

**PATRICK HENRY LOCAL SCHOOL DISTRICT
ELEMENTARY PARENT/STUDENT HANDBOOK
AND CODE OF CONDUCT
2025-2026**

This Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about Board policies and procedures. This handbook contains important information and it is suggested that you keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to call the building principal or any of the numbers listed below.

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2025-2026 SCHOOL YEAR

August 18	- Teacher Work Day, Back to School Bash
August 19	- Teacher In-Service Day
August 20	- First Day of School for all EVEN grades
August 21	- First Day of School for all ODD grades
August 22	- All students will be on campus (grades 1-12)
August 25	- First Day of School for KINDERGARTEN
September 1	- Labor Day - NO SCHOOL
October 13	- Professional Development Day - NO SCHOOL
October 24	- End of First Grading Period
November 6	- Parent-Teacher Conferences (3:00 pm - 7:15 pm)
November 24	- Parent-Teacher Conferences (7:45 am - 5:00 pm)
November 25-28	- Thanksgiving Break - NO SCHOOL
December 19	- 2 Hour Early Dismissal
December 22 - Jan. 2	- Christmas Break - NO SCHOOL
January 5	- School Re-opens
January 15	- End of Second Grading Period (1st Semester)
January 16	- Professional Development Day - NO SCHOOL
January 19	- Martin Luther King Day - NO SCHOOL
February 9	- Professional Development Day - NO SCHOOL
February 16	- Presidents Day - NO SCHOOL
March 20	- End of the Third Grading Period
April 3-6	- Easter Break - NO SCHOOL
April 7	- School Re-opens
May 21	- End of Fourth Grading Period (End of 2 nd Semester)
	- Last Day of School for Students - Early Dismissal
May 22	- Teacher Work Day
May 24	- Graduation @ PHHS

May 25

- Memorial Day

Make up days - if needed (to be used in this order): May 22, May 26, May 27, May 28, May 29

Parent-Teacher Conference Dates:

All grades: November 6, 2025 --- 3:00 pm - 7:15 pm
 November 24, 2025 --- 7:45 am - 5:00 pm

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PATRICK HENRY LOCAL SCHOOLS

EDUCATIONAL PHILOSOPHY

Cooperation and self-discipline are the distinctive characteristics of the democratic way of life. This requires that the school promote critical thinking and constructive actions on the part of each student. The school must aim to secure cooperation in the varied relations of students to one another and to society.

The purpose of the school is considered two-fold:

1. With reference to the individual, the school endeavors:
 - A. To help students discover their individual interests, aptitudes, and abilities.
 - B. To help students in the development of positive self-concepts.
 - C. To help students improve their techniques of thinking, research, and experimentation.
 - D. To help students master and evaluate facts, attitudes, and skills needed for complete living.
2. On the social side, the school endeavors:
 - A. To help students understand the cooperative method of solving problems common to all.
 - B. To help students recognize and foster a genuinely democratic leadership.
 - C. To help students increasingly improve their techniques of cooperative inquiry and discussion.
 - D. To help students develop a wholesome understanding of good leadership and develop a critically intelligent attitude toward that leadership.

To accomplish these purposes, high expectations and rigorous standards for students and staff are essential. A careful selection of educational material and student activities are essential. The mastery of subject matter is important but, is to be used as a means to accomplish the purpose of the school.

PATRICK HENRY BOARD OF EDUCATION

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Parents are encouraged to contact your child's teacher if problems should arise at school. Your child's teacher can be a big help in working with you on small problems before they become big problems. If problems cannot be resolved at this level, contact the Building Principal and then the Superintendent.

ATTENDANCE

ABSENCE

Parents must notify the school by a phone call or written statement to report a student absence. Please notify the school by 9:00 a.m. the morning the student is absent or by 1:00 p.m. if they are absent only in the afternoon. If the school is not notified the day of the absence, the school must contact you.

If a note is not turned in on the day the student returns to school, the student will be unexcused. The building Principal has the final decision pertaining to absence in all cases. The only reasons which will be considered an excused absence are: illness, family illness, family emergency, home quarantine, death in the family, religious holiday, and sufficient cause in the Principal's judgment. Students should check with their teachers on the day they return to school to arrange to make up their school work.

TRUANCY PROGRAM

Patrick Henry Local Schools will follow Ohio Revised Code 2151.011 and 2152.02 in regards to the Truancy Regulations for Habitual and Chronic Truancy of a student. Patrick Henry Local Schools will also follow Ohio Revised Code 3321.191 to create an intervention plan and compile a team to work with students and families that are considered Habitual and Chronically Truant. Patrick Henry Local Schools will also collaborate with the Henry County Truant Officer and the Henry County Court System when necessary.

UNEXCUSED ABSENCE

Students will not be allowed to make up work for the time missed. An unexcused absence is considered truancy. On the first unexcused absence, the student will be reminded of the attendance policy. Consequences of truancy will be discussed. Teachers will enter a "U" in the grade book for each unexcused absence. The student will receive a zero (0) for all work due on the unexcused days.

EXCUSED VACATIONS

Excused vacations may be taken with parents, guardians, or grandparents only and may be granted by the following guidelines:

1. One week advance notice is given to the building Principal. Please contact the office for the form.
2. A maximum of five (5) days per year may be granted by the Principal.
3. The student will have to make up all work missed within five (5) days upon their return to school. Work not made up in that time will be recorded as a zero.
4. The building Principal has the final decision pertaining to absences in all cases.
5. Students must be earning a grade of "C" or better in all core subjects and passing in all others.

TARDY TO SCHOOL

1. If a student is late to school, he/she must report to the office and sign in. The time missed will be considered unexcused unless a legitimate reason is given from the parent in writing or by phone.
2. Unexcused tardies include, but are not limited to: oversleeping, car not starting, repeated illness without doctor's excuse, running late, and unsure of school calendar.
3. Building principal in all cases has the final decision as to tardies.
4. Patrick Henry Elementary will follow Ohio Revised Code 2151.011, 2152.02, 3321.191

GOING OFF SCHOOL GROUNDS

Students are expected to remain on the school grounds from the time of arrival until time of dismissal. Any student leaving the school grounds during school time must receive permission from the office to go. Students may not go home for lunch unless they are signed out by a parent.

LEAVING THE BUILDING

Any student who needs to be dismissed early must bring in a note signed by his/her parent/guardian or have the parents call the school. Reasons for early dismissal must coincide with the excused absence procedure. Before leaving, the student must sign out in the office.

If a student becomes ill and needs to leave, he/she should:

1. Check with the school office who will attempt to contact the parent/guardian.
2. Parents or a pre-arranged person must come to the office to sign the student out of the building.

Note: Failure to comply with the above may result in disciplinary action.

EXCUSE FROM GYM CLASSES

Students must have a written note to be excused from gym class. Long term excuses (more than two days, which is one week of classes) require a note from a doctor. Several notes from parents for the same reason may be rejected as an excused absence at the discretion of the principal.

NEW STUDENT ENROLLMENT

1. Upon enrollment in the Patrick Henry Schools, each student must produce a copy of a certified birth certificate.
2. A copy of child custody determination will be required in situations when appropriate, such as a divorce, separation, or other court-ordered custody situations.
3. A school physical, completed within the last twelve months, is recommended.
4. Proof of immunizations

STUDENT RECORDS

Parents are advised of their following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's education records.
2. The intent of the school district to limit the disclosure of information contained in the student's education records except:
 - A. By prior written consent.
 - B. As directory information.
 - C. Under other limited circumstances as enumerated in Board Policy.
3. The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the district decides not to alter the record according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education if the school district violates relevant federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).

REQUEST FOR STUDENT REPORTS

It is the responsibility of the non-custodial parent to provide the school with self-addressed stamped envelopes, appropriate postage, and a written note expressing their request for receiving their child's school reports. These reports are to include midterms and quarterly report cards.

HEALTH REQUIREMENTS

Students must show proof of being current with all immunizations required by Ohio law or have an authorized exemption on file in their school. According to the Ohio Department of Health rules, the school principal will be required to exclude a student from school if the student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school district nurse who can be contacted thru the Superintendent's office.

Immunizations must up-to-date according to the following schedule:

Grade	DTaP	Polio	Hep B	MMR	Varicella
K-2	5	4 w/ the final given after 4 th bday	3	2	2
3-6	5	4	3	2	1
7-9	5 + Tdap booster	4	3	2	0
10-12	5	4	3	2	0

HEALTH REQUIREMENTS continued

If the student has received initial doses of one DT&P, one Polio, one Hepatitis B, one Varicella and one MMR, the student may be conditionally admitted to school providing the remainder of the required immunizations are in the process of being received. All students not immunized because of medical reasons must have a waiver slip signed by their physician on file. Objection on religious or philosophical grounds is a valid exemption only when a parent or guardian signs a written statement to this effect. Parents should be warned that their children are subject to exclusion from school in the event of a school-based outbreak of any of the aforementioned diseases.

All students have fourteen calendar days from the time they are notified by the school to obtain the required immunization or they will be medically excluded from school.

Emergency medical forms are found within Final Forms and are required by state law to be filled out promptly and accurately. If parents are unable to complete these in Final Forms, a paper copy of the Emergency Medical Form will be sent home and required to be returned to school immediately.

In the event of accident or illness, emergency care will be provided and parents will be notified. If parents cannot be reached, the principal or person in charge will act in the best interest of the child.

The school nurse will be conducting the following screening programs:

Vision for Grades K, 1, 3, 4, 5, 7, 9

Hearing (Puretone) for Grades K, 1, 3, 5, 9

When the student fails the first screening test, the test will be repeated at an appropriate time. If the student fails the screening a second time, the parents will be notified requesting follow-up by a proper source and notification as to the follow-up by the parent must be sent to the school. If the parent has a problem with the request or there is a financial problem with the follow-up, please call the school nurse at your child's school.

The above screening can be done for any student in grades not mentioned above by parent, teacher, or physician request.

HEAD LICE

Head lice (Pediculosis): When a case is found, all siblings, class, any close friends, or students sharing a locker with the case will be examined. Anyone found to have nits or live lice will be excluded from school immediately, with washing instructions, until the student is adequately treated and free of nits (eggs) or live lice as determined by the school nurse or qualified school personnel. Taking longer than three days to have the student back in school or for the same student to have repeated cases, could constitute a reportable case of child neglect or truancy and will be handled accordingly.

COMMUNICABLE DISEASES

Parents should notify the school immediately any time their child has any communicable disease, i.e. pink eye (conjunctivitis), rashes, chicken pox, scabies, impetigo, ringworm, head lice. Parents are encouraged to make regular visits with their family physician, dentist, and optometrist.

PHYSICIAN PRESCRIBED DRUGS

Section 3313.713 of the Ohio Revised Code requires Boards of Education of each school district to adopt a policy for the administration of drugs prescribed by physicians. Therefore, the following policy is to be implemented for the administration of drugs prescribed by physicians for students:

1. A prescription medication form must be filled out by a doctor and signed by the parent/guardian.
2. This form must be on file in the school office **BEFORE** the medication can be brought to school. The parents, not the student, must bring the medication to school in the container in which the medication was dispensed by the physician or pharmacist.
3. This prescription will stay at school during the length of time it is to be given. Students may carry inhalers if permission has been given by the parents and the school has been notified in writing.

NON-PRESCRIPTION MEDICATION

Non-prescription medication sent with students to school should include written instructions from the parent or legal guardian stating the name of the medication, how often the medication is to be given, and the dosage to be given. Non-prescription medication should be sent with the proper dosage needed for one day only.

GENERAL SCHOOL GUIDELINES

SCHOOL HOURS

Patrick Henry High School: 8:06 A.M. – 2:57 P.M.

Patrick Henry Middle School: 8:06 AM. -2:57 P.M.

Patrick Henry Elementary School: 8:06 A.M. - 2:57 P.M.

SCHOOL ANNOUNCEMENTS:

When the weather requires that school be delayed, canceled, or dismissed early, the following radio stations will be notified: WNDH-FM 103.1 Napoleon, WDFM 98.1 Defiance, WFIN 1330 Findlay, WKXA-FM 100.5 Findlay. All Toledo TV stations are also notified. Parents are reminded to make prior arrangements to prepare for all situations.

CALAMITY DAY:

One hour delay:

	<u>Beginning Time</u>	<u>Dismissal Time</u>
Patrick Henry High School	9:06 A.M.	2:57 P.M.
Patrick Henry Middle School	9:06 A.M.	2:57 P.M.
Patrick Henry Elementary	9:06 A.M.	2:57 P.M.

Two hour delay:

	<u>Beginning Time</u>	<u>Dismissal Time</u>
Patrick Henry High School	10:06 A.M.	2:57 P.M.
Patrick Henry Middle School	10:06 A.M.	2:57 P.M.
Patrick Henry Elementary	10:06 A.M.	2:57 P.M.

Three hour delay (to be used for fog only):

	<u>Beginning Time</u>	<u>Dismissal Time</u>
Patrick Henry High School	11:06 A.M.	2:57 P.M.
Patrick Henry Middle School	11:06 A.M.	2:57 P.M.
Patrick Henry Elementary	11:06 A.M.	2:57 P.M.

EMERGENCY MEDICAL AUTHORIZATION FORM

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other

extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year and it is recommended that this form is submitted in Final Forms.

DIRECTORY INFORMATION

The following items are considered directory information by Ohio law and may be released upon request by agencies and individuals. Name, address, phone number, date and place of birth, participation in recognized activities and sports, dates of attendance, and awards received. IF YOU DO NOT WANT THE ITEMS LISTED AS "DIRECTORY INFORMATION RELEASED," YOU MUST NOTIFY THE SCHOOL IN WRITING.

TEXTBOOKS AND WORKBOOKS

As required by law, the Patrick Henry Local School Board will furnish all adopted textbooks. It is your responsibility to care for those books. If such books are damaged, destroyed, or lost, you will be charged for them. Students will purchase workbooks and other materials for their respective classes.

LOST AND FOUND

The Lost and Found area is in the Elementary Office, as well as, the hallway leading to the playground. Students who have lost items should check the table. Unclaimed items will be given to charity at the end of the school year.

LOCKER ASSIGNMENTS

Students will be assigned a locker for books and other items. Lockers should be used properly. All materials inside must be removed at the end of the school year.

LOCKER & DESK POLICY

School lockers and desks are the property of the Board of Education and are loaned to the student for their convenience and only for legitimate purposes. Therefore, search of lockers and desks is permissible by designated school authorities without prior warning in seeking contraband when the health, welfare, and safety of the students under their care are in question.

SEIZURE

Articles that may be harmful or disruptive may be confiscated and retained by teachers or the Principal. Examples: weapons, other dangerous instruments, narcotics, alcoholic beverages, stimulating drugs.

CAFETERIA

Lunch may be purchased in the cafeteria each school day. If your child cannot afford lunches, talk the problem over with the principal. Students are expected to be orderly in the cafeteria line and to take their place at the end of the line when they arrive. Students who attempt to crowd into line ahead of others will be placed at the end of the line for a permanent period. There will be no charges allowed during the last two weeks of school. Patrick Henry Schools offer breakfast to all students. Breakfast and lunch prices are set on an annual basis. These prices will be posted online within our school website.

TELEPHONE

The school phones are business phones and should be used for that purpose. Students who become ill are to report to the office where a parent/guardian will be contacted. School phones are not for personal business.

INSURANCE

Application for student insurance will be sent home soon after the beginning of the school year. In the event of an accident, the student should report to the principal's office immediately. Claims may be refused because the forms were not sent to the company promptly. Responsibility for sending the claim form to the company rests with the students and parents.

SCHOOL VISITORS

Visitors are subject to the same regulations as the student body, and any infraction of these regulations shall result in the removal of the visitor(s) from the school premises. All visitors should call the school office to

arrange a visitation time a day or two before the visit, and are required to report to the school office before going to the classroom.

SCHOOL PUBLICATIONS

In addition to this handbook, a newsletter is published monthly to inform students, parents and community of school policies and activities. A yearbook with pictures of each class is offered at the end of the year.

CONFERENCES

Parent/Teacher conferences for Grades K-12 will be held twice each year. Parents will be notified of individual building schedules. Students who know they need help should ask to talk to their teacher. These meetings may be arranged during conference periods or at some other time convenient to both parties. Students are also encouraged to confer with the Principal concerning any problems. Parents are encouraged to talk to teachers concerning any problem that may arise. Talk to the teacher about poor grades immediately. Do not wait until the end of the year.

FIELD TRIPS

Field trips will be permitted when arranged by teachers and approved by the Principal/ Superintendent. All trips are part of the educational function of school and should be planned to fulfill this function. Students can be denied participation in field trips for disciplinary reasons, or if the prerequisite assignments related to the trip have not been completed, or if parental permission has not been received by the school prior to the trip. In cases where a student is denied participation in a field trip or does not participate for reasons approved by the principal, the student must attend school on the day of the trip and will be expected to complete activities that are assigned in lieu of the trip.

FUND RAISING AND BUILDING USE

All fund raising and building use must be cleared by the principal to avoid sales, school policy, and building use conflicts.

TORNADO DRILLS

During tornado season, all schools will have drills periodically to prepare students for such emergencies. Students and teachers will go to their assigned positions immediately after the warning has been sounded. Stay away from doors and windows. DO NOT go into the gym because of the danger of collapsing roof or flying glass in this area. Do not run. Strict silence should be observed during a tornado drill. An announcement will be made at Patrick Henry Elementary.

FIRE DRILLS

Fire drills will be held every month that the school is in session. Teachers will close windows and doors, check restrooms, and count the students as they are lined up in the designated area. We should be able to clear the building in less than two minutes using proper fire exit routes. Do not run. Check the alternate routes in case the regular exit is blocked. Strict silence should be observed during a fire drill. A siren will be used at Patrick Henry Elementary.

A.L.I.C.E DRILLS

A.L.I.C.E drills will be conducted yearly as required by law. Students will be instructed in the proper procedure.

LIBRARY PROCEDURES

Fines may be charged for excessively overdue materials. Students will be charged for the actual value of lost or damaged items.

CODE OF CONDUCT

All of the following rules are open to the professional discretion and interpretation of the administration. Their actions are subject to appeal to the Superintendent and/or the Board of Education as outlined in the Expulsion and Suspension segment of this handbook. All school rules, regulations, and policies apply to all

school functions and activities during school and any non-school hours at Patrick Henry or at other schools.

DISCIPLINE

The building principal is charged with proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use any of the following disciplinary measures to correct student behavior:

1. Arrange student conference.
2. Arrange student, parent, and teacher conference.
3. Assign detention.
4. Suspend student (either in or out of school).
5. Call juvenile authorities and/or police.
6. Recommend expulsion to the Superintendent.
7. Prescribe other acceptable disciplinary measures.

Disciplinary action listed above may result from a violation of any of the following rules:

1. Failure to serve detention.
2. Forgery
3. Bringing a dangerous object to school.
4. Fighting, harassing, or intimidating another person.
5. Using profanity or obscene gestures.
6. Disruption of school.
7. Disobedient or rebellious action toward school personnel.
8. Destruction/defacing of school property.
9. Disrespect to another person.
10. Obstructing an investigation, including lying or not telling all of the truth (lying by omission).

The offenses and actions listed herein are by no means complete. Any offense not listed will be treated according to its severity.

GANG ACTIVITY

A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals. Gang affiliation, insignias, clothing and jewelry associated with gangs, graffiti, gestures, initiations, harassment and any behaviors that are gang related will not be tolerated in school, on school grounds and buses or at school related activities. Students involved in gang related activities while at school will face disciplinary action that may include (but not limited to) out of school suspension or expulsion. Police agencies will be notified of all gang policy violations.

BULLYING

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or to the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Consequences of bullying to include: First offense – serious conversation with the bully – review school form – send copy of report to bully's parents – student has lunch detention for three days and loss of all recesses for three days. Second offense – bully has lunch detention, loss of all recesses for five days and student meets with the guidance counselor during a minimum two week period. Third offense – bully receives in-school suspension with the number of days to be determined by the principal and counselor. Fourth offense – bully receives out-of-school suspension with the number of days to be determined by the principal and counselor.

ACTS OF VIOLENCE

A student who commits or threatens to commit an act of violence whether written, verbal, or gestured is

subject to suspension and/or expulsion from school. An act of violence is any action which causes fear, intimidation, or harm to another person. Acts of violence may include but, are not limited to:

1. carrying a weapon or making threats to use an object as a weapon.
2. carrying a look alike weapon.
3. threatening or actually planting an explosive device.
4. verbal, written, implied, or gestured, threats to hurt, kill, or do bodily harm to another person.

In most cases, the principal will notify the police or sheriff's department of the incident.

PROHIBITION AGAINST SEXUAL HARASSMENT

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

SUSPENSION

A student may be disciplined for any misconduct or infraction of school rules on property or while attending school functions or activities. School rules are enforced during school and at any function during non-school hours at Patrick Henry or at other schools.

When a student is to be suspended, the student's parents or guardians will be notified. The student will be given written notification of charges and possible action to be taken. He/she will be given a chance to give his/her side of the story.

If a suspension follows, a notice will be sent to the parent or guardian. The notice will state the length, date, time and reason for the suspension. The notice will also state the right of appeal of the action to the superintendent or his/her designee. All matters shall proceed in accordance with due process.

The suspension will begin as determined by the principal. The above does not apply if school authorities feel the circumstances are such that a student's presence in the school building would be hazardous or disruptive. In such cases, students will be removed from school by "emergency removal". The principal may suspend up to ten (10) school days. Days missed during a suspension are considered unexcused absences. The student may not participate in or attend extra-curricular activities the day(s) of the suspension. The grade for a completed classroom assignment missed because of a suspension will be reduced by twenty-five percent (25%). Completed assignments must be submitted by the date detailed on the suspension notice.

DETENTION

The student must serve the detention on the date assigned or make arrangements with the teacher or building Principal to change the date due to an emergency. A detention will not be served on the day of the infraction. A note will be sent home with the student when the detention is to be served. The parent/guardian will be responsible to sign and return the detention slip within 24 hours to the teacher or building Principal. A parent/guardian will be responsible for transportation associated with the detention.

SATURDAY SCHOOL

Students in grades K-8 may be assigned to Saturday School for disciplinary reasons, failure to complete assignments, or in lieu of suspension. Failure to appear for Saturday School may result in suspension.

IN-SCHOOL SUSPENSION

This is a disciplinary procedure used to keep students in school.

1. Students report as assigned on the day scheduled for in-school suspension.
2. Students will bring pen or pencil for work to be done. Students will be allowed to make up class work missed. Principal's assignments will be done during the suspension.

3. Students will be allowed restroom breaks and a lunch break.
4. Students are not allowed to sleep or work on non-school projects.

EXPULSION

A student may be expelled for misconduct on school property or at a school-sponsored activity on or off school property by the superintendent.

Reasons for expulsion may include, but are not limited to:

1. Intentionally doing bodily injury to any person.
2. Any possession, use, or threat to use a weapon.
3. Any act of arson.
4. Any act of theft or destruction of school property or personal property of any person associated with or employed by the school.
5. Any possession or consumption of illegal drugs or alcohol while attending school or a school-sponsored activity.
6. Illegal attendance on school property or repeated truancy.
7. Chronic misconduct.
8. Sexual Harassment.
9. Intentionally setting off a fire alarm or other threats to the safety and order of a school.
10. Sale of drugs or any illegal substance.
11. Violations of the Board of Education policies, school rules and regulations as adopted by the Board of Education.
12. As required by state or federal law. The Superintendent shall use the same procedures as stated for suspension. No student shall be expelled without the following:
 - a. A written notice sent by the Superintendent, to the students, parents or legal guardian, describing the charges against the student, the possible actions to be taken, and the date, time and place of the hearing to be held by the Superintendent or designee.
 - b. At a hearing before the Superintendent, the student, or parent/legal guardian is given an explanation of evidence in support of the charges, reasonable opportunity to question or confront any adult accuser or witness who is employed by the Board of Education, and a reasonable opportunity to present evidence through witnesses or otherwise in defense or denial of the charges. The Board of Education may, by majority vote, reinstate the student to school. The length of the expulsion shall be in accordance with state law. All days that a student is expelled will be graded zero and be averaged for final grades. The expulsion shall be for a period of up to eighty days or as required by the law or Board of Education policy.

THEFT

Students should be very careful of private and school property and are not encouraged to bring large amounts of money or valuables to school. If a student is caught stealing or is an accomplice in stealing, the following may result: up to ten days out of school suspension and possible expulsion proceedings considering the extent of the theft. All offenses will be referred to the juvenile authorities. The school will not be liable for any loss or damage to personal valuables.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the Board of Education. Students, who disfigure property, break windows, or does damage to school property or equipment will be required to pay for the damage or replace the item. Willful destruction may result in the following consequences: up to ten days out of school suspension and possible expulsion proceedings considering the extent of the damage.

TOBACCO

Students found smoking, in possession of, or in the process of ridding himself/herself of a cigarette or other tobacco product in the school building, on the school grounds, on the school bus, or at any school sponsored activity will receive the following:

- First offense = One day out of school suspension
- Second offense = Three days out of school suspension
- Third offense = Ten days out of school suspension

Fourth offense = Expulsion proceedings will commence

ALCOHOLIC BEVERAGE

A student found drinking, possessing, or selling alcoholic beverages or under the influence of alcohol on school property, on the school bus, or at any school sponsored activity will receive the following:

First offense = Five days out of school suspension

Second offense = Ten days out of school suspension

Third offense = Expulsion proceedings will be recommended.

SUBSTANCE ABUSE

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, inhalant, or intoxicant of any kind. The term “drug” as used in these rules also includes: look-alikes, substitutes and /or placebos, carrying or an implied representation as a drug.

First offense = Ten days out of school suspension

Second offense = Recommendation for expulsion

Notification to parents, probation, juvenile authorities, and the Superintendent will take place.

A student found selling drugs or possessing drug related instruments or paraphernalia will be recommended for expulsion to the Superintendent. Authorities will be notified.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection reported to the principal will have the following penalties:

First offense = Communication with parents

Second offense = A Saturday School will be assigned and a conference with parents.

SUBSTITUTE TEACHERS

Students are expected to behave properly at all times, especially when the class is under the authority of a substitute teacher. Students who misbehave while under the authority of substitute teachers may be assigned to a Saturday School on the first offense. Continued misbehavior while under the authority of a substitute teacher may result in suspension from school.

ELECTRONIC DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, on school vehicles, at after school activities and at school-related functions. However, during school hours it is at the discretion of the teacher or principal if the cellular telephone or other ECD may be used. Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator, teacher or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

Students may use ECDs while riding to and from school on a school bus or other vehicle provided by the Board of Education or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms, and school vehicles.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD.

If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

DRESS CODE

The Patrick Henry Schools adhere to the concept that the school is not a place to exhibit fads and fashions that detract from the stated educational goals and philosophy of the Board of Education. It is believed that neat, clean, and discreet dress does much to foster a desirable self-image.

Experience has proven that better dress has resulted in better behavior. Therefore, all students should subscribe to the following code of dress:

Clothing

- A. Wear neat, appropriate, and properly fitted clothes. Sheer and/or low cut blouses, halter tops, tube tops, or ill-fitting sweaters may not be worn. No articles of clothing that show off the midriff are to be worn. Shirts must be buttoned at all times. Tank tops are not permitted. No sweatshirts or T-shirts may be worn that have an objectionable saying and/or picture or sayings with a double meaning.
- B. From the beginning of the school year through October 31 and beginning April 1st until the last day of school, shorts and culottes no shorter than three inches above the knee, not frayed or torn, may be worn. Biker shorts, spandex, boxer shorts, and other similar apparel will not be permitted. Other times during the school year, culottes and /or skorts three inches above the knee cut fully enough to look like a skirt may be worn.
- C. All sleeveless tops and dresses must cover the shoulder. Shoes must be worn. Sandals are permitted but no "flip flop" type sandals. Hats, caps, or other head coverings are not to be worn in school unless there is a designated function.
- D. Ill-fitting clothing is not permitted. Students must wear their clothing so that undergarments are not exposed at the waist line, or worn too low on the hips. Students must wear a belt or other support for pants that are too large. Pants may not be bunched at the shoes so as to create a safety hazard. Other questions of improper dress will be addressed on a case by case basis by the teachers and principal. Suspensions may result from violation of the dress guidelines.
- E. No shoes with wheels on the soles may be worn.
- F. No body piercings other than the ears.

ABUSE OF COMPUTER HARDWARE AND/OR SOFTWARE

A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computer programs or data files (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using computer facilities of the school district for purposes unrelated to the instructional program of the district, unless written permission from the superintendent has been obtained. Students who violate this rule are subject to disciplinary action.

RULES AND REGULATIONS FOR SPORTING EVENTS

Students are encouraged to attend and support athletic events, and the following is the expected behavior:

- 1. Treat visiting teams, fans, and officials as guests.
- 2. Never "boo" anyone at anytime for any reason.
- 3. Conduct yourself in a manner that will be a credit to our school.
- 4. No horseplay or running will be tolerated. Any student conduct that is considered to be in poor taste or a detriment to the game environment will result in either a suspension from that game and/or future games, suspension or expulsion from

- school, or handled by the police.
- 5. Students are reminded to demonstrate respect during the playing of the National Anthem at all athletic events.
- 6. During appropriate athletic events, students are to stay off the running track, the playing field, and out of the halls.
- 7. If a student is absent from school all day due to illness but attends a school activity that evening, his/her absence will be marked unexcused.

STUDENT BEHAVIOR OFF SCHOOL PREMISES

- 1. Regular school policy applies to all students in attending at all extra-curricular activities at home or away.
- 2. Students are subject to school discipline or referral to other appropriate agencies for harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during school and non-school hours.

PLAYGROUND RULES

Recess is a time for socializing and play. Please use all equipment for its intended purpose with safety in mind. Please be kind to others.

GENERAL RULES:

- A. Sit on the swings and swing straight. Only one person per swing with pushing only allowed from behind the swing.
- B. Balls should be carried in and out of the building. Only soft or nerf balls are permitted. Play in safe or restricted areas away from playground equipment. If a ball rolls into the street or off school property, ask the playground aide for help.
- C. Students should use the restroom and get drinks before going outside or with teacher permission after coming in.
- D. Wear appropriate clothing for the day's weather.
- E. Report problems or accidents to the playground aide.
- F. If you take equipment outside, be sure it comes back in.
- G. Be considerate of others by sharing the equipment.
- H. Line up quietly and quickly when the bell rings or when told to do so.

BEHAVIORS NOT ACCEPTABLE ON THE PLAYGROUND:

This list is not all-inclusive – there may be other rules as deemed necessary for the safety of students.

- A. Fighting or arguing
- B. Throwing snowballs, sticks or other objects
- C. Name calling
- D. Spitting or chewing gum or eating food
- E. Playing around cars or bicycles
- F. Bringing personal toys
- G. Throwing or kicking balls out of designated areas
- H. Walking or standing on swings or across tops of climbers
- I. Playing in mud, water, or on ice
- J. Throwing stones or placing them in places other than on the ground
- K. Playing tag on the equipment

CONSEQUENCES FOR BREAKING A RULE:

- A. Warning or reminder of the rules.
- B. Standing by wall for a specified period of time.
- C. Loss of part or one entire recess.
- D. Further disciplinary action as deemed necessary.

TITLE IX GRIEVANCE PROCEDURE

Title IX of the Education Amendment of 1972 says, “No person shall on the basis of sex be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity securing federal financial assistance.”

Step 1 - Any student who has a disagreement, the basis of which is sex discrimination, may file a statement in writing with the Principal summarizing the complaint. A copy is sent to the Superintendent.

Step 2 - Within five days after the receipt of the written complaint, the Principal shall conduct a hearing and notify the complainant of the date, time, and place of said hearing. Within five days after the hearing, the complainant shall receive in writing, from the Principal, the action taken in grievance with a copy to the Superintendent.

Step 3 - If Step 2 does not satisfy the complaint, a written request for a Superintendent’s hearing shall be filed within five days after receipt of action in Step 2. The same time stipulations and hearing procedures shall apply at this level as enumerated in Step 2.

Step 4 - If the complainant is not satisfied with action in Step 3, a Board of Education hearing may be requested within five days of receipt of the action taken in Step 3. The same time stipulations and hearing procedures shall apply at this level of grievance as enumerated in Step 2.

Step 5 - If action taken by the Board of Education does not satisfy the complainant, legal action should be taken. The offenses and actions listed by no means are complete. Any offense will be treated according to its severity by detentions, suspensions.

BUS RULES AND REGULATIONS

The following rules are mandated by the State of Ohio to establish minimum requirements for safe student transportation. Since riding the bus is a privilege, every student who rides a bus is subject to the following rules:

1. Students shall arrive at their regular bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior on the bus or at the bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the bus driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps unless given special permission from the bus driver.
13. Students must leave or board the bus at locations to which they have been assigned unless they have administrative authorization to do otherwise.
14. Students must not put head, arms, or legs out of bus windows.
16. The driver of the bus has complete responsibility for the bus and each student. Each student must obey the driver.
17. Unnecessary conversation with the driver is prohibited while the bus is moving.
18. Any and all damages caused by a student will be the student’s responsibility to replace or repair.
19. All school rules are in effect on the bus.
 - A. First bus offense will result in receiving a written bus misconduct warning.
 - B. Second offense = loss of riding privileges for five school days.
 - C. Third offense = loss of riding privileges for ten school days.
 - D. Fourth offense = loss of riding privileges for a period of up to 80 days or the number of school days remaining in the school year, whichever is less. If an act is severe and blatant, it may result in immediate loss of riding privileges.

GRADING

Elementary School – Grades K-2

Students will be given a student progress report each nine weeks. Interim reports will be sent during mid quarter. The following scale will be used in reporting progress:

M= Meets Standard

P= Progressing towards the standard

L= Limited progress towards the standard

Elementary School - Grades 3 - 4

The following scale will be used reporting progress:

A = 90 - 100

D = 65 - 69

S = Satisfactory

B = 80 - 89

F = 0 - 59

U = Unsatisfactory

C = 70 - 79

NI = Needs Improvement

Grade cards will be issued one week after the end of the school day on the grading period. Final grade card will be sent home with the student on the last day of school.

Interim reports will be sent to parents of students who are in danger of failing, low achieving, and those not working to capacity at the mid-point of each grading period.

PROMOTION, RETENTION, PLACEMENT

The promotion or non-promotion of an elementary student will be done in one of the following ways to all grade levels: Promoted, Retained and Placed.

If a student is retained, he/she will remain at the same grade level the following school year.

If a student is placed, he/she will go into the next higher grade level the following school year. Placement should be used when a child does not complete the year's work satisfactorily and it is the opinion of his/her teacher, principal, and school psychologist that retention would not be in the best interest of the student. When placing a child, the following areas of the child's development should be studied and taken into consideration: cognitive development, physical development, social development, emotional development, and age.

A student who has failed two or more of the required subject areas in the current grade shall be retained, unless the student's principal and teachers agree that the student is academically prepared to be promoted to the next grade.

"Academically prepared" as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work records and has concluded that in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

With respect to school attendance, Ohio Revised Code Section 3316.609 requires that students be in attendance at least 90% of the days in session. Attendance must begin with the first week of the school term and within one week of the date on which the child begins to reside in the district. Any student who has been truant for more than 10% or more of the school days and who has failed two or more subjects cannot be promoted in the absence of an agreement between the Principal and teachers that the student is academically prepared for the next grade level.

The criteria for promotion or non-promotion for a student may vary. The criteria for each grade level will be as follows:

Kindergarten

To be promoted to the first grade, a student must be doing satisfactory work in the reading program and other curricular areas.

First Grade

To be promoted to the second grade, a student must be doing satisfactory work in the reading program and other curricular areas.

Second Grade

To be promoted to the third grade, a student must be doing satisfactory work in the reading program and other curricular areas.

Third Grade

A student may not be promoted to the fourth grade if he/she is not doing satisfactory work in the reading program or he/she receives a yearly average of "F" in two or more major subjects. The major subjects are Math, English, Spelling, and Reading.

A student may not be promoted to the fourth grade if he/she does meet the requirements of the third grade reading guarantee.

Fourth Grade

A student may not be promoted to the fifth grade if he/she is not doing satisfactory work in the reading program or he/she receives a yearly average of "F" in two or more major subjects. The major subjects are Math, English, Spelling, Reading, Science & Health, and Social Studies.

ACCELERATION

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measure ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grades/courses the student will skip.
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s).
- C. potential for success in the accelerated placement based on sufficient proficiency at current level.
- D. social, emotional and physical maturation necessary for success in an accelerated placement.

Early Entrance to Kindergarten

The District provides early entrance to kindergarten for qualified students. Before a student is tested and evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian. Copies of the referral forms for evaluation for early entrance to kindergarten are available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

The members of the Patrick Henry Local School Board, the Superintendent, the Building Principals, and the teachers are in agreement with the policy for promotion, retaining, acceleration, or placement of students in the Patrick Henry Elementary Schools. The decision for promotion or non-promotion of a student which is made by personnel of the Patrick Henry Elementary School will be upheld by the Administration and the Board of Education.