

Hazel Harvey Elementary School



A Handbook for
Parents & Students
2025-2026

The ABC's
of
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Hazel Harvey Elementary School

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Welcome to Hazel Harvey Elementary!

The staff and volunteers of Hazel Harvey Elementary School welcome you to an exciting new school year! We encourage you to set high goals, strive for excellence, and be a positive role model for your peers. This year, you will have many opportunities to learn in a variety of ways and participate in activities that will create lasting memories.

We encourage you to build strong friendships with your classmates and teachers. Our entire school community—including teachers, special area teachers, secretaries, administrators, cafeteria staff, and custodians—is here to support you. Our goal is to help you reach your full potential. Set your sights on success, and we will work together to help you achieve it.

Success requires effort and commitment. Paying attention in class, actively participating, completing assignments on time, and always striving to do your best are key habits for achievement. Most importantly, believe in yourself and maintain a positive attitude.

Parents play a vital role in your success as well. Keep them involved by sharing what you learn each day. Establish a dedicated study space and a consistent study routine at home. Remember, success is a team effort—one that includes your school, your family, and you.

Let's make this a fantastic year of learning and growth!

Academic Expectations

For students in grades K-2, progress reporting will be non-graded and reflected on the report card using the following scale:

- **A – Advanced Understanding:** The student demonstrates a deeper understanding of grade-level standards and independently exceeds expectations.
- **S – Skilled:** The student consistently applies knowledge and skills expected at this grade level.
- **P – Progressing:** The student is working toward mastery of grade-level knowledge and skills but has not yet achieved full proficiency.
- **N/A – Not Assessed:** The standard has not yet been introduced.

Additionally, the progress report evaluates effort in each academic area using the following symbols:

- (+) Consistently high effort
- (√) Expected effort

- (–) Minimal effort

This system provides a clear understanding of your child's progress and areas for growth.

Address & Phone Number Changes

Chippewa Local Schools uses an online data system for managing school forms. Parents/guardians must update their child(ren)'s information electronically through **Final Forms** (<https://chippewa-oh.finalforms.com/>) to ensure the school has the most up-to-date records.

In addition to updating Final Forms, please **notify the school secretary immediately** if there are any changes to:

- Residential address
- Emergency contact person(s)
- Custody arrangements
- Telephone numbers (home, cell, or work)

Accurate contact information is **critical in case of an emergency**. Please provide at least two additional emergency contacts and a valid email address.

Arrival & Pick-Up Procedures

School Hours: 8:25 AM – 3:30 PM (*Tardy bell rings at 8:40 AM*)

With a mix of students arriving by **bus, private vehicle, or walking**, we strive to maintain an **organized and safe** arrival and dismissal process. To minimize confusion and ensure student safety, we ask that all families follow **designated procedures** and practice **patience and consideration**.

Further details on arrival and dismissal procedures, including new busing routes, will be provided before the start of the school year.

Arrival to School

Bus Riders

Students arriving by bus will enter through the **front driveway and bus loop** via Brooklyn Ave. Buses will arrive around **8:15 AM**, and students will enter the building through the **cafeteria entrance**, where they will remain until **8:25 AM**.

Drop-Offs (Car Riders)

Parents dropping off students must use the **car loop** via the **back driveway off Elmwood Drive**. Students will enter through the **playground doors**. **The school doors will remain locked until 8:25 AM.**

Walkers

Students who walk to school or are driven by parents **should not arrive earlier than 8:25 AM**. There is **no supervision before this time**, and students arriving early will be unsupervised outside until the doors open.

To ensure safety, please remind your child to wait calmly at the front entrance. Running, chasing, or treating the area as a playground is not permitted.

School Dismissal

Bus Riders

Students who ride the bus will be dismissed to the **back of the school** for bus boarding.

Walkers

Walkers will be dismissed at **3:30 PM** and will exit through the **main lobby doors**. They will be **escorted by two staff members** across Brooklyn Ave. and Howard Street.

Car Riders (Parent Pick-Up)

Dismissal for car riders will follow a **placard system**:

- Parents/guardians will wait in the **car loop off Elmwood Drive**.
- A staff member will **radio inside** to line up children as their parents arrive.
- **A pickup placard with the child's name is required** to use the car loop.

If a parent does not have the pickup placard:

- They must **park in the main lot (Brooklyn Ave. entrance)**.
- Enter the **lobby** to sign out their child.
- **Children are not permitted to walk to the parking lot unsupervised.**

Carpooling:

- Each child requires an individual placard. For example, if a parent is picking up five children, they must have five placards.
- Placards will be **distributed at Open House and during the first week of school** for families using the car loop daily.
- Additional or replacement placards can be requested anytime during the school year.

Parent Pick-Up Deadline

All students **must be picked up by 3:45 PM**.

Attendance & Tardiness

Attendance Policy

Regular attendance is essential for student success. Ohio law requires parents to ensure their child attends school regularly and arrives on time.

Students are permitted **10 days (65 hours)** of absence for personal reasons with a **written note from a parent**. Beginning with the **11th absence (excused or unexcused)**, absences will only be excused with **written documentation from a physician or medical provider**. Without proper documentation, the absence will be considered **unexcused**, and excessive unexcused absences may lead to a referral to **Juvenile Court for truancy**. Reminder letters will be sent to parents once a student reaches **10 or more absences** without a doctor's excuse.

Excused Absences

The **Ohio Department of Education** provides the following guidelines for excused absences, which require proper documentation:

- **Illness (extended) or illness in the family** – Requires a **doctor's verification** for extended absences. Illness in the family should be discussed with the principal.

- **Medical appointments** – Parents should schedule appointments outside of school hours when possible. If a student must leave during the school day, a **parent note** is required before school, and **written verification from the doctor/dentist** is needed for the absence to be excused.
- **Court appearances** – Must provide proof of attendance.
- **Quarantine** – Limited to the period set by health officials.
- **Family vacation** – Requires **pre-approval using a Planned Absence Form** (available in the office). Limited to **one request per year, up to 5 school days**, and must be **prior to the 11th absence**.
- **Extreme emergencies** – Subject to administrative approval.
- **Religious holidays** – Students will be excused for religious observances.

Reporting an Absence

If a student is absent and the school has not been notified, staff **must** attempt to contact parents by law (O.R.C. 2903.3).

- Parents should **notify the school by 9:00 AM** at **(330) 658-2522**.
- An answering machine is available for messages before **8:00 AM**.

Truancy Policy (Ohio Law)

A **habitual truant** is a student who is absent **without a valid excuse** for:

- **30 or more consecutive hours**
- **42 or more hours in a school month**
- **72 or more hours in a school year**

Truancy cases may result in legal action:

- **Unruly child** – A habitual truant who has not previously been adjudicated. Courts may recommend interventions.
- **Delinquent child** – A student who violates a **court order** related to truancy. Schools are required by law to take action and may refer students to **Wayne County Juvenile Court**.

Make-Up Work Policy

- Parents may **request make-up work** by calling the office before **9:00 AM**. Assignments will be available for pickup in the office by **3:00 PM** the same day.
- Requests made **after 9:00 AM** may result in materials being available the next school day.
- **Make-up work will not receive credit for unexcused absences.**
- Teachers prefer homework requests after the **second day of absence**, as their priority is the student's well-being.

Leaving School Early

To maintain a focused learning environment, **visitors between 8:40 AM and 3:30 PM** should avoid interrupting classrooms. If your child forgets an item, they will be called down to the office to retrieve it.

If your child needs to leave for an appointment during school hours, please follow these procedures:

- **Send a note in advance** to inform the teacher and office of the pick-up time.
- **Parents/guardians must sign the child in/out** at the office.
- If someone other than a **parent/guardian** is picking up the student, their name must be **listed on the emergency medical card**. The office will require **proper identification**.
- We strongly encourage all **non-parent/guardian pick-ups to be at least 18 years old**.
- Frequent early pick-ups **disrupt the classroom environment** and should be avoided unless necessary.

Bullying Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are feeling left out.
- If we know someone is being bullied, we will tell an adult at school and at home.
- When bullying is reported, staff will take immediate action.

Bus Rules and Conduct

At the beginning of each school year, students will review bus policies, procedures, and conduct expectations, including bus evacuation drills. Riding the bus is a **privilege**, and appropriate behavior is required to maintain that privilege.

Bus Stop Assignments

- Students must **board and exit at their assigned bus stop**.
- Each family will have **one designated pick-up and drop-off location** for the school year. **Multiple transportation locations will not be accommodated.**
- **Students are not permitted to ride the bus home with other students.**

Bus Rules

1. Observe classroom conduct.
2. Be courteous and use respectful language.
3. No eating or drinking on the bus.
4. Keep the bus clean.
5. Follow the driver's instructions.
6. Smoking/vaping is prohibited.
7. Do not damage the bus or its equipment.
8. Remain seated while the bus is moving.
9. Keep your head, hands, and feet inside the bus.
10. No fighting, pushing, or shoving.
11. Do not tamper with bus equipment.
12. No pets on the bus.
13. No flammable materials on the bus.
14. The bus driver has the authority to assign seats.

Failure to follow these rules may result in disciplinary action.

Consequences for Bus Misconduct

Offense	Consequence
1st & 2nd Ticket	Conduct report (bus ticket) and disciplinary action. A phone call home from the principal may occur depending on the situation.
3rd Ticket	Up to 3-day bus suspension .
4th Ticket	Up to 5-day bus suspension .
Further Violations	Removal from the bus for the remainder of the semester or school year .

Severe violations may result in immediate suspension or additional disciplinary action, including school suspension.

Bus Transportation Information

- **Bus Stop Assignments:** You will receive notification of your child's bus stop before school begins. If you are unsure of the stop location, please contact the **Bus Garage at (330) 658-2113**.
- **Arrival Time:** Students must be at their bus stop **at least 10 minutes early**.
- **Emergency Situations:**
 - Under normal circumstances, students must ride their assigned bus.
 - **Temporary changes (daily/weekly) cannot be accommodated.**
 - In emergency cases, call the **Bus Garage at (330) 658-2113** to discuss arrangements.

Preschool Transportation Procedures

- **Loading:** An **adult must board the bus** with the student and secure them into a safety restraint harness.
- **Unloading:** An **adult must be present** at the bus stop to release the student from the restraint harness.

Bus Drop-Off Policy

Parents/guardians must ensure someone is home when students are dropped off.

- If no one is home, students **will not be returned to the school**.
- Instead, they will be taken to the **Transportation Department**.
- If parents/guardians cannot be reached, the **Doylestown Police Department will be contacted**.

Please have an emergency plan in place for these situations.

Cafeteria Lunches

Our school lunches follow **strict government regulations** regarding nutritional value, portion sizes, and meal components. **Milk is required** to be served with every school meal per these guidelines.

A **monthly menu** is created by the cafeteria supervisor and will be:

- ✓ Posted on the **Hazel Harvey webpage**
- ✓ Sent home on the **back of the monthly Hazel Harvey Newsletter**

Meal Options

1. Bring a Sack Lunch

- Milk may be purchased separately.
- Please ensure your child can open all food containers independently. Some common issues include drink cartons, fruit cups with metal lift tabs, and Ziploc bags, which may cause spills.
- **Do not send** glass containers or soda pop.

2. Buy a Hot Lunch

- **Breakfast Price:** \$1.75/day
- **Lunch Price:** \$3.00/day
- Payment options:
 - **Cash or check** (daily)
 - **Online payments** via [PaySchools](#)

Free & Reduced-Priced Lunch Program

- **Applications** are provided in the **first-day packet** for families who qualify under federal guidelines.

- **Why apply?** Even if your child does not participate, **Title I funding** is based on the number of students enrolled in this program.

Cafeteria Behavior & Rules

Students are expected to **practice good table manners** at school, just as they would at home. Inappropriate cafeteria behavior may result in disciplinary action.

Cafeteria Rules

- ✓ Talk quietly during lunch.
- ✓ Keep hands and feet to yourself.
- ✓ Eat only your own food.
- ✓ Clean up your own area.
- ✓ Walk at all times—**no running**.
- ✓ Do not throw food or trash on the floor.
- ✓ Do not kick the table legs.

Consequences for Misconduct

- 1) **Separate seating**
- 2) **Loss of recess time** (standing against the playground wall)
- 3) **Referral to the principal**

Changing Classes

Students will be **escorted** to and from their **special classes**. They are expected to **maintain a quiet and orderly** demeanor during transitions.

Clinic – Student Illness

If a student becomes ill during the school day, they should obtain a pass from their teacher and report to the office. The student will have the opportunity to contact their parents for pickup. Students must be picked up if their temperature exceeds **100.0°F**. They can only be released to a parent or someone listed on their emergency card.

Conditions for Readmission:

A child may return to school under the following conditions:

- The child's temperature has returned to normal for **24 hours**.
- The child is free of any **skin rash**.
- No **vomiting** or **diarrhea** for **24 hours**.
- The child has been treated for **lice infestation** and cleared by the school nurse or office staff.
- A **signed statement** from a licensed physician stating the child is no longer contagious.

Students with **diarrhea** or **vomiting** must be symptom-free for **24 hours** before returning to school. Children with a fever above **99.0°F** should not be sent to school.

Communicable Diseases:

Please notify the school if your child is absent due to a **communicable disease**. Your cooperation will help prevent the spread of the illness. Below are guidelines for exclusion due to specific diseases:

- **Chicken Pox:** Minimum **7 days** or doctor's release.

- **Hepatitis:** Doctor's release required.
- **Impetigo:** Until lesions are dry.
- **Measles (3-day & 9-day):** Minimum **10 days** after rash appears.
- **Mononucleosis:** Minimum **7 days**.
- **Mumps:** Until swelling is gone.
- **Pediculosis (Lice):** See guidelines below.
- **Pink Eye:** Until discharge disappears.
- **Ringworm:** Until under treatment.
- **Scabies:** See guidelines below.
- **Scarlet Fever:** Minimum **5 days**.
- **Strep Throat:** Doctor's release required.

Lice Control:

Hazel Harvey follows a **no-nit policy**. Parents will be contacted if nits are found in their child's classroom. If nits are found, the following steps must be followed:

- **Parent Contact:** The parent is called to remove the child from school.
- **Treatment:** The child must be treated with over-the-counter or prescription lice shampoo.
- **Nits Removal:** The hair must be combed or brushed free of nits (eggs) using a fine-tooth comb.
- **Recheck:** After treatment, the parent must bring the child to the office for a **nit-free check** before returning to school.

Precautions:

- All children in the class will be checked.
- Siblings will be checked, and other schools will be notified.
- The classroom will be disinfected and sprayed with lice prevention spray.
- Personal items will be stored in large tied garbage bags.

Scabies Control:

Scabies is an infestation of the skin caused by the "human itch mite" and spreads primarily through direct skin contact. It is diagnosed by a doctor. Treatment consists of an overnight application of prescribed lotion. After treatment, the child may return to school the next day.

Contagious Disease Return Guidelines:

Below are guidelines for when a child may return to school after contracting a contagious disease:

- **Chicken Pox:** When scabs are dried and crusted.
- **3-Day Measles (Rubella):** When the rash disappears.
- **Measles:** When the rash disappears.
- **Mumps:** When swelling is gone.
- **Scarlet Fever:** Only with doctor's permission.
- **Whooping Cough:** When the cough subsides (usually 3 weeks).
- **Pink Eye:** When discharge ceases and eyes are clear.
- **Impetigo:** When lesions have healed.
- **Pediculosis (Head Lice):** When all nits and lice are gone.
- **Strep Throat:** After receiving **24 hours** of antibiotic therapy and no fever for **24 hours**.

COMPUTER USAGE

Computers are available for student use throughout the building. Students must sign an “Acceptable Use Policy” in order to use the computers. This policy establishes the guidelines for computer usage. Any violation of the acceptable use policy may result in loss of computer privileges. Students are not permitted to use the computer lab without previous arrangements with a teacher.

CURRICULUM AND INSTRUCTION

The curriculum is in compliance with the State Minimum Standards and in accordance with the State of Ohio Academic Content Standards and Common Core Curriculum.

1. Core Subjects
 - Mathematics
 - Language Arts (including reading, writing, spelling, English)
 - Social Studies
 - Science/Health
2. Support Services
 - Physical Education
 - Music
 - Art
 - Library
 - Technology

CUSTODY SITUATIONS

Law requires parents to notify and supply school officials with legal documents if a custody situation exists or changes. The custodial parent or legal guardian must live in the school district where the child attends school.

When a child custody order or decree is issued, including a temporary order of child custody, the custodial/residential parent of the student shall notify and supply school officials with the court’s certified copy of legal documents pertaining to the custody and visitation arrangements. In the final analysis, the custodial/residential parent has been assigned the responsibility to report the court action to the school district.

All biological parents of children have rights to their children’s academic records regardless of how the parent might feel about it UNLESS we have a written court order stating otherwise. We will try our best to honor special custodial issues as long as it doesn’t put the child or the school in a complicated and unreasonable situation.

DENTAL OR MEDICAL APPOINTMENTS

We encourage parents to make these appointments after school hours when possible. Otherwise, children will be excused with a written note or personal contact by the parent.

CELL PHONES/SMART WATCHES

Cell phones **ARE NOT** permitted in school—any cell phone/smart watch found on a child will be confiscated and held until a parent can come to the school and retrieve it.

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones must be as limited as possible during school hours. The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that: 1. limit student use of cellphones during the school day as much as possible; 2. reduce cellphone related distractions in the classroom as much as possible and 3. permit a student to use a cellphone or other electronic communications device for student learning or to monitor or address a health concern if included in a student’s individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern. Such procedures must be included in all student handbooks. Student cellphones and electronic communications devices may only be used

in compliance with these procedures. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline. The Board reserves the right to restrict all student cellphone use during the school day. The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

DISTRACTIONS – NO TOYS, CELL PHONES, SMART WATCHES OR TABLETS

Students are **NOT** to bring to school items that may be distracting to the educational process, such as handheld electronic games, cell phones trading cards, toys and other articles determined to be disruptive by the building principal.

DRESS CODE

While attending school, students are expected to wear appropriate attire that does not detract from the educational environment nor create a safety or health hazard. Dress code violations include but are not limited to the following:

No hats, sunglasses, bandannas, chains

Cut-off shorts, cut-off sweats, spandex shorts, short-shorts (finger-tip length is acceptable)

Tattered or soiled clothing – including holes, rips, tears, etc.

Message clothing – drug, alcohol, tobacco, sexually suggestive, violence or vulgarity

Hats in classrooms

Spaghetti strap tops, halter tops, midriff tops, see-through apparel

Dress Code violations include but are not limited to the following:

Footwear must be worn at all times – **flip flops or high heels are not permitted.** When children play on the playground, flip flops and high heels have caused students to get their feet trapped in equipment, they have slipped on the blacktop.

No open-toed shoes

No unusual hair coloring, (i.e. green, blue, etc.) or hairstyles that are distracting or take away from instruction

Pants may not “sag” or “droop.”

Roller-Shoes—wheels must be removed.

No shoes that play music while the child walks.

***Please make sure your child either wears his/her tennis shoes on their P.E. day or keeps a pair of tennis shoes here at school in their locker. Tennis shoes **MUST** be worn on gym days.

Violations will result in immediate correction, which may include parental contact or disciplinary action assigned by individual classroom teachers.

EMERGENCY MEDICAL AUTHORIZATION FORM

During the first few days of school, parents are encouraged to complete all student information online through Final Forms (<https://chippewa-oh.finalforms.com/>). This online system takes the place of the yearly packets of paperwork to be completed. Once you have entered your child's information within this system, it will remain in the system from year to year. In the event of an emergency requiring medical treatment, the elementary school will follow the information provided on the online forms. **THIS IS A VERY IMPORTANT DATA AND MUST BE ON FILE FOR OFFICE USE. If emergency information changes during the year, please update your account in Final Forms.**

Children who require emergency treatment for specific illnesses should have specific treatment or cautionary procedures available to all teachers. Any information about emergency or medical treatment must be provided to the school from the medical provider, with the child's name and medical instructions for staff. Please send notes containing information such as this directly to the Principal so that she may facilitate informing appropriate personnel.

ENTRANCE AND WITHDRAWAL REQUIREMENTS

KINDERGARTEN:

To be eligible for kindergarten a child must live in the Chippewa Local School District and be five (5) years old on or before August 1. Registration will be held at Hazel Harvey Elementary School in the spring. Kindergarten students are now screened in the fall two days before the official first-day of school for kindergarten. Students are screened with the state-mandated KRA assessment. Students are also screened in speech, hearing, gross motor and fine motor skills.

NOTE: Law mandates that all children complete a kindergarten experience before entering first grade.

GRADE ONE:

To be eligible for grade one a child must live in the Chippewa Local School District, be six (6) years old on or before September 30, and have completed kindergarten.

EARLY ENTRANCE:

By state law, parents of a child who will attain the age of five between August 1 and December 31 may request testing for early entrance to kindergarten. This testing is done in May prior to the opening of school. Children must pass social, emotional, and academic tests at a prescribed level, and must satisfy the requirements established by Board Policy.

EXPECTATIONS FOR STUDENTS

Students are expected to come to school ready to learn. Students are responsible for their actions, appearances and general attitudes. We expect them to be positive, inquisitive and determined to be a success at Hazel Harvey Elementary School.

Students are expected to follow general classroom and hallway rules. Some basic expectations include:

- Be prepared for class with completed homework and supplies.
- Protect books with book covers and be responsible for them.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will keep their hands, feet and objects to themselves.
- Students may not disrupt the learning process.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security to their own property.
- Students are to speak to others in an appropriate manner.
- Cell phones, computerized video games, radios, tape players, laser pointers or walkie-talkies or other electronic devices are not permitted.

Teachers are all asked to remind any student to follow the building rules. Consequences will be based upon individual classroom discipline plans. Parents will be included in the sequence of steps, and when the parent is notified of a problem, the principal will be given notification also. Parent notification will include behavior of student, consequences given, request for assistance from parent to reinforce acceptable behaviors, and the next step in the process.

SCHOOL FEES

Students are charged a school supply fee each year. Effort is made to keep these fees as low as possible. This year, the school supply fee is \$50.00 for all students, and will include online educational resource and licenses, learning workbooks, and classroom hands on resources for your child. Fees can be paid through the school office via cash or check, or can be paid online via credit/debit card through <https://www.payschoolscentral.com/>

FEES NEED TO BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. NO EXEMPTIONS WILL BE PERMITTED. IF YOU CANNOT PAY YOUR FEES ENTIRELY, YOU MUST MAKE ARRANGEMENTS TO MAKE INSTALLMENTS/SET UP A PAYMENT PLAN.

IF FEES OR ARRANGED INSTALLMENTS HAVE NOT BEEN PAID, UNFORTUNATELY YOUR CHILD WILL BE EXCLUDED FROM ALL EXTRA CURRICULAR ACTIVITIES AND WILL NOT RECEIVE A QUARTERLY REPORT CARD UNTIL THEY HAVE BEEN PAID.

FINES

Fines will be charged for the following:

1. Damaged or Lost Textbooks – Students are responsible for textbooks assigned to them. If a textbook is lost or if damage exceeds normal use, the student will be charged for an amount based on replacement or repair cost.

2. Library Charges – A schedule of charges for overdue, damaged, or lost books is available in the school library.
3. Any Non-Sufficient Fund fees for any check written to school.

**If fines are not paid, all report cards will be held starting in the first nine weeks.

FIRE, TORNADO AND CRISIS PRACTICE DRILLS

Periodic drills are required by law. Maps are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill:

- 1 Walk rapidly in a single file, do not run.
- 2 Take purses or any personal valuable with you.
- 3 Books should be left in the room.

FIRST AID:

If a student becomes ill or injured, they will be sent to the office. The secretaries will attempt to make arrangements with the parents when a child is ill. Telephone numbers will be obtained from the emergency medical cards. Please continue to update the school regarding emergency contact number changes. NOTE: Our school nurse is only in our building for a few hours each week. We are not able to administer first aid treatment. Minor wounds are cleansed with water and a Band-aid applied. Parents/guardians are notified for stings, bug bites and rashes. We do not treat serious wounds.

FOOD ALLERGIES:

List any allergies on the Emergency Procedure Form.
This includes food, environmental and medication allergies.

GIFTED PROGRAM

It is the responsibility of Chippewa Local Schools to identify the gifted and talented students. These students have learning styles that thrive with instruction that reaches multiple modalities.

All students in 2nd grade are tested within the school year using a standardized test (IOWA). The scores from these tests are included in the gifted selection rubric. The next step in the identification process is teacher nominations in which all students may be considered. Following the nominations, teachers are asked to complete a Gifted and Talented Evaluation Scale and an academic checklist for each student. From there, all scores are compiled on a rubric. Students are then identified gifted if they meet the state-approved criteria for gifted identification. Enrichment services will be provided to students who are identified gifted.

GROUP TESTING PROGRAMS

Kindergarten – 3 days prior to official start date for kindergarten in the fall

State mandated KRA (Kindergarten Readiness Assessment) and speech screening.

Grade Two: Spring

Standardized Achievement Tests/ IOWA

HALL PASSES – OFFICE PASSES

Students in the halls while classes are in session must have a hall pass or be accompanied by a staff member. Unless otherwise directed by a teacher, students should be released from classes for emergency situations only. Students are not to come to the office for hall passes. They will not be issued. The only passes issued by the office are those given to students who arrive late to school. **Students need a pass to come to the office.**

HOMEWORK

Homework serves an important purpose in your child's life. The time spent on homework is an extension of the school day and a means of reviewing and reinforcing the lesson taught in school. Homework is also a way to help your child develop self-discipline and independent study habits that will assist him/her throughout the years spent in school.

The following suggestions will aid you as you help your child develop some routines that will be of assistance in successfully completing homework assignments. Supervising homework is the most important thing a parent can do to

ensure a child's school success. Students are required to complete homework and turn in assignments the next school day. Failure to turn in homework promptly may yield no credit.

The advice offered below may not always be suitable for every child; however, you can select the suggestions that seem right for your youngster.

1. Help your child schedule a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
2. Our teachers desire to assure understanding before a student attempts independent practice at home. The amount of time homework should take depends on what the school expects, as well as how efficiently a child works. If your child seems to have an unreasonable workload, if the work is consistently too hard or too easy, or if he/she is totally lost, contact the teacher. We intend to provide assignments that reinforce skills, not assignments that generate boredom, frustration, or exhaustion.
3. Assist your child in establishing good study habits by providing a notebook or paper to jot down assignments. Review these assignments daily. **It is important to check and sign your child's agenda on a daily basis.**

IMMUNIZATIONS:

Immunizations are required by law. If for religious reasons you object to immunizations, obtain a card from your church stating the objection, affix your signature, and return the form to the school office. If for philosophical reasons, state your beliefs in writing, affix your signature, and return it to the school office. **Parents are advised that a non-immunized child is subject to exclusion from school in the event of an outbreak of a communicable disease.**

INTERIMS AND STUDENT PROGRESS

All student progress can be assessed through the on-line Progress Book website. If you do not know your user name or password, please call the office at Hazel Harvey. Since this is available to parents, we will no longer be sending home interims. However, if you do not have access to a computer, parents need to call 330-658-2522 and request a copy of their child's progress. It is also important to note that even if your child shows a certain grade for an academic area, the final report card grade may change due to other criteria not recorded in Progress Book.

LOCKERS

Student lockers, desks, cabinets, and similar property are the property of the Chippewa Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning, for reasonable cause. Any such search will include school officials and the district resource officer.

MAKE-UP WORK

If absent one day, a student will have at least one day to make it up. A reasonable amount of time will be given for notice of a test.

MEDICATIONS DISPENSED

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medications including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

If your child needs medication for the first day of school, please bring medication to school and fill out the necessary paperwork BEFORE school starts. If your child is diabetic or has severe allergies, such as peanuts, a meeting with the principal and school health provider needs to be held before school starts to document pertinent protocols.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and the child. Before any medication or treatment may be administered to any student during school hours, **the Board shall require two forms completed prior to administering medication. There is one form for the doctor to sign called the Physician Statement. The other form that needs to be signed by the parent is called the Authorization for Prescribed Medication or Treatment. Also, PARENTS ONLY can bring the medication to school—DO NOT SEND MEDICATION WITH YOUR CHILDREN. When you bring the medication to school with the proper forms, parents must sign they dropped off the medication, and they must sign when they pick it up.**

Only medication in its original prescription bottle (labeled with the date of prescription, student's name, and exact dosage) will be administered, and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure is prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as noted, stored in the Principal's office and administered in accord with this policy.

Parents are requested to provide all medical supplies for students and to assist the staff with monitoring the plans for students in school.

If your child needs medication for the first day of school, please bring the medication to school and fill out the necessary paperwork before school starts. If a child is diabetic or has severe allergies, such as to peanuts, a meeting with the principal needs to be held before school starts to document pertinent protocols.

Parents need to pick up all medications on or before the last day of school. If medications are not picked up they will be appropriately disposed.

PARENT PARTICIPATION/VOLUNTEERS

The elementary school encourages parent and community involvement in our school. Parent volunteers do a variety of tasks from clerical duties, tutoring of students, assisting teachers, and they are very important to the success of our school. Please call the school office or your child's teacher, (330) 658-2522, for additional information.

PLAGIARISM POLICY

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments. Examples of plagiarism include:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Cutting and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences. These could include:

- Points deducted from the final score/grade for the assignment.
- Loss of credit for the assignment.
- Denied use of school computers.
- Suspension from school for continued violations.

Statement on the Use of Artificial Intelligence (AI)

Chippewa Local classes require and expect students to compose and convey original ideas and demonstrate individual and collaborative abilities in learning. Becoming a better student and well-rounded person takes critical thought, creativity, practice, and, sometimes failure in certain concepts. Some uses of AI tools rob students of those aspects of the growth process.

At Chippewa Local, unacceptable uses of artificial intelligence (AI) assistance will be treated the same as plagiarism and/or an academic dishonesty violation.

Examples of acceptable AI use or assistance include (but may not be limited to):

- Brainstorming a topic
- Generating search terms or keywords for research
- Formatting citations (keep in mind that while AI can format citations, it often includes incorrect quotations and citations within a text)
- Finding errors and receiving general suggestions for improving without using AI tools to explicitly compose an essay, text, or other work
- Searching for specific information as one would do with search engines, browsers, and databases
- Generating AI artwork, audio, images, or videos with proper credits to the AI tool used

Examples of unacceptable AI use or assistance include (but may not be limited to):

- Using AI to write entire texts or complete unfinished portions of an assignment, unless the use of AI is a part of the assignment
- Using AI to rewrite significant portions of a text
- Improperly crediting AI tools for any artistic piece used for illustrative purposes

PLAYGROUND

Safety – A list of rules for student safety follows. Students are informed of these rules by their homeroom teacher, and are asked to initial a class list to verify inservice. For the safety of all students on the playground, two to three staff members will be on the playground at all times for each grade level. Staff assignments will be made by the principal.

If a student becomes sick or gets injured on the playground, he/she must report to the staff member on duty immediately.

Rules:

1. Keep hands to yourself.
2. Stay in designated areas (away from windows, behind yellow line marked on playground, building entrances, outdoor classroom, and woods).
3. No playing “Tag”
4. Use playground equipment as intended.
5. Playground toys are to be used on the ground area; do not throw balls or toys on the roof of the building
6. Students should participate in reasonable play with balls. Students are not permitted to aggressively kick or throw balls at other students with intention to hurt.
7. Students will engage in safe play (no tackle football, no rough play, no fighting).

8. School provided toys are permitted on the blacktop area. Students should not bring balls, toys etc. from home.
9. Notify teacher or playground aid of any child being “bullied” or “harassed.”
10. **NO FLIP-FLOPS, OPEN-TOED SHOES OR HIGH HEELED SHOES PERMITTED.** Tennis shoes are the most appropriate.

Please note: Students need to tell the teachers who are on playground duty if any type of inappropriate behavior has occurred. Sometimes parents call with concerns about issues that occurred on the playground, but the teachers on duty were never notified. It is important to solve problems immediately. Therefore, encourage your child to share with a teacher if they feel someone has hurt them or bullied them so the problem can be addressed immediately. Teachers will use their discretion on handling the situations either through discussion, time on the wall or student(s) being sent to the principal’s office.

SPECIFIC EQUIPMENT RULES

Swings:

1. Only one person on a swing.
2. Sit on the swing always, no standing.
3. Wait until the swing stops before getting off, no jumping off moving swings.
4. Pump the swings yourself, no pushing other children on swings.
5. Swing forward on the swings.
6. Walk safely around the swings; do not play close to the swings.

Sliders and Poles:

1. One person can go down a slide or pole at a time.
2. Always sit on the slides and go forward; no climbing up the slides.
3. Slide down the poles; do not climb up the poles.
4. If the slide or poles are wet, stay off of them.
5. Look to be sure that no one is in front of the slide before going down.

Climbing Equipment and Bars

1. Hold on tightly to the climbing toys and bars.
2. Go in the same direction as the other children.
3. Only jump off when you can land on your feet.
4. Stay a safe distance from the next child.
5. Do not swing your feet.
6. Do not hang upside down or climb on the top of the bars.
7. If the climbing toys or bars are wet, stay off of them.

Consequences for Not Following Playground Rules:

Failure to follow playground rules will result in a 5-minute time out on the wall of the school building and be denied access to that piece of playground equipment for the remainder of the school day. For repeat “rough play” offenders, students will be given a time out period on the wall for the remainder of the recess. Parent notification will be given for repeat offenders, following these procedures: Warning, consequences, parent notification, intervention, and principal action.

RECESS

Recess is an integral part of a child’s school program, both physically and socially. Students will be expected to be dressed for the weather each day (boots, hats, gloves, warm coats, etc.) as they will participate in the full activities of the school, outside recess included. Be sure that your child is ready for a full day of school after an illness.

1. Inclement Weather:

Students **will not** go outside for recess if:

- It is raining
- Wind chill or current temperature is 20 degrees or below

2. Sick Children not recommended to go out for recess:

Our teachers must have a lunch break and cannot supervise children that should be outside or at home resting. Therefore, we are often faced with the problem of what to do with the child who wants to stay in. Notes from

parents will be honored for only one day requesting a child to stay in at recess. The child will remain in the school office. Your cooperation in limiting requests for your child to stay in except after an illness or other limited times will be appreciated. If a child needs to remain inside for an extended period of time, we need to have an indication in writing from your physician. Remember: Too sick to be outside, too sick to attend any function, including school. Full recovery is what we are after – not relapse. Please understand that this policy is designed to deter children who prefer to stay in and attempt to find excuses to do so.

RELIGIOUS HOLIDAY ATTENDANCE NOTIFICATION

“House Bill 214 into Ohio law, effective Oct. 24, 2024. The House Bill created a new section in the Ohio Revised Code regarding guidelines for how schools will accommodate student absences due to sincerely held religious beliefs and practices. This language does not replace existing requirements for students to be excused for religious purposes. It does, however, allow parents to notify schools of up to three days for their child to be excused for religious expression.

In addition to being excused, all the following are true for these three days:

1. Parents must communicate the dates to the school within 14 days of the beginning of the school year.
2. The school must work to accommodate any conflicts the missing days have with academic requirements.
3. None of the days may count toward the “excessive absence” thresholds that schools communicate to families under Ohio law.”

“The policy should only apply to events sponsored by the school.”

“Co-curricular activities (for example, field trips and events connected to credited courses like music performances) are included in the school or district’s graded course of study and are school-sponsored instructional opportunities. Students participating in co-curricular activities should be marked “present” for purposes of attendance.”

SCHOOL CLOSING

In the event of severely inclement weather, mechanical breakdown, or energy crisis, school may be closed or the starting time delayed. School closings, delayed starting time or early dismissal will be announced over the radio station WQKT 104.5, FOX CHANNEL 8, on the school website or through a text message sent from Final Forms. **Go to <https://chippewa-oh.finalforms.com/> to sign up for Final Forms.**

SCHOOL RECORDS

In compliance with Federal regulations, the Chippewa Local School District has recently updated its policy and established the following guidelines concerning student records.

- A. The Principal is the Records Control Officer for Hazel Harvey Elementary School. He/She is responsible for the processing and maintenance of all students enrolled there. The office is located at 165 Brooklyn Avenue, Doylestown, Ohio or can be reached by calling (330) 658-2522.
- B. Each student’s records will be kept in a confidential file located at 165 Brooklyn Avenue. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years or age or older), and those designated by federal law or District regulations.
 - Academic information – including test scores, academic status, awards and official letters.
 - Attendance records and disciplinary records.
 - Medical and health records.
 - Counseling and psychological records.
 - Personal identification or “directory” information – including social security number, pictures, and address. The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) dictate

how schools handle this sensitive information. It protects a student's rights to privacy and a parent's right to know.

- C. A parent, guardian, or adult student has the right to request the removal or correction of inaccurate school record information to a student's records and to obtain a hearing with District officials. Grades and educational decisions cannot be challenged.
- D. The District has established the following information about each student as "directory information". This information will be made available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within five (5) days from the date when the notification is given by the district. The Records Control Office will not permit distribution of any or all of such information if notification is made.

Name, address, and telephone number, date and place of birth, height and weight, dates of attendance, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office, 56 N. Portage Street, Doylestown, Ohio or by calling (330) 658-6368.

SCREENINGS:

Vision screenings are completed on all students in preschool or kindergarten, grades 1 and new transfer students. Other grade-level students are referred by staff members for a vision screening if a concern is noted. A parent may refuse the vision screening through a formal letter to the Principal.

Hearing screenings are completed on all students in preschool or kindergarten, grades 1 and new transfer students. Other grade-level students are referred by staff members for a hearing screening if a concern is noted. A parent may refuse the hearing screening through a formal letter to the Principal.

Communication screenings are completed on students who are referred by a staff member. Screenings are completed on all kindergarten students during the fall screening.

SECURITY ISSUES

The safety of all the students at Hazel Harvey is a top priority. To assure that the students are kept safe, the following procedures have been put into place. All doors to the school building will be locked during the day. **Parents and other visitors MUST sign in at the office and wear a visitor's badge.**

Playground safety is of utmost importance for all our children. At all times, we have 2 to 3 adults on the playground. We really emphasize your child wearing shoes that are appropriate for playground play. Tennis shoes or shoes with rubber soles are the best. One-inch or two-inch heels or boots are very dangerous. Flip-flops and open-toed shoes are absolutely not permitted.

We also have a no-bully policy on our playground, and children who feel they are a victim of bullying must report it to an adult immediately if it occurs on the playground so that it can be addressed.

SEXUAL HARASSMENT

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

STUDENT AGENDA BOOK/DAILY TAKE HOME FOLDER

Student agendas are designed to be a tool to help students increase their organizational skills. This book is to be carried with the student to all classes. Dates, classroom assignments, special projects or events and grades should be written in the book. Students should also use the book to schedule their study time at night. Parents should check and sign their child's agenda book on a daily basis.

The book will also be used as a means to facilitate communication between the home and school. Notes can be written or parents and teachers may simply wish to initial completed assignments.

Please remember to send a separate note for your child to be picked up. Do not write end of the day arrangements in the agenda book.

STUDENT CODE OF CONDUCT

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The “Basic Rules” are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. ALARMS - Set off a false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. APATHY - Failure to benefit from the educational system, refusal to do assignments or accept intervention.
3. ARSON - The willful or malicious burning of, or attempting to burn the property of the school is prohibited.
4. ASSAULT - Perform acts violence, assault.
5. BULLYING – Continued involvement in the act of hazing, harassing, intimidating, or threatening students or staff members in accordance with Board Policy.
6. BUS - Fail to obey the bus driver or display unsafe conduct on the bus.
7. CELL PHONES – Violation of the cell phone policy (page 10). All phone calls are made in the office.
8. COMPLICITY - Students will not help others to violate any portion of this Code of Conduct.
9. COMPUTER USAGE - Improper use of computers.
10. DANGEROUS INSTRUMENTS - Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others or that disrupt the educational process.
11. DISHONESTY - Commit acts of dishonesty.
12. DISRESPECT - Being disrespectful to a BOE employee or student. Disrespect to a BOE employee includes after school hours.
13. DRESS CODE - See Dress Code section on pg. 10-11.
14. DRIVING - Operate vehicles in an unsafe manner.
15. FAIL TO SERVE - Fail to serve a detention, Friday School, Saturday School or reasonable discipline from any school employee.
16. FIGHTING/PHYSICAL ACTS - Perform acts of violence, fighting or any unwanted physical touching.
17. FIRE - The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
18. GAMBLING/CARD PLAYING - All gambling is prohibited.
19. HAZING/HARASSING/INTIMIDATION - Be involved in the act of hazing, harassing, or intimidating others. This includes sexual harassment.
20. ILLEGAL SUBSTANCES AND PARAPHERNALIA - Possess, use, or distribute illicit drugs, alcohol or other harmful or illegal substances. Drug paraphernalia is prohibited. Coming to school or school events intoxicated or impaired is prohibited and could result in disciplinary and legal action being taken. Given reasonable suspicion, if a student refuses an evaluation conducted by the authorities they will be disciplined as if they are guilty.

21. INAPPROPRIATE/DISRUPTIVE BEHAVIOR - Disruptive behavior within the school environment, at school functions, during athletic and extracurricular activities.
22. INAPPROPRIATE LANGUAGE - The use of profane, obscene or abusive language is not permitted. This includes written or verbal use, and obscene gestures, signs, pictures or publications.
23. INSUBORDINATION – Refusing to obey authority or follow directions.
24. LOOK-ALIKE/IMITATE - Be involved with the use, possession or distribution of look-alike drugs, weapons, tobacco, alcohol, etc.
25. PETITION - Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
26. PLAIGARISM/CHEATING - Plagiarizing or cheating on any assignment. See the curriculum policy listed on page 14.
27. PUBLIC DISPLAY OF AFFECTION - Performing any public display of affection beyond hand holding is considered inappropriate for in school behavior.
28. RESTROOM BEHAVIOR- One student per stall. No goofing around, horse play, or lingering in the restrooms.
29. SOCIAL MEDIA- Inappropriate use of social media and/or photographing or videotaping others without their consent.
30. TARDINESS - Being tardy to school or class.
31. THEFT - Unauthorized possession of school or personal property.
32. THREAT - Making a threat of any kind towards a student, staff member, or the school in general.
33. TOBACCO/SMOKING/VAPING - Smoke, use or possess tobacco products or vape products on school grounds, on a bus or during school activities. This includes electronic cigarettes and cigars. (It is illegal in the State of Ohio for anyone under the age of 18 to possess tobacco products.)
34. TRUANCY – Skipping class without permission or be truant.
35. VANDALISM – Damage or destroy property. Perform acts of vandalism.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to read and understand the *Student Code of Conduct* and *Basic Rules*. They should understand the possible consequences for violations. If a student commits a violation requiring suspension, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.

BULLYING

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

Definition: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

HARASSMENT/HAZING/INTIMIDATION

Definition: Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

Sexual Harassment: Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

Threatening Language: Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as “I’m going to get you,” or “I’m going to kill you,” are no longer acceptable and cannot be erased by “I’m sorry,” or “I was just joking.” When inappropriate behaviors or remarks can be verified, discipline will be issued.

SUSPENSION AND EXPULSION

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

THE FIRST OFFENSE - may result in up to 3 days of suspension.

THE SECOND OFFENSE - may result in up to 5 days of suspension.

THE THIRD OFFENSE - may result in up to 10 days of suspension.

REPEATED OFFENSES – of misconduct may result in a recommendation to the Superintendent for expulsion from school.

The principal may determine to exceed the minimum number of days for a specific out-of-school suspension based upon the severity of the offense.

During out-of-school suspension or expulsion, students are not to be on school grounds or attend school activities, which include practices or any extracurricular events. The student is permitted to make up missed assignments but will not be given credit for assignments or tests.

SUSPENSIONS/EMERGENCY REMOVALS - Automatic

Some violations of the Code of Conduct will result in an administrative decision to move to suspension and passing over other disciplinary options such as warning or detention. Some of these include but are not limited to fighting (both students suspended), physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher and the possession of weapons.

TEACHER – LEVEL DISCIPLINE

Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms. Discipline options available to teachers include, usually in this order, the following:

1. Verbal warning
2. Teacher Discipline
3. Referral to Principal
4. Principal Discipline

In-School suspension or Out-of-School suspension will be assigned by the building principal for infractions of the code of conduct or repetitive problems in the classroom or on the playground.

TEXTBOOKS

Textbooks are provided by the Board of Education and loaned to each student for use during the school year. The student is responsible for taking care of the textbooks issued to them, and when a textbook is issued the teacher records the

general condition of the book. The parent must pay for books that are damaged or lost. Final report cards may be held if fines or replacements costs are not paid for damaged or lost textbooks.

TRANSFER OR NEW STUDENTS

Students transferring from other school systems must present an original birth certificate, health records including immunization verification, and applicable custody papers upon entrance. Two proofs of residency are required by the Chippewa School District, as well as registration online through Final Forms <https://chippewa-oh.finalforms.com/>. All new students to Hazel Harvey Elementary will receive a vision, hearing and communication screening as required by law.

TRANSPORTATION

Students will need to have a consistent, one-way transportation arrangement home from school to ensure their safety and simplify tracking. Families will need to select one primary transportation method for their child: riding the bus home, being picked up in the car loop, or walking home.

Please note that CHIPP Early Release Fridays will remain an exception to this policy. We appreciate your understanding and cooperation as we work to create a safe and efficient dismissal process for all students!

VISITORS

All doors to the school building will be locked during the day for the safety of our students. All visitors and/or parents must use the main entrance. Parents and other visitors MUST sign in at the office and wear a visitor's badge.

We welcome you to visit your child's class at any time after the first month of school as long as you have made arrangements with the teacher. Please do not bring other children along when you visit the classroom. All visitors other than parents or guardians must make pre-arrangements with the school office and teacher.

One of the goals of our school is to utilize the resources of parents and citizens of the community to broaden our curriculum. Sharing travel experiences, movies, hobbies, special talents, experiences, and information about your vocation makes our total curriculum become a more meaningful learning process. Please contact your child's homeroom teacher if you are willing to share.

WEB PAGE

Hazel Harvey Elementary School can be located on the Internet at <https://www.chippewaschools.org/elementary-school/>. Students, staff, and community members can obtain a variety of useful information from these web pages. Here, you will find a directory of staff email addresses, information about academic programs, athletic schedules and pictures, guidance information with links to Final Forms, PaySchools and other important school links, school closing information, and much more. We are constantly striving to make our web site more useful.

WITHDRAWAL OF STUDENTS

It is important that you notify the school and fill out a Student Withdrawal Form as soon as possible. There are several forms that must be completed before we can release your child's records to another school. The school in which your child enrolls will send a request for his/her records, and we will forward the necessary records promptly.

988 SUICIDE & CRISIS LIFELINE

Ohioans who are experiencing a mental health or addiction crisis, and their family members, can call, text, or chat the 988 Suicide & Crisis Lifeline to reach a trained specialist who can offer help and support. The easy-to-remember, three-digit number provides 24/7, free and confidential support to Ohioans in a behavioral health crisis. 988 is a direct connection to compassionate, accessible care and support for anyone experiencing mental health related distress. That could be:

- thoughts of suicide,
- mental health or substance use crisis, or
- any other kind of emotional distress.

Ohio's 988 plan is part of the state's larger commitment to providing quality, person-centered crisis supports in communities across the state.

There is **HOPE**. The Lifeline **WORKS**. You are not alone in crisis

- Call - Dial 988 on your mobile or home phone for immediate support
 - For the Veterans Crisis Line, dial 988 then press 1. You do not have to be enrolled in Veterans Affairs (VA) benefits or health care to call.
 - Para acceder al apoyo en español, marque 988 y presione 2.
- Text - To text with a crisis counselor, send a text to 988 on your mobile phone. (English and Spanish)
 - Para iniciar una conversación de mensaje de texto en español con el 988 Lifeline, envía la palabra AYUDA a 988.
- **Chat - To reach a crisis counselor through the 988 National website**
 - **[Haga clic aquí](#)** para iniciar al chat en español
 - **[Click here for Deaf/Hard-of-Hearing services.](#)**