

Hopewell-Loudon



Chieftains

Elementary Student/Parent Handbook 2011-2012

Student Name

We have received a copy of the 2011-2012 Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Hopewell-Loudon School District.

Parent Signature

Date

(Please return to your child's teacher by September 2, 2011.)

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Core Beliefs

In Striving to Become Better We Will:

- *Focus on Students First*
- *Seek Academic Excellence*
- *Promote Open Communication*
- *Promote the Development and Maintenance of positive Relationships*
- *Operate in a Fiscally Responsible Manner*
- *Act with Integrity*

PHILOSOPHY OF EDUCATION

HOPEWELL-LOUDON LOCAL SCHOOL

The Hopewell-Loudon School philosophy of education is that each student regardless of his/her level of interest, must be given the chance for an education which will help guide and develop his/her abilities and interests and which will help him/her develop mentally, morally, physically and socially. It is our belief that the effective education of today's youth may be achieved through disciplined thought, enlightened vision, and mature appreciation of our cultural heritage.

Consistent with this belief, the Hopewell-Loudon School strives to be unique in that, while it is sensitive to the unique natural and social forces affecting members of its community and to the differing interests and needs of these people, it is aware also of the elements of learning common to everyone.

Our school is dedicated to the task of utilizing to the fullest extent the capabilities that our students possess. The school welcomes the opportunity to assist and support those desiring to develop their abilities and prepare for responsibilities beyond their present experiences; whether such students plan to continue in colleges or universities, pursue vocational programs, or find employment in the general work force.

Hopewell-Loudon undertakes to excite their students' intellectual curiosity; give them a better understanding and appreciation of themselves and of their environment; help them evaluate objectively new ideas and concepts; and finally, encourage them to develop their reasoning, to cultivate self-discipline, and to respect themselves and others.

In as much as learning extends beyond the scope of the classroom, Hopewell-Loudon School strives to promote the social, intellectual, and extra-curricular activities of the students and the community and to exert its greatest effort to enrich the culture of the area which it serves.

To meet this end, the curriculum must undergo constant study and change to assure our students receive the best we can offer. This philosophy will be implemented by a continuing pursuit of academic and teaching excellence.

Mission Statement: In order to achieve our Vision, Hopewell-Loudon's Mission is to provide a quality and relevant education that upholds the values of the entire school community. We will achieve this by offering a functional curriculum that nurtures all learners at all levels in a safe and supportive educational environment.

Vision Statement: Hopewell-Loudon's Vision is to meet the individual needs of students by promoting and developing: life-long learning, social, emotional, physical well-being and skills to meet life's challenges. We are an excellent school striving to become better.

The teachers and administration are happy to welcome you to the opening of another school year. If you follow the rules listed within, and study hard, the year will be successful and enjoyable for you.

Academic Progress

As student success is a priority teachers will work diligently to maintain accurate grades for students. With this said parents can monitor their child's weekly progress by viewing their child's progress book reports. If you are in need of a password or unsure how to access this information you may contact the office or your child's teacher. It may also be helpful to know that we send midterm's home around the 5th or 6th week of each quarter. Grade cards are also sent home at the completion of the nine weeks.

Assignment/Homework Policy Grades K-6

In an effort to foster academic excellence staff may assign homework to students. The purpose of homework is to reinforce skills or concepts which have previously been taught. Additionally homework is given in an effort to develop a students' sense of responsibility in their academic growth. Staff members are encouraged to assign meaningful work which can foster both these concepts. When homework is assigned staff will clearly outline their expectations for completion including the date at which items are due. Students are responsible for completing all homework as assigned. Parents will be informed of missing homework through the use of academic alerts (grades 3-6) or another form of communication (grades K-2).

Please note that absence is the only acceptable excuse for work being late. Should a student be absent on the day work is assigned, they will have two (2) school days for each day of absence to complete any work missed during their absence.

Teachers will establish a policy for handling late homework and communicate that policy to both students and parents. Teachers in grades K-3 also reserve the right to work with students to provide intervention during morning recess time in the event that students are not completing their homework nightly. Academic alerts serve as written notification for missing homework—parents or guardians are to sign and return the alert the next school day.

Grades K-2 may utilize academic alerts to notify parents of missing or incomplete work. If a persistent concern arises with homework completion the parent will be consulted and the student may be subject to disciplinary action.

Grades 3-6 will utilize academic alerts to notify parents of missing or incomplete work. Students in grades 4-6 who receive three academic alerts in any grading period will be assigned an after school detention (detentions are held each Wednesday from 3:00-4:00). Parents will be notified prior to the date of the detention as the parent is responsible for their child's transportation that evening. The first semester will be considered an adjustment period for 3rd grade students but beginning the second semester they too will be assigned an after school detention following the above mentioned procedure for grades 4-6.

Students in grades 3-6 who have been assigned 2 or more detentions due to academic alerts may receive an alternate/additional consequence—the parent will be contacted and informed of the additional consequence or disciplinary action prior to it being implemented.

Absence/Attendance Policy

Regular attendance is an important factor in promoting school success. Students must meet the attendance requirements as established by the State of Ohio and the Hopewell-Loudon Board of Education.

Attendance records are monitored to note habitual absences, tardiness, or early releases. The principal may conference with the student and contact the parent to brainstorm ideas or solutions to assist in improving student attendance for the future.

A student may be excused with a parent's written note for illness, vacation, etc. However, for an excessive number of absences, the principal has the authority to require a doctor's note verifying the absence. Excessive absence can trigger the steps listed in Appendix E (Truancy Steps as permitted by Ohio Revised Code).

When students are tardy or returning to school, a parent or guardian must bring the student to the office and sign them in. Students are not permitted to come into the building on their own. Students must be signed out by a parent or guardian when leaving school. Students are not permitted to meet anyone outside of the building.

Below is an outline of the school's course of action for tardy/early release and/or absences:

Number of tardies/early releases/absences	Course of Action
5	<ul style="list-style-type: none">• Verbal contact to parent by staff or administration• Possible assignment of detention for tardies/early releases
10	<ul style="list-style-type: none">• Warning letter sent to parents notifying the number of student tardies/early releases/absences.• Parent conference held with Dean of Students and/or Principal
15	<ul style="list-style-type: none">• Step I Excessive Absence/Truancy filed• Parent conference held with Dean of Students and/or Principal• Student may be subject to disciplinary action
Each additional tardy/early release/absence Beyond 15 without a medical excuse.	<ul style="list-style-type: none">• Step II, III, IV, V Excessive Absence/Truancy filed respectively. *• Students may be subject to disciplinary action

* Detentions, Saturday Schools, or other forms of discipline will be assigned for this step as well.

****Early Release times carry the same impact as a tardy.** When a student leaves the building after 2:15PM without a medical note/doctor appointment pass, an early release will be issued. **If your child is going to be absent, you MUST phone the elementary office at 937-2804 before 8:00 a.m.** (Missing Children's Act Section 3313.205 ORC). If it is before school hours, you may leave a voice mail message.

When you call, please include: Student's name & the reason for their absence. _____

Upon returning to school, all students must have a written note signed by the parent or guardian. This note should include the following information:

- A. Student's name
- B. Date
- C. Day(s) of absence
- D. Reason for the absence
- E. Parent Signature

Failure to notify the office when your child is absent (by phone prior to the absence and by note the day returning to school after the absence) will result in an unexcused absence.

If a student arrives at school late or leaves early, these guidelines are followed:

- a) Arrival to school between 8:03-9:45 a.m. will be considered tardy.
- b) Arrival to school between 9:45 a.m. and 12:15 p.m. will be counted as one-half day absent.
- c) Leaving school between 12:15 p.m. and 2:15 p.m. and not returning will be counted as one-half day absent.
- d) Leaving school after 2:15 p.m. will not be changed with an absence providing permission has been pre-arranged through the principal's office
- e) Leaving at anytime which results in more than 1 hour 59 minutes of school missed will be counted as an absence.

It is realized that there are times when a student absence is unavoidable. The only acceptable excuses for absence from school or class will be:

- a) personal illness/injury or quarantine (a written physicians statement verifying the illness may be required)
- b) illness or death in the immediate family
- c) observation or celebration of a bona fide religious holiday
- d) recovery from an accident
- e) required court attendance
- f) head lice (Limited to 3 days))
- g) such good cause as may be acceptable to the principal

The following are examples of absences from school which are considered "unexcused":

- a. shopping/personal business
- b. missing the bus
- c. oversleeping
- d. car problems
- e. baby-sitting
- f. court placement
- g. out-of-school suspension/truancy/expulsion

For purposes of make-up work, students are given one day to complete make-up work for each day they are absent. For example, if a student is out 2 days of school, they will be given 2 days to make-up their work for full credit.

Attendance Award

To encourage regular attendance, students who miss no more than one excused day during the year is eligible for an almost perfect attendance award and students who miss zero days and have zero days tardy are eligible for a perfect attendance award.

Bicycles

Students riding bicycles to school are to park bicycles in designated area. Students are to walk bikes on sidewalk area in front of the building. Students riding bikes should not arrive before 7:45 a.m. as they will not be admitted in the building unless they are eating breakfast (then they may be admitted in at 7:40 a.m.) **Students who are found roaming the halls prior to 7:45 will be at risk for disciplinary action. First offense-lunch detention, Second offense—after school detention, Third offense Saturday detention.**

Book bags

Students are permitted to bring and use book bags to transport material, books, homework, etc. between school and home. Book bags are to be stored in the students' lockers and not be carried throughout the school day. Additionally, all book bags must fit within the locker with the locker door securely closed—parents will be informed if the student's book bag does not meet these requirements. It is recommended that book bags with wheels not be used.

Building and Equipment

Students shall demonstrate respect of school property and equipment by using it in an appropriate manner and picking up after themselves. A student who marks or writes on books, walls, desks, or other equipment, or damages them in any way will be charged for the repair of the damages.

Bullying

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Some examples of bullying include but are not limited to:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Busing

To assist with monitoring student safety the busses are equipped with video cameras which record audio and visual information. Only school personnel may view the recordings, unless the recordings are forwarded to law enforcement officials as part of a civil or criminal investigation.

No student may ride a bus other than the one assigned or be dropped off at a different location unless he/she has a bus pass signed by the parent. No student shall ride a different bus for social purposes only. **If a student is not riding the bus, the parent must send a note to school or the student will be put on the appropriate bus.** In case of emergencies a phone call will suffice. Students needing to ride a different bus for a prolonged period of time must obtain a Bus Pass form from the elementary office to be completed and signed by the parent and principal Designated Open-Enrollment Stops: Students whose parents/guardians are not waiting for them at the site will return to school on the bus.

Bus drivers are expected to provide safe and pleasant trips to and from school each day. In order to do this, the cooperation of each student is necessary.

Bus rides are an extension of the school day and students are expected to follow the bus rules:

1. The bus driver may assign seats and students are to remain in their assigned seat.
2. Students shall be courteous to the bus driver and other students.
3. No profanity will be permitted.
4. No eating or drinking on the bus.
5. Students shall keep the bus clean.
6. Any form of violence is prohibited.
7. Keep the aisle clear of all items and feet.
8. No tobacco products
9. Students shall keep their hands and heads in the bus.
10. Students shall not destroy school property or the property of other students.
11. Students shall not distract the bus driver through misbehavior or loud noises.
12. Electronic devices such as phones, games, or other digital devices must not be used in a manner that compromises the safety or privacy of others. (Ex. No photos or arguing over games) Electronic items may be confiscated by the driver if they feel a student has violated this rule. A parent or guardian or guardian can pick up the item in question at the principal's office. Further disciplinary action may follow.

The following procedure will be used by the principal or their designee; the following steps may not be followed by numerical order depending on the severity of the problem.

- Step 1: Documentation made and Parent notified.
Step 2: The second infraction will result in a lunch/recess detention/s.
Step 3: The third infraction will result in an after school detention.
Step 4: The fourth infraction will result in removal from the bus for three days.
Step 5: The fifth infraction will result in removal from the bus for two weeks.
Step 6: The next infraction will result in removal from the bus for nine weeks.
Step 7: The next infraction will result in removal from the bus for the remainder of the year.

Parents or guardians will be informed of disciplinary issues and the resulting consequence in a timely manner via phone. **If parents are unable to be reached a discipline referral will be sent home outlining the bus concern and the resulting action. In these instances the parent must sign and return the referral or call the office to confirm their awareness of the situation. If the parent does not respond to the referral then the student is subject to further disciplinary action at the discretion of the principal.**

Cafeteria

Teachers will collect money each day from students who want to add to their prepay account. Lunch is a closed lunch. Students may not order in food to be delivered or consumed in the cafeteria. **No more than two charges will be permitted** and charges should be paid promptly. Students who have reached the charge limit will be given a written reminder of funds needed for the account. Grade cards will be held until all charges are paid.

- **Dietary Restrictions—see appendix for form to be completed by physician**
Parents are responsible for notifying the principal of any dietary needs as outlined by a licensed physician. Please note the licensed physician must include the following information: child's disability, major life activity affected by the disability, food or foods to omit from the child diet and what food or foods must be substituted, and must include the physician's signature. Cafeteria staff will work collaboratively with the office to provide information as requested or needed when specified by a physician or as recommended by our school nurse.
(Please see the school website for more specific information or contact the office)

Cafeteria Rules

1. Follow directions the first time they are given.
2. To avoid spilled trays, always walk and watch for others carrying trays.
3. Remain in your seat until lunch supervisor dismisses your table.
4. Speak quietly.
5. When waiting in line to be served, keep hands, feet, and other objects to yourself.
6. Clean up your space after eating - (paper and food).
7. Three students per bench/table.
8. No carbonated beverages.
9. No food is to be taken from the cafeteria for any purpose.
10. No electronic devices
11. Students in grades 4-6 will be permitted to get ala carte items at the time of which they are purchasing their regular lunch. (No ala carte items may be purchased after students have sat down. No ala carte items for students in grades K-3).
12. Food that is brought in for students must comply with the cafeteria rules including no carbonated beverages.

Cell Phones

All cell phones are to be turned off and kept in book bags. Cell phones are not to be used during school hours. Cell phones which are used in a manner that jeopardizes the safety or privacy of others while in the presence of staff may also be confiscated (ex. Bus). If a student does not follow these rules, the cell phone(s) will be confiscated and possible disciplinary action taken. Cell phones will be held in the office when confiscated and will only be returned to the child's parent or guardian.

Child Abuse/Neglect

The law requires school personnel to report all suspected cases of child abuse/neglect to the Seneca County Department of Job and Family Services. In addition the Sheriff's Department could be notified. Parents are expected to discipline their children using reasonable means and to send their children to school without odor and with clean and proper clothing.

Child Custody

All natural or adoptive parents have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement. Step-parents may review records or conference with school personnel with the permission and/or in the presence of the natural parent. Any natural or adoptive parent will also be allowed to visit the child's classroom, or pick the child up from school unless we have a copy of the latest court order restricting visiting rights. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court.

Computer/Technology Usage

Students will only use school computers and technology for school/learning related purposes as specifically directed by teachers and staff. All students must complete and sign an acceptable use policy form. Miss-usage could result in limited use or further disciplinary action.

Crisis Intervention Plan

The Hopewell-Loudon School has a crisis intervention plan on file in the office. This plan will be implemented in times of crisis to help students.

Dress Code

Please understand it is not our intent to “police” your child’s attire but rather maintain an environment where students can remain focused on their learning and yet still feel comfortable, confident, and participate in all activities in a safe manner.

SPECIFIC PROVISIONS ARE AS FOLLOWS:

1. Hair must be neat and clean - **no colored hair**. (hair colors must be natural in nature—no blue, pink, purple, etc..)
2. Clothing that depicts tobacco, illegal drugs, alcohol, diabolic life styles, profanity and obscenity may not be worn.
3. Halter tops, spaghetti strap tops*, crop tops and see through blouses are not proper attire for any elementary students - **no bare midriffs or bare backs**. A good rule of thumb is if you put your hands above your head and your stomach or back shows your shirt is too short.
**** Spaghetti strap tops may only be worn with a button shirt or blouse over them.
4. Any clothing designed as under clothing is not allowed to be visible.
5. Shorts are permitted from the beginning of school year until the first Friday of October and from May 1 until the end of the school year. Shorts must be of longer length and loose fitting. A good rule of thumb is to stand up and hold your hands to your side, if the shorts are longer than your fingers, they are acceptable. Biker shorts and spandex shorts are not considered appropriate school attire.
6. Skorts, split skirt dresses and jumpers will be permitted year round and should follow the same length guidelines as shorts. Capri pants and/or other **below-the-knee** pants/shorts are allowed year-round.
7. Flip-flops or slippers are not permitted because of health and safety concerns (tennis shoes are best as they secure the foot and allow optimal movement during activities and recess).
8. No shoes with wheels may be worn to school, unless the wheels are removed.
9. Jeans and/or slacks with holes or patches are not permitted.
10. Jackets or coats are not to be worn in school classrooms unless permission is granted by the teacher or principal.
11. Hats, athletic headbands, **bandannas** and other types of headgear (such as hoods) are not to be worn in the school building.
12. Sunglasses are not to be worn in the school building.
13. Boys are not permitted to wear earrings that dangle. Stud type earrings are permitted.
14. Shoes that require shoe strings are to be tied at all times.
15. Any clothing or items that could be considered gang related will not be permitted.
16. Chains (i.e. wallet and pocket chains) are not to be worn as a part of a student’s attire.
17. Pajama tops or bottoms are not permitted to be worn during the school day unless it is related to a school sponsored spirit activity.
18. Students wearing high heels will not be permitted to play on the playground or gym floor unless they bring additional shoes to change into.

School dress standards will be in effect for all school events and field trips unless special exceptions are made in advance. If any clothing style becomes disruptive to the school atmosphere, the school faculty, staff, and principal reserve the right to address concern over the appropriateness of a student’s attire.

Violations to the dress code will be handled in the following manner:

- The first offense is a warning which will be shared verbally with your child and they will be given a “Dress Code Concern” notice to share with you stating the violation (see appendix for copy of notice).
- The second offense will result in the school contacting the parent to have the appropriate attire brought in for the child to wear.
- Further offenses may result in after school or Saturday school detentions as assigned by an administrator.

Early Dismissal

It is sometimes necessary to dismiss school early in the event of inclement weather or other factors. Please understand that in case of any emergency or early dismissal we will be transporting your child to his/her home address unless otherwise stated. Please have an early dismissal plan in effect that does not include phone calls to or from the school or staying at school for the remainder of the day---students must leave when school is dismissed.

It is very important for this information to be updated as needed. If there is any change, please notify the school office. **We will not transport children to a destination outside the Hopewell-Loudon School District.**

Early Entrance Requirements

Kindergarten

- A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

First Grade

- A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made and approved by the District's Pupil Personnel Services Committee.

Application

- Referrals are made by school principals or directly by parent request at the time of spring registration.
- The evaluation shall be completed prior to enrollment
- Parents will be advised as to the nature of the exception program and the process which their child will engage in.

Selection Procedures

- Multiple criteria are employed (see principal or web site for specifics).
- The evaluation shall be completed by the principal and the appropriate staff.
- The principal and parent shall meet to review the report and determine the appropriate placement for the child

Emergency Medical Information

All students and their parents must complete an Emergency Medical Authorization form (ORC Section 3313.712). This form will be handed out the first day of school and must be completed and turned into the school office within one week of the start of school.

The purpose of this form is to make it possible for parents and guardians to authorize the provision of emergency treatment for their children who become ill or injured while under school authority. There are certain situations when parents or guardians cannot be reached for the purpose of giving consent for such treatment. Such authority is necessary to overcome legal obstacles to the provision of such treatment when all reasonable attempts to reach parents or guardians have failed.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery. A parent may opt not to give his/her consent by making this clear on the Emergency Medical form. Parents shall supply the school current home, work, and emergency telephone numbers.

If any changes are needed on the Emergency Medical Authorization form, please inform the school by sending in a note listing the needed changes or telephoning the school office.

IMPORTANT NOTICE: Students may only be released to a custodial parent. Students may not be released to baby-sitters, neighbors, other relatives, or even step-parents unless the custodial parent has authorized this in writing. This is a provision of state law designed for the protection of your child.

Custodial parents may designate who is authorized to pick up their child by listing these persons on the Emergency Medical Authorization form.

Fire Drill

Fire drills are held regularly in order to meet state requirements and provide for swift and safe exiting from the building. These drills are scheduled in advance and weather conditions are taken into consideration. However, in winter it is sometimes necessary to hold drills on chilly days. When the fire bell rings, all students are to vacate the building quickly and quietly according to the escape plan for the room in which they are located. Students are to remain with their teacher once outside so that attendance can be taken. Everyone will remain outside until the "all clear" signal is given.

Fees/Fines

Fees for workbooks, art paper, and all other consumable supplies are now due and payable at school. These fees have been adopted by the Hopewell-Loudon Board of Education.

The fees by grade level are as follows: 2009-2010:

Grade	Fee Amount		Grade	Fee Amount
Kindergarten	\$25.00		Fourth	\$30.00
First	\$30.00		Fifth	\$30.00
Second	\$30.00		Sixth	\$30.00
Third	\$30.00			

The fees may be paid in the elementary office, or directly to the classroom teacher. Your promptness in this matter will be greatly appreciated! **Grade cards will not be sent home if fees are not paid and access to progress book will be terminated.** Arrangements can be made with the principal if fees cannot be paid in full at one time.

Grading Percentages

A	B	C	D	F
92-100	83-91	74-82	65-73	Below 64

The following letters are used to report the academic progress of students on the grade cards:

Grade Levels K-6 - "O, S, N, U" for Writing, Music, Physical Education and Art

Grade Level K - "S, I, N, NA" for Reading, Math, Science/Health and Social Studies

S – Performance as expected

I – Student needs additional time to grow and develop

N – Student does not demonstrate acceptable skill/behavior and will continue to receive assistance in the classroom. It is important that the student be encouraged and helped at home.

Grade Level 1 and 2 - "A, B, C, D, F" for Reading, Spelling, Language and Math

"O, S, N, U" for Science/Health and Social Studies

Grade Level 3 - **First Semester:** "A, B, C, D, F" for Reading, Spelling, Language and Math

"O, S, N, U" for Science/Health and Social Studies

Second Semester: "A, B, C, D, F" for all academic subjects

O – Exceeds expectations. Students consistently demonstrates this skill/behavior in a self-directed manner and accepts additional challenges.

S – Performance as expected.

N – Student needs additional time to grow and develop.

U – Student does not demonstrate acceptable skill/behavior and will continue to receive assistance in the classroom. It is important that the student be encouraged and helped at home.

NA – Not applicable at this time.

Grade Level 4-6 - "A, B, C, D, F" for all academic subjects

* Please note that your student's progress can be accessed on line.

Gum Chewing

Elementary students are **not** permitted to chew gum in school, on the playground or on field trips

Head Lice

Any student identified as having head lice (pediculosis) and or nits (eggs) shall be excluded from school and school-related activities until proper treatment is received. Students may re-enter school upon presentation of a note from a doctor or health nurse stating that the student's head is free from insects and nits. **STUDENTS ARE EXPECTED TO RESUME ATTENDING SCHOOL IN NO LESS THAN THREE DAYS. Any absences after the third day will be unexcused.**

Honor Roll

Students in grades 4-6 who receive all A's and B's for the grading period will be recognized for their high academic achievement. If a student receives a "C", he/she will not be on the Honor Roll.

Immunizations Required for School Admittance

The Ohio Dept. of Health, under the authority granted in Sections 3313.671 and 3701.13, Ohio Revised Code, has established the following minimum requirements for children:

1. Five doses of DTP or TD (Adult) Vaccine
2. Four doses of Trivalent Oral Polio Vaccine (TOP).
3. Two doses measles vaccine.
4. Two doses rubella vaccine.
5. Two doses mumps vaccine.
6. Hepatitis B (3 dose series).
7. One dose of Varicella Vaccine (chickenpox vaccine)

Students not in compliance will not be permitted to attend school, unless exempted by a doctor's signed statement of objections by parents (written) for religious or other reasons.

Library

Each class will visit the library at least once a week as scheduled by principal/librarian; additional visits by individuals may be arranged by the classroom teacher. Books may be checked out for two weeks, and they may be renewed twice. If a book is more than two weeks overdue, the student will lose recess until the book is paid for or returned undamaged. Students are to remain quiet in the library.

Medication

The school district will consider the diagnosis and treatment of illnesses and the prescription of all drugs, medications, preparation, and/or remedies as the direct responsibility of the parent(s) and/or physicians of their choice. (See Medication Authorization Form in back of handbook.)

School personnel will, under no circumstances, dispense or administer prescribed or non-prescribed (over-the-counter) medications without the following documentation.

Prescription medicine will be dispensed when a signed doctor's statement is received by designated individuals and the drug is in the original container with:

1. The student's name and address
2. The name of the drug and the dosage to be administered
3. The times of intervals at which each dosage is to be administered
4. Any special instructions for administering the drug, such as storage requirements or sterile conditions.

Unless the before mentioned procedures are followed, the school will not be involved in or responsible for helping to administer prescribed drugs at school.

Before a student will be permitted to take non prescribed medicine, during school hours, the authorization for non-prescribed medication or treatment form, on page 22, must be filled out and put on file in the elementary office

Pets

Animals are not to be brought to school due to students' allergies and also the liability factor for the school and the pet owner.

Physical Education Excuses

To be excused from physical education classes, a student must bring a note from his/her parent, or guardian explaining why the student should be excused from class. A doctor's excuse is required in order for a student to miss more than two consecutive classes. For safety purposes in grades K-2 velcro fasteners are highly recommended.

Promotion and Retention Policy

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted to the succeeding grade level when he/she has met the following criteria:

- A. completed the course requirements at the presently assigned grade.
- B. in the opinion of the instructional staff, achieved the instructional objectives set for the present grade.
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.
- D. demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

A student may be retained at his/her current grade level when he/she has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading
- B. in the opinion of the professional staff failed to achieve the instructional objectives set forth in the current grade level that are requisite for success at the succeeding grade level
- C. scored at the below basic level on any State-mandated achievement test

The following guidelines will be followed when retention of a student in grades kindergarten through grade six is being considered:

- A. in general, a student must be failing two of the following areas: reading, math, language arts, social studies and science
- B. b. in grades K-3 a student is considered for retention if he/she is failing reading, although he/she may not be failing in other areas
- C. c. parents are notified of a possible retention and a conference with the parents is held as early as possible, preferably at the end of the first semester. Every effort is made to receive the cooperation of the parents
- D. d. since retention is a very serious educational decision; we try to involve as many opinions as possible, before a final decision is made. Input into this process is sought from the teacher, the school psychologist, the Title I teacher, the principal, the guidance counselor, and the parent
- E. e. final responsibility for determining retention shall lie with the building principal

RECESS

Inside Recess Rules

Students are to:

1. Remain in assigned area during entire recess (unless in an emergency)
2. Play organized activities as outlined by supervisor
3. Read or talk to each other in normal talking voice
4. Follow general safety rules of building such as walking in the room, halls, and aisles
5. Electronic devices may be used at this time. Such as, but not limited to, iPods, game boys, psp, walkman or mp3 player or Nintendo DS. Hopewell-Loudon School is not responsible for lost, stolen or damaged electronic devices. (if electronic devices become a distraction or disruption in the classroom or the recess area the staff reserves the right to recommend the student no longer be permitted to bring the device).

Outside Recess

All students are to go out for recess unless they are being disciplined or they have a doctor's excuse asking that they be kept inside. If a student misses some days from school due to illness, a note from home will permit him/her to stay inside for one or two days in the office.

When the temperature is below 20 degrees, outside recess will not be held. An attempt will be made to consider the wind chill factor. If the temperature outside is near the 20 degree mark, a shortened outside recess schedule may be observed. When the temperature is below 50 degrees, students will be expected to wear jackets/coats. In the winter students should dress appropriately for recess, hats, gloves and boots are always a good idea. Students who wear boots or snowsuits will be allowed on the snow covered areas provided they do not engage in snowball fights.

Students wearing shoes which violate the dress code policy or compromise their safety (ex. heels) will not be permitted to play.

General Rules-treat others you the way you wish to be treated.

1. Follow directions of the playground supervisor, the first time they are given. Arguing and talking back will not be tolerated.
 2. Keep hands, feet and objects (balls, sand, stones, snowballs, mulch, etc.) to yourself.
 3. No intentional sliding on icy or slippery surfaces.
 4. Swearing, name calling, spitting, biting and obscene gestures are not appropriate at any time.
 5. Use all equipment as it is designed.
 6. The student who takes out any playground equipment is responsible for bringing the equipment into the building.
 7. Toys such as, but not limited to, cars, trucks, skateboards, roller blades, squirt guns, electronic devices, trading cards, etc. are not permitted. Only basketballs and four square balls are permitted on blacktop. **No footballs, Koshballs, Frisbees etc. on the blacktop.**
 8. Stay away from building while playing. Stay outside yellow lines, away from building. Do not play on porches, steps, or close to classroom windows.
 9. Tackle football and games that involve pushing or knocking down another student are not permitted. No rough activities or play.
 10. Students are not permitted to retrieve balls that go into the field or into the water treatment fenced area. Notify the playground supervisor.
 11. Students are expected to line up quickly and quietly when recess is over.
- * The school is not responsible for any lost or stolen items students bring to school.**

School Hours

Students eating breakfast will be permitted to enter the building at 7:40. All other students will not be permitted to enter the building until 7:45 a.m. Students who are found roaming the halls prior to 7:45 will be at risk for disciplinary action. First offense-lunch detention, Second offense—after school detention, Third offense Saturday detention. The school is not responsible for supervision prior to that time or after dismissal time.

All students are expected to leave the school premises after school (3:05 p.m.) unless they are under direct supervision at such time as a result of: 1) in detention, 2) involved in a sport or academic activity, 3) involved in any other school approved function.

The school is not responsible for supervising students in other situations such as but not limited to baseball, softball, Girl Scouts/Boy Scouts, etc

Search and Seizure Policy

When there are reasonable grounds to believe the search of a student (to protect the health and/or safety of students or other school personnel) is prudent, Hopewell-Loudon school administrators will reserve the right to search that student, his/her desk and/or locker. The search will be conducted with an adult witness present and minimize the intrusion of the search by eliminating unnecessary bystanders. Female school employees will search female students and male school employees will search male students.

Sexual Harassment

Sexual harassment shall be defined as “any unwanted attention of a sexual nature from someone in the school or at school activities that creates discomfort and/or interference with school or school activities. It can take the form of verbal abuse, such as insults, suggestive comments and demands, leering and subtle forms of pressure of sexual activity; physical aggressiveness such as touching, pinching, and padding, lewd pictures, sexual jokes, attempted rape or rape.”

The Board of Education and Administration consider complaints of sexual harassment seriously, and all complaints will be investigated. Should you feel that you have been sexually harassed, please follow the following procedure.

1. Inform your teacher or an administrator.
2. Tell the teacher or administrator the problem and write the particulars on paper make a copy and date it. Keep the original for your records and give the copy to the teacher or administrator. (Teachers who feel the problem is beyond their scope of classroom discipline should contact the administration by forwarding the information.)

An investigation as to the validity of the sexual harassment will be made. Within a reasonable amount of time, you will be contacted and a disposition will be made. A notice will be presented with regard to the outcome of the investigation. The school will make every effort to see that any harassment ends.

A confidential record of the incident will be kept by the administration. Further incidents should be reported in a like manner.

Sign-In/Sign-Out Policy

Parents who drop off students need to accompany them into the building and sign the sheet indicating the time of arrival. Parents who plan to pick up students during the day need to come to the office to sign them out. Students will be called to the office at that time. No elementary student will be permitted to leave school with anyone other than a school employee, a parent or guardian, or someone specifically named by the parent or guardian.

Snacks

Teachers **MAY** schedule a snack time. Each child is responsible for bringing their own snack daily unless the class develops a “community snack schedule” where everyone takes turns bringing in snacks. Healthy snacks are encouraged as they support the district wellness policy and they can assist with positive learning outcomes. (CANDY IS NOT AN ACCEPTABLE SNACK.)

Student Discipline

Staff will work collaboratively as a grade level to establish positive behavioral supports which encourage students to follow all school and classroom rules. Staff will communicate their expectations and consequences with students and families prior to the implementation of any consequences. Students are expected to take responsibility for their behavior and understand consequences will result when school/class rules are not followed. Staff will complete office discipline referrals for students who are resistant to rules or jeopardize the safety of others. Parents may be contacted by the principal (verbally or in writing) to share the referral and the outcome.

Disciplinary Rules and Regulations

Categories of Misconduct

- A. Minor misconduct code
 1. Cheating
 2. Fighting
 3. Bullying
 4. Use of obscene language
 5. Minor disruptions in class

- A. talking
 - B. out of seat
 - C. making noises
 - D. lying
 - E. etc.
6. Running in building or on way to and from bus
 7. Horseplay with other students on bus or at school
 8. Sliding on ice, throwing snowballs, or breaking playground rules
 9. Other general forms of misbehavior
 10. Defying or disobeying a teacher or principal
 11. Possession of any electronic device that is not used in the classroom.
This includes, but is not limited to, radios, CD players, tape players, pagers, Cellular phones, electronic games.

B. Serious Misconduct Code

Rule 1.Disruption of School: A student shall not cause material disruption or obstruction by use of violence, force, coercion, or threat to fellow students, teacher, school administrators, other school employees, or visitors to the school.

Rule 2.Damage of School Property: A student shall not cause or attempt damage to any school property within or without the school, on or off of the school premises. The Hopewell-Loudon Board of Education will post up to a \$500 reward for information leading to the arrest and conviction of anyone vandalizing or stealing the personal property of the school or any school employee.

Rule 3.Damage to Private Property: A student shall not cause or attempt damage to private property on school premises, during school activities, or functions, or events off school grounds.

Rule 4. Assault: A student shall not threaten, slander or behave in such way as could cause physical injury to fellow students, teachers, school administrators, other school employees, or visitors to the school. Both verbal threats and written threats and/or drawings of a threatening nature will be treated equally. Any student determined to be guilty of defiance, disrespect, belligerence, cursing, threatening manner, or the severity of each situation. insubordination employees may be expelled from school for the remainder of the current semester or year. It is recognized that there are different degrees of disrespectful behavior. The principal will determine the severity of each situation.

Disciplinary Rules and Regulations continued on pages 16 and 17

Rule 5.Dangerous Weapons, Destructive Devise & Instruments: A student shall not possess, use, transmit, or conceal any object that the staff or school administration determines may in any way cause physical or psychological harm to any other person.

Rule 6.Tobacco, Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of any form of tobacco, narcotic, alcoholic beverage or drug during the school day or while participating or attending any school related activity. Any student caught drinking alcoholic beverages or drugs in their possession will be given an automatic 10-day suspension with an intent to expel from school for the remainder of the current semester or year.

Rule 7.Repeated Violations: A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers' aides, principal, assistant principal, superintendent, or other authorized school personnel during any period of time when student is properly under the authority of school personnel.

Rule 8. Leaving School: To assist with overall protection of the students, children are not permitted to leave the building during regular school hours. If a student finds it necessary to leave school due to sickness or other emergency, they must first report to the elementary office. Any other manner of leaving school will be considered truancy.

If a student fails to comply with the rules, one or more of the following corrective actions may take place:

1. Conference with student (verbal or written warnings)
2. Loss of privileges (recess, classroom activities, etc.)
3. Parent(s) Contacted
4. Detention(s)
5. Wednesday Detention
6. In-school suspension
7. Out-of-school suspension
8. Emergency Removal
9. Expulsion

Modifications If a discipline plan proves to be ineffective and a particular student continues to repeat offenses, which cause disruption, an alternative behavior plan can be worked out by parent, teacher, student, and principal together to address the student's need

NOTE: Any other serious infractions not included in the above list which reaches the gravity of persistent disobedience, continual discipline problems, or gross misconduct may also serve as grounds for any form of disciplinary action. Students who have been suspended or expelled from school shall not be eligible to participate in any school functions during the duration of such disciplinary action.

Classroom Discipline

Teachers are expected to keep a disciplined classroom and to keep accurate records concerning the behavior of students. They are expected to discipline students who break classroom rules or who are otherwise creating a classroom problem. Included in this initial discipline is making contact with parents concerning the student's conduct. If the behavior continues or the student refuses to abide by the teachers discipline plan then they will be sent to the Building Administration for more severe discipline. Teacher discipline may consist of detention, cleaning of the room, loss of privilege or other discipline deemed appropriate for the situation.

School Discipline

Overall student discipline is the responsibility of the Assistant Principal and the Principal. When a student allegedly breaks a school rule and is referred to the Building Administration, he/she shall:

1. Discuss the situation with all parties involved.
2. Check the student's discipline record to determine his/her current discipline status.
3. Apply the appropriate school-administered penalty.
4. If deemed appropriate, contact the parents/guardians to inform them of the situation.
5. The right to discipline extends to all areas of the school program

NOTE FURTHER: CERTAIN ACTIVITIES THAT MAY BE A VIOLATION OF THE STUDENT CODE OF CONDUCT MAY ALSO BE A VIOLATION OF THE CRIMINAL LAWS OF THE STATE OF OHIO. NOTHING HEREIN SHALL PRECLUDE THE ADMINISTRATION FROM REFERRING SUSPECTED OR KNOWN CRIMINAL VIOLATIONS TO THE PROPER LAW ENFORCEMENT AGENCY.

Student Injury or Illness

In case of student illness or injury, a principal or his/her designee will decide what course of action to take based on the information contained in the student's Emergency Medical Authorization form. When an EMA is not available, an attempt will be made to contact the parent; if the parent cannot be located, the principal will use his/her professional judgment to decide what is best for the student. Parent contact is made when students have a fever, have any type of head injury which staff is made aware of, and/or when students are observed vomiting. Additional calls home for students who share they are feeling ill but do not meet the above criteria is left up to the discretion of the office staff.

Student Registration

All students entering Hopewell-Loudon School systems will be required to submit a birth certificate, social security card, immunization records, and proof of residency (3 items are required to prove residency). Custody papers, if applicable, are also required to be filed with the office.

Student Sales

No elementary students, staff or teachers will be permitted to sell candy, trinkets, notebook stickers, etc. during school hours. Students will not be permitted to buy ice cream, candy, etc. sold by high school students at dismissal times, or buy food or beverages from school vending machines.

Telephone

Students will not be called from class to answer the telephone except in an emergency. No student will be permitted to leave a class to make a phone call, nor will students be allowed to call home from class.

Testing Procedures:

Hopewell-Loudon follows all rules and regulations as established by the Ohio Department of Education and our Board of Education. Please contact the office if you would like further information.

Tornado Drill

At the sound of the tornado alarm, each student is to go to the designated area of the building as directed by the staff. Students need to move quickly and quietly and assume a kneeling position on the floor. The teacher will stay with their students until the "all clear" signal is given.

Tutoring Required after 20 Days of Absence:

All absences over 20 days for any reason, excused or unexcused, are to be made up through tutoring, with a tutor, at parent or guardian expense, prior to the beginning of the succeeding school year. The student must be tutored in each subject and the amount of tutoring time will be determined by the principal. Tutoring time will be figured according to minimum state standards. Students must make up class time missed through tutoring in order to obtain credit according to state standards for courses taken.

Exceptions to the 20 day rule: 1) a student hospitalized for any period of time, 2) ill and under a doctor's care for an extended period of time, 3) or an epidemic. A note from home which includes the signature of a parent and family physician is required to waive the make-up tutoring; the date of each absence excused by the doctor must be listed.

Tutoring required after 20 Days of Absence continued on page 20

After a student has been tutored to make up time that exceeded the 20 day limit, an affidavit, signed by the certified tutor and listing his certificate number must be presented to the principal so that credit may be given. **On a day when a student is absent from school, he or she cannot participate in or attend extra-curricular activities.**

Vacations during School Year

A student who plans to miss school because of a vacation trip with his or her parents must inform the principal at least two weeks before the trip. The teacher will determine whether assignments will be given in advance or upon return from the trip. The teacher(s) will specify due dates for assignments

Visitors

Hopewell-Loudon welcomes visitors and encourages parents and community members to volunteer in the school. **All parents and visitors must register in the office before going to a classroom.** Visitors will receive a visitor's badge to wear while they are in the building and should return the badge to the office when they check out to leave.

Wellness Policy

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. The elementary will support this policy by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Staff shall support the policy by:

1. Limiting the number of celebrations involving the serving of food during the school day (please check with your child's teacher for specifics or their expectations for treats).
2. Requesting healthy alternatives as treats for celebrations as the Board Policy stipulates that only one food or beverage that does not meet the current USDA Dietary Guidelines for Americans be presented at such events.
3. When providing treats as incentives the teachers will select options which promote student health and well being. .

Parents/students shall support the policy by:

1. Supplying/eating healthy snacks daily during the scheduled snack break(s). Which meet The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.
2. Supplying/drinking water in the classrooms versus juice or other beverages.
3. When supplying treats for celebrations will take into consideration the Board Policy and send in treats which adhere to it (reminder: only one treat per event that exceeds the USDA Dietary guidelines for Americans).

Withdrawal or Transfer of Students

It is important that you notify the school as soon as possible when you move. You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. You need to return all school books, pay any fees or charges and picked 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. Records will not be made available or transferred until all fees and fines have been paid.

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Hopewell-Loudon students must conform to all rules and regulations as outlined in the parent/teacher handbook and conform to all directions from authorized school personnel. The school, as directed by the Board of Education, has “zero tolerance” of violent, disruptive, or inappropriate behavior of its students, but the Board of Education empowers the superintendent and its administrators to utilize their discretion as to whether the student’s behavior under the facts as known should result in the implementation of “zero tolerance.”

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee will develop regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents will receive the first week of school or as they enroll during the year written information on the rules and regulations to which they are subject to while at Hopewell-Loudon School or participating in any school-sponsored activity or event. The information includes the types of conduct that are unacceptable. The Board of Education directs its teachers and administration to make all students aware of student rules and regulations.

If a student violates the policy or the set of rules and regulations as written in the parent/student handbook, the Superintendent or designee may have the student removed from school. In such an event, the policy to remove students would adhere to the procedures set forth in the parent/student handbook.

These rules and regulations are made to students upon request and are also posted in a central location in the building.

This page is intentionally left blank for copying purposes of the following forms....

**Medication Administration Record (MAR)
General Medication Form**
(Including Asthma Inhaler and Epinephrine Autoinjector Use)

Student Information

Student name			Date of birth
Student address			
School	Grade/Class	Teacher	School year
List any known drug allergies/reactions			Height Weight

Prescriber Authorization

Name of medication	Circumstance for use		
Dosage	Route	Time/Interval	
Date to begin medication	Date to end medication		
Circumstances for use			
Special Instructions			
Treatment in the event of an adverse reaction			
Epinephrine Autoinjector	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.		
Asthma Inhaler	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant.		
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief			
Possible Severe Adverse Reaction(s) per ORC 3317.716 and 3313.718			
a) To the student for whom it is prescribed (that should be reported to the prescriber)			
b) To a student for whom it is not prescribed who receives a dose			
Other medication instructions			
Does medication require refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the medication a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prescriber signature	Date	Phone	Fax
Prescriber name (print)			
Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler.			

Parent/Guardian Authorization

<input checked="" type="checkbox"/> I authorize an employee of the school board to administer the above medication. <input checked="" type="checkbox"/> I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. <input checked="" type="checkbox"/> I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.			
<input checked="" type="checkbox"/> Medication form must be received by the principal, his/her designee, and/or the school nurse. <input checked="" type="checkbox"/> I understand that the medication must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone

Parent/Guardian Self-Carry Authorization

<input type="checkbox"/> For Epinephrine Autoinjector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.			
<input type="checkbox"/> For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone

Medication Documentation Record (MDR)

Student name	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home address	Student ID#	Photo
Grade/Class	Teacher	School			
Parent/Guardian name	Parent/Guardian emergency contact numbers (include all)				

Best Safe Practice: (Triple check) right student, right medication, right dose, right time, right route (compare with Medication Administration Order/MAR)
 Medication in original container/prescription bottle

Medication name:	Begin date:	End date (if known):	Discontinued order date:
Medication dosage:	Possible adverse reactions:		
Medication time:	Special instructions:		

Month	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																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															

Nurse/staff signature	Initials	X = No school AB = Absent ER = Error O = No medication available F = Field trip H = Hold	Notes
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Medication name	Arrival date	Initial count	Wasted amount and date	Parent notified Yes or No	Count sent home and date

HEA 7759 5/11

File per district policy

AUTHORIZATION FOR NONPRESCRIBED MEDICATION OR TREATMENT

(Elementary Version)

To the Parent:

The following information is necessary for any student to use NON-PRESCRIBED medications in school. ALL spaces MUST be completed.

Name of Student

Address

School

Grade

A. I am requesting permission for my child named above to: (check one or both)

_____ use or receive the following over-the-counter medication(s)

Medication: _____

Dosage: _____

Medication: _____

Dosage: _____

_____ self-administer such medication(s) in the presence of an authorized staff Member.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the Prescribed treatment.

D. I release and agree to hold the Board of Education, its officials, and its employees harmless From any and all liability foreseeable or unforeseeable for damages or injury resulting directly Or indirectly from this authorization.

Signature of Parent

Date

Home Telephone

Work Telephone

Authorization for Staff

The following staff members are authorized to administer the above-prescribed medication(s)/treatment(s): _____

This page is intentionally left blank for copying purposes of the following forms....

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To the Parents of Hopewell-Loudon Students Grades K-6:

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hopewell-Loudon Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hopewell-Loudon Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hopewell-Loudon Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that publish yearbooks

If you do not want Hopewell-Loudon Local School District to disclose directory information (student name, address, telephone listing) from your child's education records to outside organizations without your prior written consent, you must notify the District by completing the form below and returning it to the elementary school office by September 5, 2008. If you do not object to the release of your information, it is not necessary to return this form.

I object to Hopewell-Loudon Local School releasing the directory information of my child,

_____,to outside organizations.
Student Name

Parent Signature _____

This page is intentionally left blank for copying purposes of the following forms....

Hopewell-Loudon Local School District Food Service Department
 Special Dietary Needs: Eating and Feeding Evaluation
INFORMATION SHEET

This information is kept in the Lunchroom Supervisor's office for easy access to special dietary needs.

Student's Name			Teacher's Name	
Name of School	Grade	Classroom	Age	School Year 20__ to 20__
Special Diet or Dietary Restrictions:				
Religious Restrictions: ___ No Beef ___ No Pork ___ Other				
Food Allergies or Intolerances:				
Food(s) to substituted (acceptable alternatives, must be completed):				
Food Requiring Texture Modifications: ___ Chopped (bite size) ___ Ground ___ Blended ___ Pureed				
Other Diet Modifications:				
Feeding Techniques:				
Supplemental Feedings:				
Physician or Medical Authority:			Printed Name _____ Signature _____ Address _____ Phone Number _____ Date _____	
Parent/Guardian:			Printed Name _____ Signature _____ Address _____ Phone Number _____ Date _____	
School Child Nutrition Representative or Person completing Form Name _____ Title _____ Signature _____				

Return form to Hopewell Loudon Schools, Food Service Department, Box 400 Bascom, Oh 44809
 Hopewell Loudon Local Schools is an equal opportunity employer/provider



Hopewell-Loudon Elementary



Jennifer L. Losey
Elementary Principal

Dress Code Concern

Student Name: _____ Date/Time: _____

Teacher: _____ Grade: _____

Offense: ___1st ___2nd _____

Noted Concern (check all that apply):

- Clothing depicts tobacco, illegal drugs, alcohol, profanity, or obscene
- Halter top, spaghetti strap top without shirt or blouse over the top, see through blouse, or shirt that exposes midriff or bare back
- Shorts, skirt, or dress are of a length found to be of concern (clothing should touch the end of fingertips as hands rest at the sides with finger tips extended)
- No flip flops or slippers (health and safety concern)
- Other: _____

School Official: _____

Student Signature: _____

Parent Signature: _____

2nd offense results in contact home and someone bringing in the proper attire

Additional Disciplinary Action: _____

<p>Office Use</p> <p>Parent Contacted by Phone (date/time): _____</p> <p>Referral Sent (date): _____</p> <p>Other: _____</p>
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