



WEST HOLMES LOCAL SCHOOLS

STUDENT HANDBOOK

2025-2026

WELCOME

Welcome to the West Holmes Elementary Schools. The faculty and administration of each building is looking forward to an exciting and successful year. It is our belief that education is not only the mathematics, English, science, and history that is studied; it is the teaching of manners, punctuality, good attendance habits and cooperating with fellow students and teachers.

This Handbook is prepared to encourage a better understanding between the school and parents/students. On behalf of the faculty and staff, we extend an invitation for you to visit our school, attend your child's programs and become an active member of our parent organization. We are very happy to have you and your child with us.

SCHEDULES

Office Hours	8:00 a.m. – 4:00 p.m.
9:00 – 3:35	Killbuck 330-276-2891
9:00 – 3:30	Lakeville 419-827-2006
9:00 – 3:30	Millersburg 330-674-5681
9:00 – 3:30	Nashville 330-378-2111

Students not riding a bus should not arrive at school any earlier than fifteen minutes before the school day begins.

BUS GUIDELINES

Students are expected to follow all bus safety guidelines as listed on the "Bus Responsibility Form on Final Forms". Students will be warned about improper bus behavior. The building principal can withdraw the privilege of riding. Please remember that riding the bus is a privilege and all students are expected to follow the rules and obey the driver. The safety of your child is the number one concern of the drivers. Distraction of the driver, due to improper behavior could cause an accident.

Students will ride their assigned bus both coming to school and returning home, unless due to some emergency, or parents request in written permission to deviate from this rule. If a student does not have a note, he/she will be sent to the regular drop off.

Specific transportation questions can be directed to the Bus Garage – 330 674-1600.

BUILDING INFORMATION

We welcome all visitors to our schools. To maintain the security of our students you must check in at the office before entering any other portion of the building. Students are not to bring friends to school unless approval has been given by the building principal.

TREATS AND PARTY INVITATIONS

Any treats provided for the classroom, must be sufficient for all children in the class and should not require extra work for the teacher. Treats can be dropped off in the school office and will be delivered to classrooms, unless other arrangements have been made. Teachers will notify parents if there are any food allergy concerns in their individual classroom. Party invitations should not be sent from home unless the invitations go to all of the students in the class.

FLOWER/BALLOON DELIVERY TO STUDENTS

If it is necessary to send flowers or balloons to your child at school, please plan on picking them up at the end of the day they are delivered. For obvious safety reasons, it is not possible to send these types of gifts home on buses. Also, in order to avoid disrupting the learning process, these will be delivered to classrooms at the end of the day so your child can see them before you pick them up at the school.

PLAYGROUND RULES / RECESS

Students are to walk orderly to and from the playground. When the ground is wet or muddy, students will remain on blacktop areas designated by the teacher or principal. Proper use of all equipment is expected. We provide playground equipment for students, please leave personal items at home unless your principal has approved the item and the student's name is clearly marked. The school is not responsible for lost, damaged or stolen personal items. Contact games are not permitted. When the bell or whistle is sounded, students are to line up immediately and proceed in an orderly fashion to the building.

All students are expected to go outside for recess. On extremely cold (wind chill of 20 degrees or below), rainy, or very wet days, we will have indoor recess. It is a building procedure that if a child is well enough to attend school he/she is well enough to go outside for recess. Children are expected to dress according to the weather, and should be dressed warmly enough to endure brief recess periods during cold weather. Students wearing shorts when the temperature is below 45 degrees with wind chill will not be permitted to go outside to recess.

PERSONAL ITEMS

Personal items, including but not limited to candy, toys, trading cards, etc. should remain at home. If these items are disrupting learning, they may be confiscated by the teacher or administrator and parents may have to come pick them up.

Personal water bottles are permitted but are the responsibility of the student. The school is not responsible for lost, stolen, or damaged water bottles.

Students are not allowed to sell or trade personal items to other students while at school for personal gain. The school is not responsible for lost, stolen or damaged personal items.

Students wishing to sell fundraiser items to adult staff members for community based clubs, +groups, or causes; i.e. 4-H, scouts, youth sports teams etc. should have prior approval from the building principal.

DANGEROUS WEAPONS

Students are prohibited from bringing firearms, knives, any other weapons, or items that can cause bodily harm.

Such items will be taken from the students and appropriate disciplinary measures enforced as set forth by the board policy.

CAFETERIA

Students may not leave the school during their lunchtime unless it is approved by the building principal with a written note by the parent. Running, fighting, pushing, or food throwing will not be tolerated. Voices should be kept at a normal speaking level. When a student forgets his/her lunch money, the lunch may be charged. These charges need to be paid the next school day. We are requiring the lunch money for the entire week to be paid on Monday or the first day of the week. If for some reason lunch money is unavailable, please notify the office. No food is permitted out of the cafeteria except by permission. Empty trays in the proper areas and keep the cafeteria neat and clean. Lunch prices will be sent home in a separate notice. Students may pack their lunches and milk may be purchased. Please do not send carbonated beverages in packed lunches. Applications for Free and Reduced lunches are always available from the school office and may be submitted at any time. Breakfast is available for all students and free or reduced in price for those who qualify for free or reduced lunches. Breakfast may not be charged, but paid for daily or weekly. Online accounts to pay for your child's breakfasts / lunches can be set up at payschoolscentral.com

If parents or grandparents would like to eat lunch with a student, the school building will provide a space for the child and adults to eat outside the school cafeteria. This will allow for that special time and allow the normal routine of the cafeteria to still flow smoothly. We also ask that in these circumstances parents notify the school office at least one day in advance so that a space can be prepared.

USE OF TELEPHONE AND ELECTRONIC DEVICES

Students may neither make nor receive telephone calls on the school phone. In the case of an emergency (illness, accident, etc.) with permission of the teacher / office, calls may be made by school personnel on the child's behalf. Students are permitted to have cellular phones at school, but they must be in their book bag or locker and turned off. The use of cell phones during the day is prohibited.

Media players, e-readers, and other electronic devices can be valuable tools for the learning process; for this reason, students are permitted to have them in classrooms when given permission by school staff.

Cellular phones and electronic devices that are not used appropriately or with staff permission may be confiscated and only returned to a parent upon request.

The school cannot be held responsible for lost, damaged or stolen phones or electronic devices – these items should be clearly marked for identification and kept secure in the student's locker or book bag.

REQUEST FOR EARLY DISMISSAL

The school office must be notified in writing or with a phone call by a parent or guardian if a student is requesting an early dismissal during school hours. The note must specify, by name, the person who will be calling for the student, the date and the time of leaving. That person must report to the office where he/she may be asked for identification. He/she will be asked to sign the sign-out form kept in the office. The office will call the student down for dismissal. Early dismissal should not be done as a daily routine.

STUDENT DRESS

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following:

Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.

When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.

Dress and grooming are not such as to disrupt the teaching/learning process.

SUPPLIES AND FEES

Each fall students are expected to purchase supplies requested by their teachers. Please remember that everyday supplies (pencils, paper) are necessary and students need to have these items. Some items are donated and may be available upon request to the school office. Parents will be charged a \$10 activity fee. If fees are not paid, original grade cards may be held.

FORMS

Please complete all forms for each of your children on <https://westholmes-oh.finalforms.com>. It is important you click on each form link to ensure that you have filled out and signed all necessary information. This is necessary for the safety and welfare of your child.

FIRE, TORNADO AND SAFETY DRILLS

Regular safety drills, monthly fire drills, and seasonal tornado drills will be held during the year. We need everyone's cooperation during these drills, and students are expected to move quickly and quietly. Students will be instructed in the procedures to follow for these drills, at the beginning of the year and regularly thereafter.

ATTENDANCE

Attendance in school is required, and a written excuse note is necessary when a student returns. Please call the office between 8:00 a.m. and 10:00 a.m. every day the child is absent to let us know where the child is. If a child is absent without a note or phone call, the school secretary will attempt to call home after 10:00 or a postcard will be sent home reporting the student's absence. Students who fail to bring in an excuse note will have their absence counted as an unexcused absence. Habitual absences and tardies may ultimately lead to truancy reports filed with the Holmes County Juvenile Court.

Teachers need adequate time to prepare homework for a child that has been absent, so please call the school by 10:00 a.m. if you would like to pick up homework. The teacher will then have any assignments ready to be picked up at the end of the school day.

Face to face instruction is the best form of learning for students. While a doctor's appointment may have to be scheduled during school time, we strongly encourage you to make every effort to avoid pulling your child out of school as much as possible. This will ensure that all students are achieving at their maximum potential on a regular basis, in class with their teachers and peers.

We also understand that at a given time, a student may need to be out of school for an extended period of time not due to illness. According to Ohio Administrative Code 3301-69-02(B)(2), vacation days from school are unexcused and can only be approved by the building principal. In these cases, we ask that the pre-arranged absence form be obtained from the school office, completed, and turned back in at least 7 days before the anticipated absence for the days to be approved (or denied) depending on the circumstance.

SCHOOL CLOSING AND DELAYS

We encourage you to sign up for the West Holmes Alert System One Call Now, which a link can be found on www.westholmes.org or information will be sent home at the beginning of the school year.

In addition, you can listen to one of the following stations for information regarding school closings, early dismissals, and delayed bus and building schedules:

WKLM.....Millersburg.....	95.3 FM
WNCO.....Ashland.....	1340 AM
	101.3 FM
WQKT.....Wooster.....	960 AM
	104.5 FM
WTNS.....Coshocton.....	1560 AM
	99.3 FM
Cleveland TV Stations.....	3, 5 & 8

Please do not call the school. Instead, listen to the above radio stations for information. The school phone lines must be kept open for emergency calls. If school is canceled, all other school activities will be canceled for that day.

MEDICATION AND DRUG POLICY

Some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. Parents may come to school to administer medication to their children. If this cannot be done, any student who is required by a doctor's order to take medication during the regular school day must comply with the following policy:

- 1) Prescription and non-prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all the necessary information including the student's name, the date, name of the drug, and time interval.
- 2) Medication must be brought to school in a container appropriately labeled by the pharmacy or doctor.

- 3) A release form with written permission from the parent or guardian of the student requesting that medication be given during school hours must be completed. These forms are available in the school office.
- 4) New release forms and/or doctor's orders must be completed each year and as necessary changes in medication occur.

LICE PROCEDURES

When, after a screening, a child's head is found to contain lice and/or nits, parents will be notified and they should treat the child's hair before the child may return to school. The child will be rescreened in a week to ensure the treatment was effective.

Questions may be directed either to the school principal or secretary. A maximum of two days is allowed for treatment and verification, in addition to the partial day missed as a result of having asked the parents to remove the child mid-day.

DISCIPLINE OF STUDENTS

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. It is considered a fundamental understanding by each student and his/her parents that any school staff member has not only the right, but also the duty, to insist on good behavior. The right of discipline extends to all areas of the school program.

Specific penalties may include:

- In-school detention
- After-school detention
- In-school manual labor
- Suspension from activities
- Suspension from bus transportation
- Suspension of privileges
- Fines/charges for damages/losses
- Modified arrival/departure times
- Suspension from school
- Expulsion from school
- Referral to law enforcement agencies

Individual teachers or the school as a whole may use additional discipline plans or programs. (See attached Student Code of Conduct Policy)

PARENT-TEACHER ORGANIZATION

The purpose of your school's parent organization is to promote the activities and best interest of the school and its students. All parents are encouraged to become active members of the parent organization. In doing so, parents and teachers are truly partners in supporting the education of their children. Please contact your school office to find out when their meetings are held or check your school's monthly newsletter.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The purpose of the Act is to require educational institutions and agencies to conform to fair information practices. The school will not release personally identifiable student records on

file without written, prior parent or legal-age student consent. Exceptions to this would include West Holmes Local School District, Tri-County ESC, other educational service providers contracted by the school district and officials or teachers who have a legitimate educational interest in the student.

At the end of each grading period, students' grades will be sent (either by mail or with the student) to the student's home. In the event of parents living separately (natural or legal guardian father or mother are living separately) and in the absence of a court or otherwise legal order denying such, a copy of student grades, upon prior written request may be forwarded to the natural or legal guardian father or mother who is not living at home.

Information regarding a student's personal file will not be released to any other party, except those indicated above, without written consent of the parent/legal guardian or legal age student.

Inquiries regarding compliance may be addressed to the Principal.

WEST HOLMES ELEMENTARY SCHOOL INTERNET SAFETY POLICY

I agree that:

- **I will never give out private information**, such as my last name, my address, my telephone number, or my parents' work addresses or telephone numbers on the Internet.
- **I understand which sites I can visit** and which ones are off-limits.
- **I will tell the teacher right away** if something comes up on the screen that makes me feel uncomfortable.
- **I will never email a person any pictures** of myself or my classmates without the teacher's permission.
- **I will tell the teacher** if I get a mean email message from anyone.
- **I will remember that going online** on the Internet is like going out in public, so all safety rules I already know apply to the Internet as well.
- **I know that the Internet is a useful tool**, and I will always use it as a responsible person.
- **If I break any of these rules**, I will not be allowed to use the computer until my teacher says that I may use it.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation, harassment, to any student, or any act of initiation into any student or other organization, that causes or creates a substantial risk of causing mental/emotional or physical harm to any person.

Bullying is an intentional written, verbal, nonverbal, or physical act that a student has exhibited, directly or indirectly, toward another particular student more than once. The behavior causes mental/emotional, and/or physical harm to the other student and is sufficiently severe, persistent or pervasive so that it creates an intimidating, threatening or abusive educational environment for the other student.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and /or attacks;
2. threats, taunts and intimidation through words, verbal or written, and or gestures;
3. extortion damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;

repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:

1. posting slurs on web sites, social networking sites, blogs or personal online journals;
2. sending abusive or threatening emails, text messages, voice messages, website postings or comments and instant messages;
3. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
4. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

Permission, content or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

All hazing and/or bullying incidents are to be reported immediately to the building administrator, teacher, or other adult.

SEXUAL HARASSMENT

Definition of Sexual Harassment

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or academic status or progress.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, opportunities or activities available at or through the school.
4. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the individual.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or sexual nature, which may violate the security, dignity, self-worth, safety, or the ability to work in an environment free of sexual harassment.

Sexual harassment may include, but is not limited to:

1. Unwelcome sexual flirtations, touching, advances, or proposition
2. Verbal or physical abuse of a sexual nature
3. Graphic or suggestive comments about an individual's dress or body
4. The use of sexually degrading words to describe an individual
5. Displaying sexually aggressive objects or photographs
6. Sexually explicit or obscene jokes

Rules (Code of Student Conduct)

Misconduct by a student that is directed at a district employee, the property of the employee, another student, or the property of another student regardless of where it occurs, may result in any item of the methods of discipline listed.

In-school detention

After-school detention

In-school manual labor

Suspension from activities

Suspension from bus transportation

Suspension of privileges

Fines / charges for damages/losses

Modified arrival / departure times

Suspension from school

Expulsion from school

Referral to law enforcement agencies

1. Disruption or Interference with Curricular or Extracurricular Activities:

A student shall not by use of violence, force, coercion, threat, noise, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause disruption or obstruction of any curricular or extracurricular school activity. Some examples of disruption would include dress and appearance, bomb threat, arson, the setting off of fire alarms, strikes or walkouts, the use or possession of stink bombs, fireworks or explosives,

matches, lighters, or any other flame-producing devices or the impeding of free traffic to or within the school, etc. This is not intended to be a complete list.

2. Misuse, Damage or Destruction of School Property:

A student shall not cause damage or destruction of school property.

3. Misuse, Damage or Destruction of Private Property:

A student shall not cause damage or destruction of private property on school premises or during a school activity, function, or event off school grounds including the student's travel to and from school.

4. Cause or Threaten Serious Bodily Injury:

A student shall not act or behave in such a way as could cause, attempt or threaten physical harm or injury to another student, a school employee, or other person on the school premises, while in the custody and control of the school, or in the course of a school related activity.

5. Possession of Dangerous Weapons or Objects:

A student shall not possess, use, transmit, or conceal any object, instrument, or weapon capable of harming or injuring other persons. Included in this prohibition would be the use of chemicals and gasses, including Mace.

6. Narcotics, Alcoholic Beverages, and Drugs:

A student shall not possess, use, transmit, conceal or be under the influence of narcotics, alcoholic beverages, drugs, or other "mood-modifying" substances other than medicine prescribed by a physician. Prescription medications must have a doctor's slip and must be turned in to the main office.

7. Disregard of Reasonable Directions or Commands by School Employees:

Students shall not refuse to comply with the directions of school personnel, talk back, argue with, and make disrespectful comments toward/about any staff member or fail to complete a previously assigned discipline.

8. Special Rules of Conduct for Buses:

The following types of prohibited conduct may result in suspension from the school buses of the West Holmes School District: smoking, profanity, excessive noise, disregard of reasonable directions by school employees, fighting,

vandalism, entering or leaving a vehicle improperly, littering. This is not intended to be a complete list.

9. Repeated Violations:

A student shall not repeatedly fail to comply with directions or commands of teachers, substitute teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

10. Offensive Language or Conduct/Behavior:

A student shall not engage in any conduct, speech, dress, or behavior that is generally accepted to be crude, profane, vulgar or obscene. This shall include the use of obscene gestures, pictures and signs. Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited.

11. Truancy and Tardiness:

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Examples of "any portion" are: missed class, study hall, lunch, any other assigned activity or who leaves the school building without administrative permission. Excuses from school must meet the State Board of Education conditions and the Ohio Revised Code. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question.

12. Theft:

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee.

13. Loitering/Trespassing:

Unauthorized presence of a student in a school building or on school grounds at restricted times is prohibited.

14. Tobacco:

A student shall not possess tobacco products/paraphernalia or use tobacco of any form on school property or at school sponsored activities.

15. Anti-Hazing:

No student shall coerce, harass, persecute or participate in any act or attempt to threaten, injure, disgrace, or degrade any other student.

16. Bullying/Verbal and Sexual Harassment:

Students shall not engage in any intentional written, verbal, graphic or physical act against a student or group of students which causes mental or physical harm that is persistent or pervasive and creates an intimidating, threatening or abusive school related environment.

17. Look-Alike Drugs:

A student shall not possess, make, sell, or transmit any counterfeit controlled substances or related tools.

18. Gambling:

Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

19. Honor Violations:

Students shall not be involved in activities including, but not limited to: cheating, plagiarism, and improper collusion, misuse of privileges, forgery, or falsification of information.

20. Transmission/Possession of Prescription or Non-Prescription Medication:

No student shall possess/transmit or attempt to transmit any form of prescription or non-prescription or over-the-counter medication to another student.

21. Fighting:

Students shall not verbally or physically harm or attempt to harm another student. This may include name calling, swearing or other forms of provocation, shoving, pushing, punching, grabbing, tripping, slapping, etc. This is not intended to be a complete list.

22. Extortion:

Students shall not solicit money or objects of value from other students for any reason.

23. Complicity:

Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students who serve as “lookouts.”

24. Appearance Code:

Students shall not violate school rules pertaining to appearance and dress.

25. Gang Activity:

Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, act, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

26. Other Similar Types of Conduct:

A student shall not engage in any similar misbehavior or activity as those listed even though not specifically mentioned.

WEST HOLMES CAFETERIA PROCEDURES FOR CHARGING AND UNPAID MEAL CHARGES

The Parent/guardian is responsible for ensuring that there are adequate funds to cover their child's meals each day. Please remember free and reduced meals are available. Online applications are available on the district website (www.westholmes.org) under the Parents page. If you would like a hard copy of the application, please contact the Food Service Department at 330-674-3546. Meal account balances may be viewed by parents on PayschoolsCentral (www.payschoolscentral.com). This website allows households to make online payments, monitor account balances, and track student purchases in our cafeterias. To access these services, visit the district website at www.westholmes.org and under Parents page, you will also find the link. From this page, you can create your account and add money to your child's school meal account. There is a small fee for this service. If you choose not to take advantage of the online prepayment service, you can still view account balances and track student purchases through your free PayschoolsCentral account. Cash and checks are accepted at all school buildings with no fees attached. Partial payments can be accepted, and if you would like to set up a payment plan please feel free to reach out to the Food Service Department at 330-674-3546.

CHARGING:

We allow meals to be charged because we feel it is important that students are not denied access to meals during the school day.

Any student K-8 who would like to purchase a lunch and does not have sufficient funds in their lunch account is permitted to charge and receive a full reimbursable meal of choice. Students whose meal accounts have insufficient funds of any amount will not be allowed to purchase a la carte items (except milk) until the account has sufficient funds.

Grades 9-12 will not be permitted to purchase a la carte items in the cafeteria without sufficient cash in hand or funds in their lunch account.

Students with a negative balance will be sent a weekly notice through email or mail notifying the household of the negative balance until the balance is fully paid off.

Students who have qualified for Free meals are still responsible for paying off any debt that was incurred prior to qualifying for Free meals.

Negative meal account balances will carry-over from year-to-year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative meal account balances will be converted to school fees. Parents/guardians will be responsible for paying all fees. Negative meal account balance fees do not qualify for fee waivers.

West Holmes Local Schools

Chromebook Handbook



Procedures and Information

Receiving the Chromebook

Students will receive the Chromebook while at school during the first week.

- The acceptable use policy in Final Forms will need to be signed by parents/guardians and students prior to Chromebook distribution.
- The Chromebook provided by the West Holmes Local School District is the only device approved for use while in school. Students are not permitted to use personally owned devices due to specialized software and content filters placed on school owned equipment.

Returning the Chromebook

Students leaving the district must return district-owned Chromebooks and chargers to office staff at their attended building or the West Holmes Administrative office at 28 West Jackson St. Millersburg. . **Any Chromebook and charger not returned will be considered lost and/or stolen property and student/parent will be charged full replacement cost.**

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school.

Only West Holmes Local Schools Technology Department employees should fix a damaged Chromebook. If someone other than a West Holmes Technology Department employee attempts to fix or alter a Chromebook in any manner, all warranties become void and the student becomes responsible for all charges related to fixing/replacing the Chromebook.

General Precautions

- Do not eat or drink while using the Chromebook. Keep all food and drink away from the device.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. • Never transport your Chromebook with the power cord plugged into the device.
- The Chromebook lid must be closed when transporting. Do not lift from the screen.
- Chromebooks must remain free of any writing or etching. Appropriate stickers are permissible on the hard shell case only.
- Vents CANNOT be covered on the device.
- A West Holmes Local Schools identification tag will be on the device and may not be removed or covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Wilful or accidental damage to another student's chromebook may result in disciplinary action and/or fees.
- Students are not to put stickers or any type of adhesive on their chromebooks. Students will be responsible for removing them if placed on the device.

Chromebook Care, cont.

Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen. When you close the device, do not add excessive pressure to the corners of the screen with your thumbs.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not spray any household cleaners on your device. Isopropyl alcohol wipes can

be used. **Chromebook Use at School**

Chromebooks are intended for use at school each day as part of class work and assignments.

- It is the responsibility of the student to bring the Chromebook to school fully charged each day. The battery will last a full school day. Therefore, the charger should stay at home.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are expected to bring their charged Chromebook to all classes, each day, unless specifically advised not to do so by their teacher. Students who do not bring their charged Chromebook to classes may be subject to disciplinary action.
- When not needed for class, the Chromebook should be stored in a locked student locker.
- The West Holmes Local Schools Technology Department will not issue daily loaners for students forgetting to bring or charge their Chromebooks.

Probationary Student Privileges

To protect the assets of the West Holmes Local Schools, some students will be placed in probationary status and required to turn in their Chromebooks at the end of each school day. A designated staff member will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students may be placed on probationary status for reasons such as:

- Violating the Acceptable Use Policy
- Purposely damaging their Chromebook
- Habitually forgetting to bring the Chromebook to school or bringing it uncharged **Chromebook**

Usage Violations

Students who violate the Acceptable Use Policy in addition to the following reasons may be subject to disciplinary action.

- Using the device for unsolicited audio or video recording.
- Attempting to bypass the content filter.
- Intentionally sharing, distributing, or accessing content that is non-educational in nature.
- Inappropriate use of the Chromebook

Chromebooks left at home

If a student leaves the Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.

Chromebooks under repair

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Take care to protect your password. Do not share your password.

Account Access

- Students will only be able to login using the West Holmes Local Schools Students Google domain.
- Students should always use the Chromebook with their own account.

Damage or Technical Issues

If there are technical issues or accidental breakage of the Chromebook, the student should report the issue in one of the following ways:

- If your student is having technical issues or has damage to their Chromebook, they should report this to the teacher. They will then report to the office, who will contact the Tech Department
- High School Students can bring the Chromebook to the WHS Library during lunch, study hall or at the discretion of the classroom teacher. Students should not miss classroom instruction time for the purpose of getting a Chromebook repaired.
- A loaner Chromebook will be issued to the student while the device is being repaired.

At Home Use

- The use of Chromebooks at home for school related purposes is encouraged.
- Parents/Guardians are to establish rules for home use including items such as: limits to screen time, sites the student is/is not allowed to use, safe storage for the device when not being used.
- One charger will be provided for the Chromebook. Students who transition between two different households

will need to bring the charger with them or purchase a 2nd charger.

- Students are expected to charge the device each night and bring the Chromebook to school each day.
- The sites and content accessible on school Chromebooks will be filtered at all times (in and out of school).

Content Filter and Monitoring Software

- The Chromebook is and will remain property of the West Holmes Local School District while it is checked out to a student.
- Both at home and school use should comply with the Acceptable Use Policy and Internet Safety Agreement.
- An Internet filter has been placed on the device and will be operational at all times and locations. The filter is a required component by the Children's Internet Protection Act (CIPA) of 2000.
- In the event that a student accesses a website with inappropriate content, parents or guardians are requested to promptly notify school administration or the West Holmes Schools Technology Department.
- The Chromebook is enrolled in the West Holmes Local Schools District's Google Administrative Console - a management tool provided by Google. The following data is collected and visible by West Holmes Technology Department Staff:
 - Current user logged into the device
 - Date/Time of recent logins and length of time used
 - Operating system updates and applications installed
 - IP address of device and name of wifi device is attached to (IP address can be used to identify physical location of the device)
 - Logs of emails sent/received and Google Documents created/shared
- Monitoring software is installed on the Chromebook.
 - See all student screens
 - Limit the sites that students can visit (e.g. put a block on certain sites during a class period)
 - Share screen from teacher computer to all student computers
 - Lock student devices onto one site (e.g. allow for online tests)
 - Browsing history for students during the class period. This history is also available to school administrators.

Technology Repair Fees/Insurance?

A required annual fee of \$5 per student is assessed for Chromebook maintenance as described here.

Service

Unexpected problems do occur with devices that are not the fault of the user (computer crashes, software errors, etc.). WHLSD Tech Support is available to assist students with getting such issues resolved. Students should visit the Technology Office across from West Holmes High School Library. WHLSD owned devices should not be taken to an outside computer service for repair.

Repairs

Students are responsible to care for and return school property in good condition. Costs of repairing/replacing damage caused through careless or intentional misuse will be assigned to students/families. With the purchase of insurance students will be covered for the following:

The following instances are not covered under this repair fee and costs will be assigned to the students/families.

- Damages due to misuse or negligence
- Lost or stolen chargers
- Lost or stolen devices* (A police report is required)

*If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Chromebook Part Costs**

Full Chromebook - \$346

Damaged Screen - \$229

Entire Keyboard - \$99

Broken Hinges - \$15

Missing Keys - \$2 per key

Battery - \$69

Top Cover (LCD Lid) - \$49

Bottom Case - \$49

Damaged/Lost Power Cord \$25

Prices are subject to change. These prices do not include labor, which you will not be charged for

Administrative Procedures for Damaged or Lost Student Chromebooks

The following is designed to be a guide and reference for dealing with issues related to Chromebook damage, with the understanding that the goal is for every student to have an operational computer. Typically, issues will arise over one of the following: theft, loss, accidental damage, or willful damage/negligence. Administrators' determinations and judgments will vary based on the best interests of each student.

Accidental Damage

- The student will bring the device to the Technology Office located across from the Library..
- The student will receive a loaner device while the Technology Department assesses the damage.
- If necessary, the Tech Department will contact a building administrator.

Negligence/Willful Damage

- The student will bring the device to the Technology Office located across from the Library..
- The Technology Department will contact a building administrator.
- The building administrator may place the student in probationary status (see Section 1 of this handbook) and/or issue another disciplinary action.

Theft or Loss

- Students should report theft or loss of a Chromebook immediately to a building administrator.
- The Administrator will work with the Technology Department to use tracking tools to track the device.
- If necessary, the School Resource Office will assist.
- To receive another Chromebook, full payment for the lost/stolen device is required. Until this is done, students will be given daily access to a Chromebook while in school.

- Theft due to neglect or from an unsupervised area will result in a fee assessed for the full amount of Chromebook (It is possible to receive a refund if the device is found).
- If a Chromebook is stolen and a police report is filed please contact the school with the police report number so it can be added into the device management system.

*Multiple offenses should be handled appropriately and in consultation with Administration or the Director of Technology if necessary. Habitual damage will not be covered by the school technology fee/insurance.

NOTE REGARDING THIS HANDBOOK

This handbook supersedes all previous publications and/or perceptions of rules, procedure, policies, requirements, expectations or any other subject to which this handbook applies.

The school reserves the right to make at any time the changes it deems advisable in the stipulations contained herein.

The effective date for the provisions and stipulations expressed herein is the first day of school until superseded either by selected changes or by the succeeding handbook. Additions, deletions and/or clarifications regarding this edition may be issued at a later date; if such are issued, they form a part of this edition according to their effective dates.