



**WEST HOLMES ELEMENTARY SCHOOL**

**STUDENT HANDBOOK**

**2026-2027**

## **WELCOME**

Welcome to **WEST HOLMES ELEMENTARY SCHOOL**. We are looking forward to an exciting and successful year. It is our belief that education goes beyond the academics that are studied. Learning to work with others, developing leadership qualities such as respect and empathy, combined with good attendance help us improve ourselves and the world around us.

We extend an invitation for you to visit our school, attend P/T conferences, your child's programs, and become an active member of our PTO. We are very happy to have you and your child with us. When you come to the school for various reasons, please go to the main doors. You will be asked to identify yourself. Once you enter the building, be prepared to provide your driver's license if you will be staying for an extended period of time (more than just picking your child up).

|                              |                       |
|------------------------------|-----------------------|
| Office Hours                 | 8:00 a.m. – 4:00 p.m. |
| Student Hours                | 9:15 a.m. – 3:50 p.m. |
| West Holmes Elementary Phone | 330-                  |

## **ATTENDANCE**

Attendance in school is required, and a written excuse note is necessary when a student returns after an absence. Please call the office between 8:00 a.m. and 10:00 a.m. every day your child is absent to let us know why your child isn't at school. If a child is absent without a note or phone call from home, the parent will receive a phone call, text, or email from the school office. If we do not receive a note or phone call indicating the absence, the absence will be considered unexcused. If your child has a medical / dental appointment, please get an excuse from the provider to send to school. Habitual absences and tardies may ultimately lead to truancy reports filed with the Holmes County Juvenile Court. Absences and tardies are accumulated in hours and both affect the excessive absence total. Excessive absences for the school year is 65 total hours. Habitual truancy is 30 consecutive hours, 42 hours in a month, or 72 hours in a year without a legitimate excuse.

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.

While a doctor's appointment may have to be scheduled during school time, we strongly encourage you to make every effort to avoid taking 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.

We also understand that at a given time, a student may need to be out of school for an extended period of time, due to a reason other than illness. We ask that in these cases, 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. Students will have one day for every day missed to make up any work.

## **REQUEST FOR EARLY DISMISSAL**

The school office must be notified in writing or with a phone call by a parent or guardian if you are requesting an early dismissal. The note must specify, by name, the person who will be picking up 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 complete the sign-out form kept in the office. The office will call the student down for dismissal. Early dismissal should not become a daily routine.

**Please make the school office aware of any changes to the regular transportation schedule before 11:00. These changes must go through the school office, not through a message to your child's teacher.**

## **BUS GUIDELINES / TRANSPORTATION**

Students are expected to follow all bus safety guidelines as listed on the "Bus Responsibility Form on Final Forms". Please remember that riding the bus is a privilege and all students are expected to follow the rules and obey the driver. Building principals can withdraw the privilege of riding. The safety of all children 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 there is an emergency, or parents request in written permission to deviate from this plan. If a student does not have a note, he/she will be sent to the regular drop off.

Students not riding a bus should not arrive at school any earlier than 15 minutes before the school day begins. Drop-off and pick-up procedures for students will be shared with parents at the beginning of the school year.

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

## **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.

## **SCHOOL CLOSING AND DELAYS**

We encourage you to sign up for Parent Square, the communication tool that all West Holmes District schools and groups use to notify parents of closings / delays as well as P/T conference sign-ups, and school, classroom, and group happenings. A link can be found on [www.westholmes.org](http://www.westholmes.org) and information will be sent home at the beginning of the school year. In addition, you can refer to one of the following sources for information regarding school closings, early dismissals, and delayed bus and building schedules:

West Holmes Local Schools Facebook page  
Parent Square  
WKLM.....Millersburg.....95.3 FM  
TV Stations.....WKYC TV 3, News Channel 5 & Fox 8

**Please do not call the school.** 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.

## **PLAYGROUND RULES / RECESS**

Students are to walk orderly to and from the playground. 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 into 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 or not having their arms covered when the temperature is below 45 degrees with wind chill will not be permitted to go outside to recess.

### **STUDENT DRESS**

Students are expected to dress in a manner that is safe and does not disrupt the educational process. Clothing must cover the shoulders, stomach, and back. Undergarments must not be visible. Clothing displaying vulgarity, violence, alcohol/drugs, or promoting prejudice is strictly prohibited. Hats / headcoverings are not permitted once inside the school building unless it is part of a special day or activity approved by school staff.

Student dress should also be appropriate to the weather. Please help your child dress accordingly. If the temperature is below 45 degrees with wind chill, shorts should not be worn. Students wearing shorts or not having their arms covered when the temperature is below 45 degrees with wind chill will not be permitted to go outside to recess.

### **CAFETERIA**

Breakfast and lunch times are great opportunities for students to socialize with their peers. Students are expected to use appropriate level voices and follow routines, so that meal time is an enjoyable experience for all. Students who are not able to behave in appropriate ways will have consequences that encourage them to practice and learn what is appropriate in the cafeteria.

Students may pack their lunches and milk may be purchased. If you are sending a drink with your child, please do not send carbonated beverages in packed lunches.

Please refer to the **WEST HOLMES CAFETERIA PROCEDURES FOR CHARGING AND UNPAID MEAL CHARGES** near the end of this handbook. Applications for Free and Reduced lunches are always available from the school office and may be submitted at any time.

**For the sake of maintaining consistency and routine with the lunch schedule, we are asking that parents or other guests not plan to eat with their child at school. If there are special events that would allow guests to come in for lunch, the school will let you know ahead of time.**

### **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.) necessary calls will be made by school personnel on the child's behalf.

According to district policy and Ohio Revised Code, student cell phones / smart watches must be turned off and stored in backpacks and in student lockers / cubbies during the school day. 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 at the time deemed appropriate by a building principal. An example of inappropriate use would be recording any staff or student activity without consent of a staff member.

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.

### **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. If a child is found to have live lice, parents will be notified to come pick up their child and have the child treated. The child will be rescreened in a week to ensure the treatment was effective.

Questions may be directed either to a school principal, secretary or school nurse. 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. In some cases, administrative discretion with consultation of the school nurse may be used to determine the best course of action for proper treatment.

### **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 or for any other reason. 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 a building principal.

### **ANIMALS AT SCHOOL**

Except for service animals, personal pets and other live animals are prohibited from being in the school building or on school property (including playgrounds, parking lots, and athletic fields.) Exceptions for special events / activities must be approved by a building principal a week in advance.

### **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. We are asking that treats be store bought and include the ingredients. Inviting students to parties should be done outside of school and invitations should not be distributed at school.

### **FLOWER / BALLOON DELIVERY TO STUDENTS**

Please refrain from sending balloons, flowers, or other gifts to school for your child. This would be an interruption to the regular routine of the school day.

### **PARENT-TEACHER ORGANIZATION**

The purpose of your school's parent organization is to promote the activities and best interests of the school and its students. All parents are encouraged to become active members of WHES PTO. In doing so, parents and teachers are truly partners in supporting the education of their children. Meetings are held on a regularly set day each month. Meeting dates will be publicized in newsletters and on PTO social media.

### **FIRE, TORNADO AND SAFETY DRILLS**

Regular safety and 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.

### **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, Tuscarawas 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 a building principal.

**PBIS Positive Behavior Interventions and Supports (PBIS):** is a proactive, evidence-based framework used in schools to improve academic and social behavior outcomes by teaching expected behaviors, reinforcing positive actions, and using data to guide decisions. It focuses on prevention rather than punishment, creating a safer, more positive school culture for all students.

**PAX Good Behavior Game (PAX GBG)** is a research-based classroom management system that West Holmes Elementary staff use as a part of PBIS. It is designed to help students develop self-regulation and behavioral skills. It is not a curriculum, but a set of strategies that teachers integrate into their daily routines to create a peaceful, productive learning environment. Students learn to be positive leaders, and are responsible for bettering themselves and the world around them.

### 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 repeatedly exhibited, directly or indirectly, toward another particular student. 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.

### WEST HOLMES LOCAL SCHOOLS BULLYING MATRIX

|           | Conflict                                                                                      | Rude                                                         | Mean                                           | Bullying                                                               |
|-----------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|
| WHEN      | Occasional                                                                                    | Occasional                                                   | Once or twice                                  | IS REPEATED                                                            |
| WHY       | Not planned; In heat of the moment                                                            | Spontaneous; Unintentional                                   | Intentional                                    | IS PLANNED AND DONE ON PURPOSE                                         |
| WHO       | All parties are upset                                                                         | Can cause hurt feelings; Upset                               | Can hurt others deeply                         | TARGETS A VICTIM                                                       |
| INTENTION | All parties want to work things out                                                           | Based on thoughtlessness, Poor manners                       | Based in anger                                 | THE BULLY IS TRYING TO GAIN CONTROL OVER THE TARGETED VICTIM           |
| ACCOUNT   | All parties will accept responsibility. An effort is made by all parties to solve the problem | The rude person accepts responsibility for their own actions | Behavior is often regretted by the mean person | THE VICTIM WANTS THE BULLY'S BEHAVIOR TO STOP, THE BULLY DOES NOT STOP |
| RESOLVE   | Can be resolved through mediation                                                             | Social skills building could be of benefit                   | Needs to be addressed / Should not be ignored  | CANNOT BE RESOLVED THROUGH MEDIATION                                   |

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 a building principal, 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 of a 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

## 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 never electronically record** other students or WH staff or post to online platforms photos or information about other students or WH staff.
- **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.

**Student Code of Conduct (Discipline)**

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.

The primary focus should be on the “teaching” aspect of discipline to help students learn from their mistakes and prevent similar infractions in the future. .

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. Individual teachers or the school as a whole may also use additional discipline plans or programs, such as but not limited to the following:

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:**

Any student behavior that interferes with the educational environment/extra-curricular activity, affecting both the learning of others and the instructor's ability to teach.

#### **2. Misuse, Damage or Destruction of School Property/Private property:**

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

#### **3. Cause and/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.

#### **4. Possession of Dangerous Weapons/Objects or Look-Alike Objects:**

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

**5. Alcoholic Beverages/Drugs or Look-Alikes:**

A student shall not possess, use, transmit, conceal or be under the influence of 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.

**6. Insubordination:**

Insubordination in schools is the willful defiance of a school authority or the refusal to follow reasonable rules, regulations, or directives from a staff member.

**7. Repeated Violations:**

Continued or willful disregard of school rules.

**8. Offensive Language/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.

**9. 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.

**10. 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.

**11. Loitering/Trespassing:**

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

**12. Tobacco:**

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

**13. Harassment, Intimidation and/or Bullying:**

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.

**14. Gambling:**

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

**15. Academic Integrity:**

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.

**16. 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.

**17. Fighting/Violent Behavior:**

Students shall not physically harm or attempt to harm another individual. This may include shoving, pushing, punching, grabbing, tripping, slapping, etc.

**18. Extortion:**

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

**19. 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.”

**20. Appearance Code:**

Dress and grooming should not disrupt the teaching/learning process.

**21. 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.

**22. Possession or Improper use of Electronic Devices (School or Personal devices):**

A student shall not disrupt another students' right to a safe learning environment. This includes any type of harassment that may occur outside of school and is brought into school.

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](http://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](http://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](http://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.

## **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.