical grades on the previous page are to be used as a guide for teachers. However, many other aspects are to be given consideration when grading. Some of these might be:

- (1) The student's ability.
- (2) The student's effort.
- (3) Class scores as a group.
- (4) Number of grades averaged.

### **HOMEWORK POLICY**

Parents and students should expect homework in all subjects at all grade levels. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our K-4 program.

The student's responsibilities for homework include: (1) keeping track of homework assignments, (2) handing in homework assignments that are complete & original (done by the student), (3) handing work in on time and (4) carefully and neatly completing homework.

### **STUDENT RECORDS AND GRADE CARDS**

A parent or guardian (both residential and nonresidential) has a right to view their child's records upon request to the building principal (Policy 8330). The only exception to this policy is a court order specifically restricting access to a child's records. Records must be viewed in the presence of a school official. Copies may be made upon request at a cost of \$.10 per page. Step-parents have no rights to records, reports or conferences unless the parent gives these rights to them.

Ohio law allows certain directory information in your child's records to become public information. We identify directory information as the student's name, teacher's name, address, phone number, birthdate, place of birth and participation in officially recognized activities and sports. If you object to this directory information to be given out, federal law allows us to accept a letter from parents to restrict who has access to your child's information. We must have this written request within the first month of school or within one month of your child entering our district. The written request should be directed to the principal and must be resubmitted on a yearly basis. (Reference. Section 3319.321 Ohio Revised Code)

Nonresidential parents, who wish to receive their child's report card, must send a written request within the first month of school or within one month of their child entering our district. The written request should be directed to the principal and must be resubmitted on a yearly basis. Please indicate how you wish to receive your child's report card (e.g. sent home with the child or mailed).

### **SCHOOL ATTENDANCE**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. Ohio Revised Code section 3321.01 states that all persons between the ages of 6 and 18 must attend school. All absences from school are designated as excused or unexcused.

Regular attendance by all students of the School District is extremely important to academic success. In many cases, irregular attendance is the main reason for poor schoolwork. Student attendance, at the elementary level, is primarily the responsibility of the parents or the guardians. Parents are required to contact the school when their child will be absent.

Therefore, all parents are urged to make appointments, etc. outside of school hours. Students arriving after the 8:00 a.m. will be considered **tardy**. If a student brings a note indicating a valid reason for the tardy, it may be considered an **excused tardy**. If a student does not have a note or a valid reason, his/her tardy will be considered **unexcused**.

Reasons for which absences may be excused include, but are not limited to:

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease
5. Emergency or set of circumstances which in the judgment of the Principal constitutes a good and sufficient cause for absence from school
6. Religious reasons

Examples of "unexcused" absences:

1. Truancy
2. Suspension or expulsion
3. Any absences without written reason from parents within two days after return to school
4. Any absence deemed "not necessary" by the administration

### **STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT**

1. A parent or guardian must contact the school between 7:30 a.m. and 8:45 a.m. on the day of the absence. A parent can send an email to Pam Slattery at [slatteryp@hicksvilleschools.org](mailto:slatteryp@hicksvilleschools.org), as well as send a written excuse with a sibling on the day of the absence. Our phone number is 419-542-7475.
2. Assuming no phone and/or email contacts were made on the day of the absence, a parental excuse is expected the following day. Failure to communicate may result in the absence being considered as an unexcused absence and/or truancy. All communication must be made by the legal guardian or parent; regardless of the student's age.
3. Students are expected to ask the teacher for make-up assignments the day they return to class if not previously arranged. Assignments that are not made up will be reflected in their grade.
4. Because of the "Missing Children" Law, we strongly urge you to notify us as stated above. We are required to contact the parent if the parent does not contact us. If no contact is made, a wellness visit by the principal and Hicksville Police may occur.

### **MAKE-UP WORK**

Make-up work will be given to all students. Make-up work that is not completed following an absence may be counted as a "zero."

### **VACATION WITH FAMILY**

Families are strongly encouraged to schedule their vacations during the school's regular vacation times. When a family vacation must be scheduled during regular school time, parents must notify the school office and the classroom teacher at least one week prior to the date of the vacation so the teacher(s) can effectively prepare work for the student. The decision as to how much of the work the student will be held responsible for will be according to the discretion of the teacher(s).

### **ATTENDANCE LETTERS**

Ohio Revised Code requires school administration to track absences and tardiness at Hicksville Schools:

1. Letters will be sent to the parents' home after 30 hours of absence. This must be done whether the absences are excused, unexcused or a combination of the two. The classroom teacher may contact the parent, as well.
2. Letters will be sent to the parents' home after 65 hours of absence. This must be done whether the absences are excused, unexcused or a combination of the two.

After 65 hours of absence, the only absences that will be excused are those covered by a physician's written statement or absences approved by the principal. **Parents/guardians must contact the principal to discuss his/her child's attendance record.**

3. After 90 hours, the school principal or designee may contact the parents and schedule a conference to discuss and sign a "Student Attendance Intervention Plan" and to discuss consequences that address the **truancy charges may be filed through the Defiance County Juvenile Court. Another letter will be sent home to parents.**
4. After 120 hours, the school principal may make a referral to the appropriate legal or social service agency who may bring charges of parental neglect against the parent or guardian. **Truancy charges will be filed through the Defiance County Juvenile Court. A final letter will be sent home to parents and to the Superintendent.**
5. Students who are chronically tardy will be treated as a student with excessive absences.

### **WITHDRAWAL OF STUDENTS WHEN MOVING**

It is important that you notify the school as soon as possible if you decide to move out of the district. Before leaving for your new school, you must take care of all obligations with Hicksville Elementary School. You need to return all schoolbooks, pay any fees and/or charges and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records. As soon as we receive this request, we will forward them immediately.

### **STUDENT CONDUCT**

It is expected that parents will support the classroom rules and procedures. All students at Hicksville are expected to behave in an acceptable manner at all times. Guidelines are established to protect the rights and safety of all students and the adults who work with them. Measures taken to avoid disciplinary action may include the following: making students aware of school expectations through the reading of the school handbook; providing counseling services through teachers, counselors and/or administrators; conducting parent-teacher conferences and contacting and/or consulting parents. The violation of a school rule will result in a disciplinary action.

### **STUDENT HONESTY**

It is expected that all students behave in an honorable manner. Students should not be involved in activities including, but not limited to cheating, plagiarism, misrepresentation of facts, forgery, etc.

### **HICKSVILLE ELEMENTARY STUDENT CODE OF CONDUCT**

No student shall:

1. Possess, handle, transmit, conceal or store any weapon or instrument capable of harming another person on school property, at any time.
2. Use profanity, give obscene gestures, verbal abuse or possess obscene materials.
3. Show any sign of disrespect toward any school employee either on or off school property. Insubordination to any staff member will not be tolerated at any time.

4. Possess, use, handle, conceal, transmit or offer to sell chemical substances, non-prescription drugs, counterfeit drugs, alcohol or tobacco or paraphernalia associated with tobacco and/or drugs on school property at any time.
5. Disrupt school by use of violence, force or coercion. Students will not cause disruption or obstruction to the normal school day or any school-related function.
6. Vocally and/or physically disrupt class, lunchtime or school activity.
7. Act, behave or talk in any way that may be construed as a threat upon the mental and/or physical well being of any school employee or visitor.
8. Act, behave or talk in any way that may be construed as a threat upon the mental and/or physical well being of any student. Students will not threaten, harass or show disrespect to fellow students. Students will not cause physical or mental harm to another student. (Policy 5517.01)
9. Steal, attempt to steal or cause to steal any school or private property.
10. Use the building or property without proper authorization or be in an unauthorized area during the school day.
11. Hicksville Schools adhere to a strict disciplinary policy regarding any behavior, action or appearance that may lead to an unsafe environment in our school.
12. Have unauthorized absences from school; these absences will be considered truancy.
13. Anything not listed specifically, but that causes a disruption to the educational process may be treated as insubordination.
14. Vandalize or damage anything that is the property of Hicksville Schools.

Mrs. Elizabeth Perna, Civil Rights Compliance Officer, 419-542-7475

***\*All situations of a disciplinary nature are subject to the discretion of the Hicksville Administrative Team and will be dealt with on a case-to-case basis.***

**VAPING AND TOBACCO PRODUCTS - Refer to the student code of conduct #4**

- First Offense.....3 Days Out of School Suspension
- Second Offense.....5 Days Out of School Suspension
- Third Offense.....10 Days Out of School Suspension

**NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS (ILLEGAL/LEGAL)**

A student shall not possess, use, exhibit evidence of use, buy, sell or distribute or be under the influence of alcohol, controlled substances or harmful intoxicant. This includes look alike drugs, thought to be drugs, sold as drugs or inferred by their buyer or seller to be any mind altering substance. Likewise, a student shall not possess, use, buy or sell any drug-related paraphernalia. These rules apply while on school property, at any school related function, on the bus or while under the supervision and jurisdiction of the school. This policy may cover the students school career and may not reset each year. Violations to this policy are progressive.

When the students use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school from the physician by the parent or legal guardian.

Hicksville Exempted Village Schools recognize chemical dependency as a psychological and/or medical problem that is treatable but is often preceded by misuse and abuse of mood-altering chemicals characterized by inappropriate behavior. Therefore, it is the policy of this school system to take positive action through education and recommended counseling, parental/guardian involvement and appropriate referral.

I. Possession, use, transmission, sharing or exhibiting use:

A. First Offense:

1. The district may issue up to ten days of Out of School Suspension in compliance with the student due process procedures.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.
5. If the student agrees to be evaluated by a trained chemical dependence counselor or a licensed physician and is willing to comply with the appropriate treatment process (documentation must be provided to the school), the Out of School Suspension may be reduced to five days.

B. Second Offense:

1. The district will suspend the student for a period of ten days in compliance with the student due process procedures and recommend expulsion to the superintendent.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.
5. The principal will recommend to the superintendent that the student be expelled unless the student agrees to be evaluated by a trained chemical dependency counselor or a licensed physician and complies with the appropriate treatment process.

C. Third Offense:

1. The district will suspend the student for ten days and will recommend to the superintendent that the student be expelled in compliance with the student due process procedures.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.

II. Supplying and/or Selling of Drugs/Alcohol):

- A. Supplying or selling of chemicals will result in a ten day suspension. A recommendation may be made to the superintendent for the student to be expelled in compliance with the student due process procedures.
- B. The district will notify parents/guardian in writing using the suspension form.
- C. The district will refer the case to the local police department for court referral.

## **BEHAVIORAL EXPECTATIONS**

### **PLAYGROUND**

The student is expected to:

- Follow directions.
- Stay in designated areas.
- Use equipment appropriately.
- Refrain from fighting or threatening others.
- Use appropriate language and avoid teasing and/or name-calling.



- Refrain from pushing and/or tripping.
- Show respect for staff in language and actions.
- Remain outside unless given permission to re-enter the building.

### **CLASSROOM AND HALLWAYS**

The student is expected to:

- Follow directions.
- Keep hands and feet to themselves.
- Raise his/her hand to gain teacher's attention.
- Stay in seat unless otherwise instructed.
- Walk and not run.
- Use appropriate language and avoid name-calling and/or teasing.
- Show respect for staff in language and actions.
- Complete class assignments at the appropriate time.
- Refrain from fighting or threatening others.
- Respect the property rights of others.
- Be on time for class.
- Speak in an appropriate "inside" (modified) voice.
- Stay in appropriate areas of the building.
- Refrain from chewing gum.

### **SCHOOL BUS**

The student is expected to:

- Stay in their seats and refrain from standing.
- Avoid loud talking and/or shouting.
- Refrain from throwing any article.
- Keep hands, feet and possessions to themselves and inside the bus.
- Use appropriate language and avoid teasing and/or name-calling.
- Show respect for drivers and substitute drivers.
- Be punctual for bus pick-ups.
- Remove all possessions when leaving the bus.
- Follow directions.
- Refrain from bringing aerosol cans on the bus.
- Refrain from eating, drinking or chewing gum on the bus.
- Refrain from behaviors that may interfere with the driving of the bus.

### **STUDENT DRESS AND APPEARANCE**

Students are expected to come to school clean and well groomed. **Extreme variations of hairstyles and unnatural colors (pink, blue, orange, for example) are not acceptable.** Clothing should be neat and clean and not torn or tattered. All clothing including hats, patches, decals, belt buckles or buttons must be in good taste, modest and modestly worn. **Any student clothing or appearance that causes a disruption in the function of the classroom is not permitted.** Biker shorts, short shorts, mesh shirts, boxer shorts, swimwear, midriff shirts, halter tops, shirts or hats with inappropriate pictures, language and/or in poor taste are not acceptable. Students may not wear any clothes that reveal undergarments.

Any pictures, photographs or writing on clothing in which is demeaning to another person will not be allowed. The American Flag may not be worn inappropriately. Suitable footwear must be worn at all times. For student safety, flip-flops are not recommended. Visible body piercing is limited only to pierced ears. Students may not wear hats, coats, jackets or sunglasses in class.

Any questions concerning appropriateness of dress will be left to the discretion of building administrators. If the dress of a student is a detriment to his/her class, the student will be asked to change. The student may be asked to turn an objectionable shirt inside out or remove an objectionable decal/button/insignia (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing if additional clothing is not available at the nurse's station.

### **ARTICLES PROHIBITED AT SCHOOL**

**Disruptive articles** are not permitted at school. Such articles are a disruption to the educational process and may be hazardous to the safety, health and welfare of others. Disciplinary action may occur as a result of bringing such items to school. These items include, but are not limited to, scooters, skateboards, roller blades, chains, video games, electronic communication devices, laser beam devices, yo-yos or anything that causes a disruption to the educational process. These items will be confiscated and returned only to the parent/guardian. Hicksville Schools are not responsible for loss or damage to any of these personal items brought to school.

Dangerous articles, weapons and look-alike weapons are not permitted at school. Students are prohibited from bringing these types of articles to school. These articles may include, but are not limited to, firecrackers, lighters, matches, knives, toy knives, guns, toy guns and any other item determined to be or look like a weapon. Discipline action will occur and may result in a suspension or an expulsion.

### **HARASSMENT, BULLYING, AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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

Harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal and psychological abuse and/or violence within a dating relationship.

The Board will not tolerate any gestures, comments, threats or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus or while in route to or from school. This policy also applies to off school property, in a school vehicle 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 that students are under the school's control or where an employee is engaged in school business. (Policy 5517.01)

**Hicksville Schools will deal with bullying, false charges and retaliation in accordance with board policies 5517 and 5517.01 viewed on our school's web site: <http://www.neola.com/hicksville-oh/>**

### **DISCIPLINE**

Students who choose behavior that violates the rules and guidelines of our school will face the consequences of their actions. In addition, students who damage school property, either accidentally or purposefully, will be held financially responsible for that damage. Disciplinary action(s) may include:

1. Denial of privileges/participation, including bus privileges
2. Detention: after school, before school, in school

3. Removal from the classroom
4. Reimbursement for damaged property
5. Suspension (either in-school or out-of-school)
6. Expulsion

### **SUSPENSION AND EXPULSION POLICY**

When a student becomes a repeat offender of our discipline policy or is found guilty of a major offense, we sometimes resort to a student suspension (in or out of school) or even expulsion. This can be either from the school day, bus-riding privileges or both. (Policy 5610.04) The following rules apply to suspensions and expulsions:

1. The building principals and/or school superintendent only have the authority to suspend and the superintendent only has the authority to expel a student.
2. Due process will be observed (i.e., the student will be given ample time to tell his/her story).
3. An effort will be made to contact the parent/guardian either in person or via telephone when issuing a suspension or expulsion.
4. Written notification will be provided to the parent/guardian stating the offense and dates of the suspension/expulsion.
5. The parent/guardian may appeal the decision in the following order: 1) Building Principal 2) School Superintendent 3) Board of Education.

### **LOCKER AND DESK SEARCHES**

All lockers and desks remain the property of The Hicksville Exempted Village Schools and by Ohio law are subject to search at any time by school officials. School lockers, desks, cabinets, etc. and their contents are subject to be searched by school authorities if there is a reasonable suspicion that the student is in violation of school rules. (Policy 5771) If students wish to place a lock on their locker, they must provide the teacher with a copy of the combination or a key when the lock is placed. If the combination or a key is not provided, the school has the option to cut the lock off to remove it.

### **SCHOOL CANCELLATIONS OR DELAYS**

School may be cancelled or delayed, upon the discretion of the school superintendent, for weather related reasons and/or other school emergencies.

Announcement of such a decision will be called into the radio station as soon as it has been made. **In addition, we will alert you via phone call through our *Instant Alert System*. Please update your phone numbers, emails, etc. for which you want to receive the cancellation or delay information.**

Please listen to one of the following radio stations. Do not call the school. The announcement is often on the air before it is known at the school since the superintendent will usually call the radio station before notifying the building principals.

<b>WDFM 98.1FM</b>	<b>WZOM 1280AM</b>	<b>WNDH 103.1FM</b>
<b>WZOM 105.7FM</b>	<b>WBNO 100.9FM</b>	

Delays or cancellations may also be found on the following TV channels;

**Channel 15 & Channel 21 (Fort Wayne channels) and Channel 13 (Toledo)**

The following is the policy at the Elementary School in the event of school delays or early releases:

#### **TWO-HOUR DELAY**

School starts at 10:00 a.m.

Dismissal at 3:00 p.m.

#### **TWO-HOUR EARLY DISMISSAL**

School starts at 8:00 a.m.

Dismissal at 1:00 p.m.

A.M. Pre-School, 10:00-11:45  
P.M. Pre-School, 12:45-3:00

A.M. Pre-School, Normal Schedule  
P.M. Pre-School, Cancelled

## **TRANSPORTATION**

### **BUS STOPS**

Students are expected to be ready and waiting at their designated place of safety at least 5 minutes prior to the scheduled morning pickup. Town bus stop people are to line up at their designated place of safety and to wait in an orderly fashion.

Students should not arrive at a bus stop more than 10 minutes before the bus arrives. We cannot take responsibility for student supervision until after a student boards the bus. Students with continuous behavioral issues at the bus stop may be removed from the bus and transportation and another source of transportation will be required. Extreme problems at the bus stops are generally a police matter.

### **BIKE RIDERS**

Bike riders are expected to ride single file on the right side of the road. They are expected to observe regular driving regulations. Only one person is to be on a bike.

### **CAR RIDERS**

**DO NOT drop students off before 7:45 a.m., unless they are eating breakfast in the cafeteria. Students eating breakfast are permitted into the building at 7:30 a.m. through the Main Event entrance.** Please drive slowly and watch carefully for those small ones who forget to watch for you.

### **STUDENT DISMISSAL CHANGES**

1. Student dismissal changes, bus riders or walkers, may not be accepted after 1:15 p.m. Any changes after 1:15 p.m. may require parent pick-up.
2. No additional students are permitted to ride the bus (i.e. slumber parties).
3. Students are not permitted to switch busses.

### **PARENTAL NOTES FOR CHANGES IN TRANSPORTATION**

Please send a signed and dated note with your child if he/she is to go home with someone else or there is a different, than normal, procedure. Students are not permitted to ride a different bus. **Students will be sent home the normal way if written notification is not received in advance.** However, we understand that emergencies arise and you may need to call the school at the last minute. Please keep this at a minimum and use this procedure for emergencies only.

## **VISITORS TO SCHOOL**

Upon entering the elementary building, all individuals need to buzz in for admittance. We now have two separate buzz systems. ALL VISITORS must first check in with the office, sign in and wear a "VISITOR ID" badge.

### **CLOSED LUNCHES**

Our main goal is to keep your children safe. All K-12 lunches are closed to visitors.

### **SIGN IN AND SIGN OUT POLICY**

A sign in/sign out notebook is kept in the front office. When you pick up or drop off your child when school is in session, please stop in at the office to sign in or to sign out. We need these records for attendance purposes, and it also provides one more check on your child's safety.

## **PHONES & TECHNOLOGY USE**

### **OFFICE TELEPHONE**

Student use of the office telephone is strongly discouraged. Permission regarding the necessity of the call should be obtained from the homeroom teacher. Please communicate with your child in advance to avoid the necessity of using the phone at school.

### **CELL PHONES**

In order to avoid disruption of the educational environment and to protect students' right of privacy, student cell phones should be turned off, kept out of sight and not to be used during the school day. Violation of this rule will result in disciplinary action and the confiscation of the cell phone. A confiscated cell phone will be confiscated and kept by the administration until claimed by the parent. The student will also receive a consequence.

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

### **INTERNET AND STUDENT EMAIL USAGE**

Students will be allowed to use the Internet at school only if parents/guardians have signed the Internet Access Agreement. Students in grades 3 & 4 will also have access to a school email account. This email account is used mostly for communication within students' Houses (Amitie, Courage, Esemplare and Setia). The Internet may be used periodically throughout the year to complete classroom projects. Students will always be under the supervision of a staff member. Disciplinary action will be taken for any student who violates the school Internet access agreement. The district Internet policy is available to view online at our school's website: <http://www.neola.com/hicksville-oh/search/policies/po7540.03.htm>

## **BREAKFAST AND LUNCH PROGRAM**

Nutritional lunches are provided for the students in kindergarten through grade 4. Free and reduced-price lunches are provided to students who qualify. Parents are instructed to fill out the necessary application for administrative approval. Forms will be sent home with each student. Families who qualified for this program last year are automatically covered the first 30 days of school until the new application forms are reviewed and your eligibility for the current year is approved.

Milk is included with the lunch tray. In the event your child is allergic to milk, please provide a doctor's slip and a small water will be substituted on your child's tray.

Extra milk, sandwiches and other treats are available for purchase at an additional cost. Your child may eat the meal being served at school or you may send a packed lunch and purchase a milk.

We offer a breakfast program at Hicksville Elementary School. Breakfast is served between 7:30 a.m. and 7:55 a.m. If your child qualifies for free or reduced lunch, they automatically qualify for free or reduced breakfast. No breakfast will be served on days we have a delay scheduled.

### **CHARGES**

Students will not be allowed to purchase any extras for breakfast and/or lunch if they have a negative balance in their cafeteria account. If a child owes more than \$5.00, he/she may be served a basic breakfast and/or lunch. A basic breakfast consists of toast and a milk, while a basic lunch consists of a peanut butter sandwich and a milk. Students will be charged for basic meals, and their charge balance will continue to grow. Once payment is received, all cafeteria privileges will be restored.

## EMERGENCY MEDICAL TREATMENT

Ohio state law requires that Emergency Medical Forms be kept on file in the office in case of injury or illness. Parents should notify the school when there are any changes in an address, phone number or any other information included on the form.

### **MEDICATION AND DRUG POLICY**

We strongly recommend that medicine be administered in the home. If this cannot be done, the following policy must be followed: **NO medication will be dispensed at school unless a Medication Form has been completed, signed and returned to school. Any medication to be taken at school MUST be brought to school by an adult and stored in the school nurse's office. (\*Medication Forms are sent home upon request and are available from the office.)**

Prescription Medication: A doctor's prescription must accompany medication. The medication should be clearly marked with the child's name, dosage and the name of the drug. Medicine must be in its original container.

Non-Prescription Medication: Over the counter products (cough drops or aspirin) may also be dispensed, if necessary. The medicine must be in the original container. A note signed by the parent/guardian must accompany the medication. The medication should be clearly marked with child's name, dosage and the name of the medication.

### **ALLERGIES**

Parents are responsible to inform the school of their child's allergies. In the case of severe allergies, the parents are responsible to provide the school with the medication (EpiPen Kits) and a doctor's statement about how the medication is to be administered. A physician's letter is required if the student is required to carry the EpiPen throughout the day. Due to the increasing number of nut allergies, we ask that all snacks for the classroom are peanut and tree-nut free. This applies only to the classroom, not the cafeteria.

## SAFETY

### **FIRE DRILL/TORNADO DRILL/SAFETY DRILL**

Every classroom has the fire/tornado drill procedures listed in the case of an emergency. Students are to be familiar with those procedures in the event of an emergency situation. Practice drills will be conducted throughout the year. In addition, the school will conduct safety drills during the school year in order to practice and continue to improve emergency plans.

### **EMERGENCY COMMUNICATION EFFORTS WITH PARENTS**

Before an incident occurs, Hicksville administration will;

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will be included in student handbooks and beginning of the year communication with parents.
- Identify parents who are willing to volunteer in case of an incident and include them in preparation efforts and training.
- Be prepared with translation services for non-English speaking families and students with limited English proficiency.

In the event of an incident, Hicksville administration will;

- Disseminate information via text messages, email and an instant alert phone message to inform parents about what is known to have happened.

- Implement a plan to manage phone calls and parents arrive at school and describe how the school and school district is handling the situation.

### **EMERGENCY OPERATIONS PLAN - HICKSVILLE ELEMENTARY SCHOOL**

- Provide information regarding possible reactions of their children and ways to talk to them.
- Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
- Keep parents informed about when and where will resume.

After an incident, Hicksville administration will;

- Schedule and attend an open question-and-answer meeting for parents as soon as possible.

The following practices will be utilized to disseminate information externally when appropriate;

#### **Mass Communication System:**

- Social Media: Social Media may be used to disseminate information of a hazard or threat situation to students, parents and the surrounding community.
- Computers: A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful for updating information for staff, other schools in the affected area and the district Superintendent. An assigned staff member(s) will post information such as school evaluation, closure or relocation on the home page of the school and district website.
- School Email: When mass communication of a standard message is necessary, a mass email will be sent from an authorized account or user to all staff/faculty and/or parents, as necessary.

### **CHILD ABUSE**

School personnel are required by law to report any evidence of child abuse or neglect to Police. It is the school's practice to cooperate fully with law enforcement agencies and social services when a request comes to us to interview a child during school time. The school principal or a school representative will be present during this interview as a witness and parent/child advocate.

### **SUPERVISION TO AND FROM SCHOOL**

The school is directly responsible for supervision of students while they are on school property, during the designated school hours of 7:45 a.m. and 3:00 p.m. and while in transport on a school board owned vehicle. Once a student leaves school property, supervision becomes the responsibility of the parents. If your child comes to school before or after the designated hours, no staff is available to supervise them and therefore, we cannot assume any responsibility for them. 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, but cannot accept responsibility. Generally, misbehavior that occurs off school property, is a police matter.

### **ASSEMBLIES AND SPECIAL PROGRAMS**

Assemblies are held to supplement the regular school program. They are to educate, as well as to entertain students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges.

### **FIELD TRIPS**

Parents will sign a field trip permission form on Final Forms at the beginning of the year. Signed permission slips will cover any field trip during the regular school day. Parents will be notified in advance when their child will be participating in a field trip. Only students whose parents have signed permission slips will be permitted to participate in such activities. Students with outstanding school fees will not be permitted to go on spring field trips.

Students will not be permitted to leave school with the chaperone parent if the bus returns prior to dismissal. All students are required to follow their normal dismissal procedure.

### **BIRTHDAY CELEBRATIONS**

Although not required, some children have enjoyed celebrating their birthdays by bringing a treat to school for their classmates. **Only store packaged treats are permitted. Homemade items will be returned home.** Suggested treats are: pencils, erasers, stickers, pre-packaged store items such as raisins, apples, carrots, fruit snacks, snack cakes etc. The delivery of flowers, balloons, etc. is not permitted, due to the distraction in classrooms, as well as a problem on buses.

### **RECESS**

Children need fresh air, sunshine and exercise as they grow. We expect children to go outside for recess except when held indoors. Recess is conducted indoors in rainy weather or when temperatures are extremely cold (12 degrees or lower). Notes requesting children to stay inside must be signed and dated by the parent and should be sent only following an illness and or an injury. A physician's statement is definitely required for a child to stay inside from recess for longer than a period of three days. **Although recess is considered a necessity for young children, recess privileges may be revoked as a disciplinary measure or to complete in-class work.**

### **BOOKS FROM THE SCHOOL LIBRARY**

Students are expected to treat books, belonging to the school, with care. It is suggested that you provide book covers for textbooks that frequently go home. Bar code labels that are missing or damaged from library books will be charged \$.75 each to the student returning the book. Students will be charged a replacement cost for a library book that cannot be found or is damaged beyond repair.