

**ADAMS COUNTY OHIO VALLEY  
SCHOOL DISTRICT**



**2016-2017  
ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

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## ***WELCOME***

Welcome to the Adams County Ohio Valley School District. This handbook is for your use to make your parents\* and you, aware of the rules, policies, and information necessary for a successful year. We urge you and your parents to read this book carefully and keep it handy for reference. Please contact your building principal or superintendent if you have any questions. We value your input and know that by working together, (students, parents, school staff and community), our school district will improve in its quality of education and you will be proud to say, "I am from the Adams County Ohio Valley School District." Have a good year!

## **EDUCATIONAL PHILOSOPHY**

The Board of Education and staff believe in the following educational philosophy for the Adams County Ohio Valley School District:

## **MISSION STATEMENT**

***"Our mission is to reach excellence through continuous improvement."***

## **BELIEF STATEMENTS**

We believe that:

- All children can learn.
- The instructional program must be challenging and provide appropriate opportunities for all students.
- Technology is an integral part of an instructional program.
- School employees are accountable for the work they do and for the things over which they have control.
- Our schools must provide a caring, friendly, and safe climate for learning.
- Our schools are an integral part of and belong to our community.
- Public education is vital to community development and well being.
- Our school facilities and equipment must be able to support quality education.
- High expectations of individual behavior and achievement will encourage each student and district employee to realize his/her potential.
- Learning brings joy and is a lifetime pursuit for students and employees.

\* In this handbook any reference to parent or parents is meant to include the court appointed guardian.

## **PARAMETERS**

- The educational needs of our students will be our highest priority.
- The physical and emotional health, safety, and welfare of our students will not be jeopardized.
- We will not allow the lack of funds to impede the pursuit of quality education.
- We will communicate openly, honestly, and in a timely manner to foster trust and understanding.
- No significant change in operation will be implemented unless mandated by law without student, employee, and community involvement in the planning process.
- In order to ensure efficient and effective use of resources and maximum educational value, we will not institute or continue programs without cost/benefit analysis.

## **ANNOUNCEMENTS**

Where possible, the public address system will be used to communicate announcements to the student body **only** at the beginning and the end of the school day. If a student wishes to have an announcement made regarding a school activity, it must be initialed by the teacher/sponsor and the administrator. Students are responsible for listening to the announcements. The district and individual buildings may use the automated calling system (School Messenger) to keep parents informed of upcoming activities and events. Announcements and school information is also posted on the district web-site. ([www.ovsd.us](http://www.ovsd.us))

## **ATTENDANCE – ABSENCE**

According to Ohio Law, pupils must attend all sessions of school unless there are necessary reasons for being absent. Unless there have been prior arrangements, **the parent must notify the school as early as possible on the day of student's absence.** Calls to the school should be made from 7:00 a.m. to 8:00 a.m. to report a child absent. If the school does not receive notification by noon on the day of absence, then an attempt will be made to notify the parents through the automated calling system. A phone call to the school does not make the absence excused.

1. Following an absence all elementary students should report to homeroom. At that time the student must present a note stating:
  - a. date of absence
  - b. reason for absence
  - c. signature of parent

EXAMPLE:

“To whom it may concern: Joe Smith was absent on 9-16-2014.  
He had the flu.

Mrs. John Smith”

2. Students will give the note to their classroom teacher for him/her to submit to the office. Students are to receive missed assignments.
3. If there is not proper notification, the absence will be unexcused. Students should bring in their absence note the day they return to school and **no later than 3 days** after returning. Any unexcused absence or suspension **may** result in the student receiving a “0” for class work missed. The student is responsible for any missed assignments, or activity of any nature that can be made up. We ask for the parent’s cooperation to see that make-up work is completed within twice the number of days of absence, not to exceed ten (10) days. Examples: 1 day absent 2 days to complete make-up; 2 days absent 4 days to complete make-up; 6 days absent 10 days to complete make-up.
4. The following will be considered reasons for excused absence:
  - a. Illness, injurious accident, contagious disease.
  - b. Serious illness or death in the immediate family.
  - c. **Emergency** medical or dental attention.
  - d. Authorized religious holidays.
  - e. Absences **approved one-week in advance** by the school principal, also with request for student’s assignments,(family educational trips, etc.).
5. Any homework or tests assigned prior to the absence will be due or made up when the student returns to school.
6. Up to **5 days** in a semester **may** be excused with a parent note. When a student’s absence exceeds 5 days per semester the **principal of a school may require a doctor’s signed note to excuse the absence.**
7. Any student missing more than **one hour** of school at any point throughout the school day will be counted as  $\frac{1}{2}$  day absent for that day.
8. In grades K-6, any student who is truant for more than 10% (18 days) of the required attendance days (178 days) of the current grade is retained, unless the principal and the teachers agree that the student is academically prepared to be promoted to the next grade level. Academically prepared, as used in this policy, means that the principal, in consultation with the student’s teacher(s) has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

9. Students successfully completing an inpatient/outpatient drug/alcohol/mental treatment program will not be penalized for days missed from school. These absences will be recognized as absence due to medical reasons.
10. Students with lengthy absences due to a serious illness or serious injury may be approved for home instruction services through written recommendation of a doctor/physician. Contact the building principal or guidance counselor for information concerning a request for home instruction.

#### **ABSENCE DUE TO HEAD LICE**

1. When head lice/nits are found, the child's parent(s) will be notified as soon as possible.
2. Students are given 1 and ½ day excused absence to treat lice/nits.
3. Parents will be responsible for administering the treatment.
4. Treatment is recommended only for individuals with nits and active infestation; that is, the confirmed presence of lice or eggs. In line with this recommendation, family members and other close contacts should be examined and treated if necessary.
5. Clothing, bed linens, etc., should be machine washed in **hot** water.
6. Combs and brushes can/must be treated by soaking them in a 2% Lysol solution.
7. Wool clothing and other articles (stuffed animals) which cannot be washed may be dry cleaned or placed in a dark plastic bag and sealed for 10 days.
8. If you need additional assistance or help please contact the school or your local health department.

#### **TARDINESS**

1. A tardy constitutes any absence throughout the day of less than one hour (between the times of 8:00 a.m. and 2:40 p.m.).
2. Excused tardies will be granted for the following reason only:
  - a.) Illness/valid reason accompanied by a parent/guardian note (Up to three permitted per school year).
  - b.) Illness or medical/dental emergencies accompanied by a note from the doctor or dentist. All other tardiness is unexcused. Three (3) tardies constitutes ½ day absence for determining truancy. Students are to be in assigned classrooms where attendance is taken prior to tardy bell (8:00 a.m.). The classroom teacher will determine the validity of **tardiness to class** and will, if necessary, take disciplinary action. Cases of frequent tardiness will be referred to the building principal for disciplinary action.

3. If your child is arriving to school after 8:00 a.m., please park in designated parking area and bring your child into the office. Parents are required to sign their child in and provide a reason on the sign in sheet, as to why your child is arriving late.

#### **SCHOOL PROCEDURE FOR TRUANCY**

The following includes yearly **cumulative** unexcused absences and/or unexcused tardiness:

1. **Four (4) days:** The Attendance Officer will make a **contact and/or issue a notice**. Parents will receive a copy of the notice and are encouraged to contact the school.
2. **Eight (8) days:** The Attendance Officer will make a **contact and/or issue a notice**. Parents will receive a copy of the notice and are encouraged to contact the school.
3. **Twelve (12) days:** The Attendance Officer may file charges against parent/guardian in County Court or against the student in Juvenile Court.

#### **DAILY ARRIVAL/DEPARTURE**

1. No student should be in the building before the designated time (7:20 a.m.) unless:
  - a. Such is requested by a teacher.
  - b. He/she has been granted permission by the building principal.
2. No student should be in the building after dismissal unless:
  - a. Such is requested by a teacher.
  - b. The student is participating in a supervised activity AND Adult supervision for the scheduled activity is present
  - c. Student is a child of a staff member in that building.
  - d. Any child granted permission to stay after school must stay in assigned/designated area with adult supervision.
3. Siblings are not permitted to accompany other siblings to practices, school activities, etc., without adult supervision (18 yrs. or older).
4. **North Adams Elementary & Peebles Elementary:** Drop off at the cafeteria doors. We ask for parents to help us keep students safe. Therefore, please DO NOT park in the circle area to come inside or to help your child out of the car. This creates safety problems for everyone. If you need to assist your child in anyway please park in the visitor parking area.
5. **West Union Elementary** student drop off is at the front entrance. We ask that parents not park in the drop off line. If you must exit your car, please park in the designated parking area only.
6. **West Union and Peebles Elementary** require parents to obtain a



student pick-up number prior to the start of school.

- a. Without this number students will not be released in the pick-up
- b. line. You must park in the designated parking area and come to the office to pick up your child. Students will not be released until all cars have exited the pick-up line.
- c. Parents are to remain in their vehicle until all cars in the pick-up line have exited the circle area. Please do not exit your vehicle and stand in front of the building. This creates a safety issue.
- d. Parents picking up their child before dismissal must park in the designated parking area and come to the office to sign their child out.

## **ENROLLMENT/WITHDRAWAL PROCEDURES**

### ***ENROLLMENT***

1. Students are considered enrolled in school on the first day of the school year if they were enrolled in this district the last day of the prior year.
2. In order to keep school records correct students and/or parents should provide updated enrollment forms each school year. Notice of any change in student's address, phone number, parent's work number and emergency phone number should be given to the school Office. Without this paperwork on file in the school office, the student will not be permitted to participate in any fieldtrip(s) during the school year.
3. In the event of a change in custody, a copy of the Court Orders pertaining to the child's custody needs to be given to school office. It is the parents' responsibility to bring in updated custody papers to the school office each time court papers change.
4. Parents wishing to enroll a student for the first time should report to the school office. We will need a copy of the student's birth certificate, papers showing proof of custody, immunization record and proof of residency (i.e. utility bill, rental agreement, change of address form, etc.). If entering from another school district, please present any official records from the elementary or secondary school he/she most recently attended. In the absence of these, within a twenty-four hour period, the school will request an official transcript from that past school. If records are not received within 14 days of the date of request, then the school shall notify the proper law enforcement agency pursuant to the Missing Child Act.
5. Students wishing admission from a non-charter or home school will be required to take an exam to be administered by district personnel to determine placement.

6. Each year the school will require an updated *Emergency Medical Form* on file for each student. This authorizes emergency treatment for students should they become ill or injured while under school authority. This can be very important if parents cannot be reached immediately. Any existing physical conditions should be noted on this form. **The student will be excluded from field trips if this form is not on file.**
7. Parents will be required each school year to complete additional forms that may include: enrollment form, computer acceptable use policy, lunch application forms, and student health form, etc.

#### **WITHDRAWAL**

1. The office should be notified as far in advance as possible if a student plans to withdraw or transfer.
2. The student should obtain the appropriate forms from the office and have them completed by the teacher(s).
3. All books and other property must be returned, all fees paid, and forms completed and returned to the office. This will allow a student's records to be forwarded to the new school.

#### **CHILD ABUSE REPORTING**

The school cooperates with local agencies. Each and every school employee has a legal obligation to report suspected child abuse or neglect. Law officials and employees of social agencies may speak to the children at the school. The Principal, Assistant Principal, or Counselor **may** be present for the visit.

#### **COMPUTER ACCESS**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use the ACOVSD Network telecommunications services (Internet, E-mail). Prior to such authorization, the student and the student's parent must sign and return the Parental Consent/Student Agreement Form, agreeing to the restrictions and guidelines in the ACOVSD Acceptable Use and Code of Conduct Policy EDE.

Restrictions and guidelines include, but are not limited to:

- 1) An absolute prohibition on any kind of fraudulent use, including disregard for the legal protection of copyright and license.
- 2) An acknowledgment that the student is responsible for any and all misuse under his or her user account/identification and the necessity not to share this user account/identification with other persons.
- 3) An absolute prohibition on malicious use of any kind.
- 4) A respect for the privacy of all users.

- 5) A respect for the integrity of the system including no installation or deletion of software from any school computer without specific permission from the Computer Site Coordinator.

#### **DISTRICT LIBRARY RESOURCES**

1. Books will be checked out from a school district library for a two-week period.
2. District library checkout privileges **may** be suspended until the book is returned or replaced with a book of the same title and format.
3. Replacement charge for a lost book will be the original cost of the book. If the lost book is found and returned during the school year in good condition, a refund will be given within a two month period. All lost and found books must be turned in prior to the last day of school in May in order for a refund to be issued.
4. Intra-district library loan will be at the discretion of the library loaning the book. Books checked out through intra-district library loan can be renewed one time only.

#### **EMERGENCY SITUATION AND EARLY SCHOOL CLOSINGS**

1. Emergencies may arise during the school year because of weather conditions, furnace problems, etc., making it necessary to delay school opening or dismiss school before the regular time.
2. Our district uses an automated announcement system to contact parents and staff when these emergencies arise; therefore, it is very important that we have correct and current contact information. Please notify the office of **any** change in your contact information.
3. You should arrange for your child to stay with friends, neighbors, or relatives in cases when you may not be at home.
4. In the case of emergency closing, it would be helpful to inform the child's teacher of emergency instructions. This information should also be completed in the enrollment packet.

#### **EMERGENCY PROCEDURES**

The staff is prepared to take prudent action should any emergency arise during the school day. Fire, tornado, and other emergency evacuations are conducted periodically to give students an opportunity to practice procedures. In addition, evacuation procedures are posted in classrooms. Students are to follow the direction of the staff members. Students are not to leave the premises without procedural release.

#### ***What a Parent Can Do In an Emergency***

1. Keep school telephone lines open for emergency use. **DO NOT PHONE THE SCHOOL! Do not call a student's cell phone.**

2. Keep cars out of the area leaving streets clear for emergency vehicles – police, ambulance, and fire department.
3. Announcements will be made on local radio stations as soon as school officials obtain information.
4. Tune a radio to **EMER 640** or **1240** for instruction or to a local radio station: (Call letters and frequency) - West Union **C103 -FM 103.1**, 99.5, Portsmouth - **WPAY - FM 104.1**, for local information.
5. You may also watch your local TV stations for changes in the school day.

### **GUIDANCE SERVICES**

The district's guidance services include educational guidance, testing programs, occupational, career, and study helps, consultation services, personal developmental guidance as needed, in keeping with the principles of human dignity and equality. Guidance services are available to all students.

### **LOST AND FOUND**

All articles you find should be taken to the school office. Students who have lost articles should inquire about them in the office. Items are disposed of after a short period of time. **The school assumes no responsibility for items lost, stolen, or damaged at school.**

### **MEDICAL/HEALTH SERVICES**

Adams County Ohio Valley contracts with the Adams County Health Department to provide for the health needs of our students while at school. The district works closely with the ACHD and the Ohio Department of Health to control pests and bedbugs. More information on preventing bedbugs may be found on the district website, [www.ovsd.us](http://www.ovsd.us) under parent link.

1. Students with signs of a communicable disease (**red or draining eyes, fever, rash, boil, impetigo, running sore, vomiting, diarrhea, bad cold, sore throat or deep cough**) and communicable conditions (such as **scabies or head lice/nits**) are not allowed to attend school until they meet one of the following criteria:
  - a. Be free of symptoms.
  - b. Be non-contagious according to the Health Department guidelines.
  - c. Have a doctor's written statement that they are non-contagious.
2. Medication schedules should be arranged so students take their medication at home. **When it is absolutely necessary for medication to be given at school, a "REQUEST TO ADMINISTER**

**MEDICATION FORM B” must be signed by the parent/guardian and the physician prescribing the drug. Forms are available in each school office.** Non-prescription medication may be given at school with the completion of the “Request to Administer Medication Form B A. Forms MUST be completed annually. *This includes the use of an inhaler.*

3. All medication will be kept in the office and will be taken only upon proper authorization. Any student who needs to carry an inhaler, EpiPen, or other emergency medication with him/her must have a doctor’s statement to authorize this. **The parent must provide a backup dose of epinephrine to the school as required by law.**
4. All medications, prescribed and non prescription, must be in the container in which it was dispensed. Prescribed medications must be in the container by the prescribing physician or pharmacy, with the dispensing label legible and corresponding to the information on the “Request to Administer Medication Form”. The container label must include the following: child’s name, name of medication, dosage of medication, route of medication, and name of doctor. The school nurse must be informed of the time of medication administration for each school day.
5. Whenever possible, medication should be brought to school by the parent. If this is not feasible, the parent must contact the building principal to make other arrangements. To avoid the possibility of unsupervised use of medication or accidental poisoning, medication must not be sent to school with the student.
6. Medications by injection will be given only for certain emergency situations (i.e. bee stings). This medication should be in an auto injection device for safety in administration.
7. The school medical assistant or the nurse will call the parents whenever the student has a fever over 100 degrees, is vomiting, has significant pain, minor/major injuries, repeatedly complains, or anything else that is out of the ordinary.
8. School personnel will administer only immediate first aid. Parents will be contacted regarding any serious injury. If we are unable to contact a parent, we may contact the life squad (only in an emergency.) The school/district is NOT responsible for payment to the life squad.
9. Hearing and vision screenings shall be conducted as required by law. (ORC 3313.673, 3313.69). Results of these screenings, as well as other optional screenings (such as scoliosis) shall be recorded in ImpactSIIS. ImpactSIIS is an online statewide secure system that keeps track of childhood immunizations and other health information. This site is managed by the Ohio Department of Health. If you do not wish your child’s screening results to be included in the system, please notify the

nurse in your child's school. Your child's records are protected and can only be accessed by authorized users with restricted access such as health care providers, school nurses, or WIC staff.

**State policies require all children to have their shots up-to-date before they may enter/attend school.**

## **PERSONAL AND SCHOOL PROPERTY**

### **Cubbies/Desk**

School cubbies/desk, where provided, are the property of the school and may be inspected any time by school and/or police officials. Assignments are made to students with the following conditions:

1. Two students may be assigned to one cubby.
2. Two or more students may be assigned to use more than one desk in classrooms throughout the day.
3. A student may use only the cubby/desk assigned to him/her.
4. A student should keep the cubby/desk neat at all times for the protection of his/her personal property.
5. All personal items and books, when not in use, are to be kept in one's assigned cubby/desk.
6. A student should not bother with other cubbies/desk assigned to another person.
7. The school administration and/or teachers are not responsible for items lost or stolen from one's cubby/desk.
8. Each student is personally responsible for any item he/she brings to school, or is issued by the school.
9. If a student has trouble with their cubby/desk, they should inform the classroom teacher.

### **PERSONAL PROPERTY TO BE LEFT AT HOME**

Toys, trading cards, hairdryers, straighteners, curling irons, **electronic devices**, (IPODS, mp3 players, I PADS, E-Readers, laptops, video recording equipment, etc.), should be brought to school **only** if they are to be used in a specific class/project. Advance permission must be obtained from the teacher and principal. **Use** of these devices **is restricted** to the specific class/project. They are not to be used on the bus or at recess, etc. (unless by administrative directive, or bus driver permission or part of a student's behavioral plan and then it must be with headphones.) The school/district is not responsible for lost, broken or stolen items.

### **RESPECT FOR PROPERTY OF OTHERS**

1. Walk on walkways en route to and from school, not on the property of others. Take pride in being an outstanding citizen.
2. If damaging or defacing of any property is deliberate, or caused by

carelessness or rowdiness, the student is obligated to make restitution. Other sanctions (penalties) may be imposed, if necessary, in correcting the student's behavior.

### **TELEPHONES**

1. The school telephones are business phones and may be used by students **only** in emergency situations with **permission by the secretary or administrator**. The school telephones are **not** to be used to call for forgotten items or to obtain "last minute" permission.
2. People needing to contact students or teachers during school time may leave a message with the secretary. Only in emergency circumstances will the student or teacher be called to the telephone. Emergency is defined by the principal.
3. The administration or office personnel have the right to monitor any/all incoming calls to students.
4. Students may possess cell-phones but are restricted to no use during the hours of 7:20 a.m. to 2:40 p.m. **Cell phones are to be turned off during the school day**. Cell-phones may not be used on buses. Violation of rules regarding use of cell phones will result in disciplinary consequences. The first time that a student is found to be in violation of this rule, the cell phone or other electronic device in question will be confiscated for the remainder of the day. The second time he/she will be assigned to after/in-school detention/Friday night school/Saturday morning. The cell phone or electronic device will be released to the parent only. The third time, the cell phone or electronic device will be confiscated and kept until the end of the school year and a parent must pick up the phone. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **VISITORS**

1. Parents, or other persons are encouraged to visit our schools, but visits are encouraged outside of the normal classroom day unless

pre-approved by administration. After prior approval and upon arrival, all visitors are required to report to the front office and **may** be issued a “Visitor’s Pass”.

2. Parents who feel like they need to observe their child in the classroom must make arrangements in advance with the teacher and the principal. This way the activity can be sure to be one to address your concerns. This visit should usually not be more than 45 minutes. Disruption of instruction in any way is not permitted.
3. If your presence causes a disruption of normal school activities you will be asked to leave. Refusal to do so may result in the filing of trespassing charges against you.
4. Students from other school districts may not accompany a resident student to school. For further information contact the building principal for Guidelines on Visiting the School.
5. **Students are not** to open doors for visitors to enter. All visitors must enter through the office.

### **VOLUNTEERS IN SCHOOL**

We believe that parent and community involvement is an important part of the educational program. Current research indicates that a strong relationship between parent and school generally results in higher achievement scores, improved student behavior, and reduced absenteeism.

#### **Here are a Few of the Ways a Parent Can Help**

Assist in the classroom	Act as a resource person
Assist with playground supervision	Help with field trips
Work with an individual child	Read stories to children
Speak to class on your specialty	Help with fund-raising
Assist in the library	Make posters & displays
Help with clerical chores	Help with special programs
Serve on parent advisory councils	Make learning centers

We value our volunteers and their contributions to our schools. Due to liability issues siblings or other children may not accompany volunteers to classrooms. All classrooms have students who will benefit from your attention and help. We want children to know their parent cares about their school. However, most children pay closer attention to the teacher when their parent/relative is not in their classroom. Therefore, please work in classrooms and with students assigned by the principal.

***The Adams County Ohio Valley Board of Education has adopted a Tobacco Free Campus Policy.***



No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours;

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots

*Fingerprinting & Background Checks: This is required by Board Policy for volunteers and for any others who may be directly supervising students. This is not required for the “occasional” visitor or “room mother/dad”. In regards to chaperones for field trips/and regular volunteers, fingerprinting and background check will be required because there is the chance that a chaperone may be directly supervising children.*

### **STUDENT RULES AND REGULATIONS**

The following is a list of rules of conduct which will be enforced on school grounds during, before, and after school hours and at any time when the school is being used by any school group. Rules of conduct extend to any school activity, function, or event, and on school buses when students are being transported.

We ask the parents’ cooperation and support in enforcing the rules of conduct. As parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible, we ask that parents discuss with the teacher and/or the administrator, problems a child displays before the problems become serious.

Students have the right to reasonable treatment from the school and its employees. The school, in turn, has the right to expect reasonable behavior from the student. Freedom carries with it responsibility for all concerned.

**VIOLATION OF ANY ONE OR MORE OF THE FOLLOWING RULES OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND/OR CHARGES FILED WITH THE APPROPRIATE COURT SYSTEM.**

#### ***RULES***

##### ***Rule 1: Disruption of School***

A student shall not through any means cause disruption of the school classroom or normal school day, such as but not limited to, willfully aiding another person to violate rules.

***Rule 2: Damage to Public or Private Property***

A student shall not cause or attempt to cause damage to public or private property during the school day, or during a school function, or event. When using school-owned or teacher owned property, it must be used for only the intended purpose.

***Rule 3: Assaults***

A student shall not inflict injury, cause another to inflict injury or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. This includes on school grounds before, during, or after school hours, as well as off school grounds at a school activity, function, or event, or while the student is being transported by school bus.

The term assault means both physical, verbal, or gestures. Verbal assault is defined as “words or phrases which are vulgar, obscene, degrading, or threatening harm to staff or students.” Be very careful in your choice of words. Off-hand comments may be considered inappropriate or verbal assaults. Threats or implied threats toward staff or other students are inappropriate and will not be tolerated. Language that demeans or insults a particular race, sex, or ethnic group is strictly prohibited.

***Rule 4: Dangerous Weapons and Instruments***

A student shall not knowingly possess, handle, or transmit any objects that can reasonably be considered weapons, or other dangerous objects of no reasonable use to the student at school. In addition, students may not make replicas of weapons or any object that’s of a violent nature. (Ex: toy/paper guns, knives, grenades, etc.)

Any student who is determined to have brought to school a firearm shall be expelled for not less than one year, subject to reduction of this term by the superintendent in determining the terms of expulsion on a case-by-case basis. The superintendent shall consider all of the relevant facts and circumstances, including applicable Ohio/Federal law.

***Rule 5: Tobacco, Drugs, Alcohol***

A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any tobacco products, electronic cigarettes, alcoholic beverages, illegal drugs, prescription or non-prescription, look-alike drugs, narcotics, or any mind-altering substance while on school property or at any school activity. The use of illicit drugs and the unlawful possession and use of alcohol and tobacco products is wrong and harmful.

Included in this prohibition is the possession of any drug related paraphernalia. Medicine prescribed by a duly licensed physician shall not

constitute a violation if a signed medical form is on record. Written consent of parent is necessary for possession of prescribed medication.

***Rule 6: Insubordination***

A student shall comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. Repeated violations of any minor rule, classroom procedure, and directive or discipline procedure shall also constitute insubordination (failure to follow requests/directions of school officials, disruption of class, etc.)

***Rule 7: Stealing***

A student shall not steal, or attempt to steal, public property or equipment of the school district or the personal property of another student, teacher, visitor, other person or employee of the school district. The school assumes no responsibility for items lost, stolen or damaged at school. The school is not responsible for student's cell phones and or electronic devices. If they are stolen at school then a report should be made to the School's Resource Officer. Items brought from home should be clearly labeled with the student's name. No trading, selling, or borrowing of personal items shall be permitted.

***Rule 8: Unauthorized Fire and Related Offenses***

A student shall not set, or attempt to set, any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code and could lead to expulsion and referral to local police or fire department.

***Rule 9: Loitering:*** A student shall not be on school grounds (inside or outside) or at a school sponsored activity after school hours without a specific school-related reason or purpose without adult supervision. Siblings are **not** permitted to accompany other students/siblings to any after school activities, etc. without appropriate adult supervision. After hours use of playgrounds will be permitted only when children are accompanied by an adult during such use. After hours use will be at the person's own risk.

***Rule 10: Gambling/Profiteering***

A student shall not be involved in the act of gambling while on school premises, or at school sponsored activities.

***Rule 12: Forgery and Plagiarism***

A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or any other data on school forms or

correspondence directed to the school. A student shall not intentionally represent another person's words, thoughts, or ideas as his/her own.

***Rule 13: Inappropriate Attire and Grooming:***

A student shall not dress or present themselves in a fashion that:

- (a) interferes with the student's health, safety, and welfare, or that of other students, or,
- (b) causes disruption of the educational process. This includes clothing, hair styles and accessories.

Cleanliness is encouraged for reasons of good health. This includes a clean body, clean hair, and clean clothes.

For health and safety reasons, shoes must be worn at all times. Wearing shoes with wheels is not permitted. For safety's sake flip flops are not permitted in the elementary schools. If your child wears flip flops he/she may not be permitted to go to recess. Students may be asked to bring special clothing for school projects. Students are required to wear tennis shoes and appropriate clothing in physical education classes. (Skirts are not considered appropriate attire for physical education unless worn due to religious convictions.)

***Clothing, particular fashions, and/or appearance which might be disruptive or provocative within the school environment are prohibited.***

(c) clothing and accessories such as backpacks, patches, jewelry, ~~and~~ notebooks, etc., must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.

(d) questions concerning specific types of dress and/or appearance should be directed to the building administrator. Elementary students are permitted to wear shorts April 1<sup>st</sup> through October 31<sup>st</sup>, weather permitting.

***Rule 14: Cheating:***

Whether you give or receive information during an examination, or on certain assignments, the offense is the same. Disciplinary actions will be taken at the discretion of the teacher or administrator.

***Rule 15: Sexual Harassment***

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature." No student, male or female, should be subjected to or display, unwelcome sexual overtures of any type towards any individual. Examples of such behavior include display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical contact.

***Rule 16: Excessive Public Display of Affection***

Students will use appropriate discretion and restraint in showing affection toward other individuals while on school property or at school functions.

***Rule 17: Hazing & Bullying***

Regardless of race, color, creed, sexual orientation or gender, acts of hazing (one time occurrence) and bullying (more than one time occurrence) shall be prohibited at school, on school buses, school activities and property adjacent to school property. “Harassment, intimidation, hazing and bullying” means any intentional written, verbal or physical act that a student has exhibited toward another particular student **more than once**. The intentional act also includes violence within a dating relationship. The behavior causes both: (1) mental or physical harm to the other student; (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

***Rule 18: Leaving School***

Students reporting to school are to remain on the school grounds and within supervised areas for the rest of the day. Students are not permitted to leave for lunch. **All students, unless accompanied by their parent, must receive permission from the administration and sign out before leaving school. Students leaving school without permission or properly signing out will be considered truant.**

***Rule 19: Selling of Items***

Students are not permitted to sell, trade, borrow, give/take money or any items, to or from others at school or on the bus. Safety Patrol is the only group permitted to sell items at school. Students will not be permitted to sell items for any organizations/fundraisers at school with exception of school-sponsored sales. Students at this age have a difficult time prioritizing necessities such as, “lunch money is for lunch”, and not to buy an item they just want. A student shall not be involved in exchange of any goods/services; there will be no sales/exchange of goods/services for monetary or other tangible/intangible products while on school property. We appreciate your support in this matter.

***Rule 20: Unruly Charges***

Students who display inappropriate behavior which endangers self/and or others, including but not limited to school staff, may have unruly charges filed on them.

## GENERAL SCHOOL RULES

1. Use school-owned & teacher owned property for the intended purpose.
2. Display good character at all times.
3. Valuable property such as radios, CD players, expensive jewelry, electronic games, cell phones, virtual pets, iPods, MP3 players, etc. may not be brought to school. The school WILL NOT be responsible for the loss of personal property. The principal or teacher will confiscate the item(s) and will release the items only to the child's parents.
4. Toys- Students are not permitted to bring toys to school. Toys include, but are not limited to, baby dolls, Tek decks, wrestling figures, etc. An exception to this rule, students may bring items deemed appropriate for class projects, i.e. show and tell and star student days.
5. Students shall address all adults and fellow students in a respectful manner. Inappropriate language and/or gestures will not be tolerated.
6. Throwing of any objects within the building or bus is not permitted.
7. Students, please take pride in your school and help keep it clean.
8. Comply with directions given by any school personnel.
9. Trading, selling, giving or borrowing of any property, yours or others, is not allowed.
- 10. Fighting will result in an automatic suspension from school.**
11. Students shall not possess any form of material or replica of anything which indicates sexual or violent nature.
12. Any student who intentionally or accidentally destroys or damages school property shall immediately compensate for such damage. This includes, but is not limited to damage or defacing of books, restroom stalls, bus seats, school equipment, etc.

## HALLWAYS & RESTROOM RULES

1. Walk quietly on the right side of the hall.
2. Walk, keeping hands, feet and objects to yourself.
3. Restrooms are not play areas. Horseplay, vandalism, fighting, etc. will result in immediate consequences. Use it for its intended purposes only.
4. If students need to use the restroom at non-scheduled times they are to sign out to leave the room and sign back in when returning.
5. Please keep hands and feet off the walls.
6. Students are expected to help keep the building clean and neat.

## PLAYGROUND RULES

1. Teachers on recess duty must be visible to children on the playground. They must position themselves around the playground and avoid standing in clusters.

2. Students should leave objects such as pencils, pens, and markers in the classroom.
3. Shoelaces **MUST** be tied at all times.
4. Equipment should be used only for the purpose it was designed.
5. Once on the playground, children may not re-enter the building except when directed to do so by a teacher.
6. Children should be encouraged to play actively without pushing, shoving, punching, pulling, or hitting other children.
7. Jump ropes may be used only for jumping, and not for playing tug-of-war and other games; they should not be taken on slides.
8. Children shouldn't retrieve balls that are off the playground without permission from an adult.
9. Children must stay away from dangerous areas, such as drains, trash receptacles, and streams.

### **RECESS POLICY**

The decision to have outside recess during cold weather depends upon the temperature and the wind chill factor as long as the combination of both is not below 32 degrees. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. The teacher in charge usually selects quiet games, talking with friends, listening to quiet music, etc.

### **DISCIPLINARY SANCTIONS**

All warnings are considered to have been given when the policies, rules and/or regulations are first explained to the student and/or when the student is given a copy of the Student Handbook.

1. Friday Night/Saturday School, after/in school detention is a disciplinary sanction that is used at the discretion of the building administrator. **Evening Detention is used as an alternative to out-of-school and in-school suspensions/detentions.** Students are required to bring books (and any other necessary materials) and spend the entire time studying. An Adult Supervisor is present in the room at all times. Evening Detention rules will be provided to each student as needed.
2. An attempt will be made to contact the parent within twenty-four hours of stated suspension. During the period of suspension, the student may NOT participate in practice, camps, rehearsals, or other school related activities after school hours.

3. Disciplinary sanctions for violation of Rule 5 (Tobacco, Drugs, and Alcohol) may be reduced if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow through based on the assessment findings; counseling; outpatient treatment; or inpatient treatment.

#### **DUE PROCESS**

1. Due process rights are defined as “all rights which are of such fundamental importance as to require compliance with due process standards of fairness and justice”.
2. Procedural due process is defined as “reasonable notice of charges, the opportunity to be heard in response to charges, and the right to present one’s side of the story (one’s defense) in response to charges”.
3. The forms of disciplining where due process is considered include suspension and expulsion.

#### **DUE PROCESS SAFEGUARDS**

1. The rules and regulations which prescribe student behavior, disciplinary sanctions and due process procedures are approved by the Board of Education and published in the Student Handbook.
2. The Student Handbook is distributed to all students and the section “School Rules and Regulations” is posted within the school(s) at appropriate public places. Such is considered due notice to students and parents of the kinds of behavior which would warrant disciplinary action.
3. Students facing disciplinary action will be given written or oral explanations of the charges against them. Said explanation will include the evidence against the student and the specific rule or regulation from the Student Conduct Code which allegedly has been violated.
4. Students facing disciplinary action will then be given the opportunity to present their side of the story (one’s defense).
5. If the student admits guilt and/or if the evidence against the student is conclusive and overwhelming, disciplinary sanctions may be administered.
6. When a student vehemently denies the charges against him/her and/or when the disciplinary sanction may be expulsion or suspension of ten days or more, a conference (including the student, parent, and school officials) should be made available, at the student’s request, before disciplinary sanctions are imposed.
7. Where a student’s presence creates a danger or threat to persons or property, he/she may be immediately removed from school, with



written or oral explanations of the charges to follow as soon as possible.

8. Students facing expulsion or suspensions may appeal an adverse ruling by school officials to the superintendent or his designee, based upon the prior facts of the case. Should a student or a student's parent(s) choose to appeal the suspension or expulsion, the appeal must be made in writing to the Superintendent within 14 calendar days of the notice of suspension or expulsion.

### **SCHOOL ACTIVITIES**

Students are encouraged to attend and/or participate in extracurricular events. We are proud of our athletes, club members and other organizational members. Students are expected to behave in a way that demonstrates that pride. Courtesy is to be shown to all visitors, teachers, fellow students and officials at school events.

Sportsmanship is the ability to win and lose gracefully. A loyal student supports his/her school and does his/her utmost to keep the scholastic and activity standards at the highest level. Throwing objects at events, making unnecessary rude or offensive comments to officials, or acting in any way deemed inappropriate by school officials may result in disciplinary action.

In order to keep the emphasis of the school on academics, the following regulations will be enforced regarding participation in extracurricular activities.

### **EDUCATIONAL TRIPS**

1. Educational trips are a learning experience. In order to participate in an educational trip the students will need to provide two things:
  - a. Written permission from the parent. This permission notification will be made for each student to participate on each trip.
  - b. An emergency medical form. This must be on file in the office. A copy will be made for each student to accompany him/her on the trip.
2. Students will abide by all rules of conduct and sit in assigned bus seat while on educational trips. Failure to do so may result in student being denied the next field trip.
3. Due to liability and seating space on buses, siblings are not permitted to accompany other siblings on field trip(s).
4. Chaperones must pass the FBI finger printing before they may be considered to participate in the field trip.
5. An adult who is chosen to accompany a class on a field trip should be doing so with the intent of "chaperoning" a small group of students.

### **EXTRACURRICULAR ATTENDANCE REQUIREMENTS**

Students involved in **any school affiliated** after-school activity must be present a minimum of ½ of that day. In order to participate in activities, students cannot be suspended from school. Extenuating circumstances are subject to administrative approval. Participation is a privilege not a right. A student's daily attendance and discipline record will determine their eligibility for extracurricular activities.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Our school is as strong as our community and we appreciate the commitment that our P.T.O. officers make to our children. Please consider volunteering for sponsored events. The P.T.O. will be having various fundraisers throughout the school year. The proceeds will go toward purchasing items to help the school and provide for the safety and education of your child. Please contact your child's school for dates and time of meetings.

### **SCHOOL SAFETY PATROL**

All three Elementary Schools have a student safety patrol that is used to help provide supervision for safety to all students at school.

The patrol members are assigned the duties of monitoring the passage of students in the hallway before and after school, and students coming and going to breakfast. Students may be assigned to help guide students outside. Therefore, patrols are expected to dress for the weather. Coats are required if the temperature is 40 degrees or below. Other duties may be assigned by the sponsor as necessary.

**Students are expected to respect each Safety Patrol member on duty and follow their directions.** Safety Patrol is for 6<sup>th</sup> grade students only. Safety Patrol members may be selected by the 6<sup>th</sup> grade teachers. Your child's school may permit any student to apply for Safety Patrol. The Safety Patrol is in place to help ensure the safety of your child. To be on Safety Patrol a student must maintain a grade average of C or better and not receive any office referrals. Any office referral will automatically remove the student from Safety Patrol. The "3 Strike" system is also used to determine continued Safety Patrol eligibility. More information will be given out in the classroom.

### **SCHOOL DANCES**

1. School rules will be enforced for everyone at school dances.
2. Once a student enters a school dance, he/she may not leave the building. Anyone leaving may not return to the dance.
3. An administrator and club advisor will be present to assure that all students abide by the regulations.

4. Students who are suspended or expelled may not attend any school function while the suspension or expulsion is in effect.
5. Appropriate attire shall be worn at dances. Brief and revealing apparel is not appropriate. Ex; tank and halter tops, see through garments, showing of cleavage, midriffs and under garments.

### **PARTIES**

Permission to have parties is granted by the administration and is to be secured in advance of the time of the proposed party. There will be a maximum of four parties (including any holiday or birthday) per year in grades K - 6. Parents may bring snacks to the office for a student's birthday during snack break and school personnel will deliver these to classrooms. We encourage healthy snacks to be served during snack break and classroom parties.

### **SCHOOL-SPONSORED ASSEMBLIES**

1. School-sponsored assemblies are a part of the curriculum, and as such, are designed to be educational, as well as entertaining experiences. They provide one of the few opportunities in school to learn about formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. During live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping feet, and booing are discourteous and will result in removal from the assembly. Yelling is appropriate only at pep assemblies.
2. Remember the following points:
  - a. Do not take books or coats to the assembly unless instructed otherwise.
  - b. Proceed to the assembly area quietly and promptly. Find your seat quickly.

### **SCHOOL FUND-RAISING**

Throughout the school year, students will bring home various forms for fundraisers. Some of these will be sponsored by the building as a way to raise funds for rewards and other programs/incentives. And, others will be sponsored by the PTO. Please read the information carefully and listen for School Messengers with details regarding any fundraisers sent home. If you have questions regarding any fundraiser, please call the office. Without these fundraisers, we would not be able to provide many of the extra rewards, incentives, and programs; we greatly appreciate you allowing your child to participate.

In order to avoid competition or duplication with other school groups, outside school fund-raising projects are not permitted.

#### **PETS AND ANIMALS**

1. Students **may not** bring personal pets to school at any time, for any purpose.
2. Prior to bringing any animal(s) into the schools, the building principal approves the use of animal(s) for teaching or training of students in accordance with Board Policy ING-R.

#### **LOST OR DAMAGED SCHOOL PROPERTY**

1. The school furnishes textbooks, materials, and equipment to the students as needed. They are to be kept clean and handled carefully.
2. All textbooks shall be rated when they are distributed to pupils.
3. Students losing, damaging books, materials, or equipment shall be charged a replacement rate according to the condition and age of the book or equipment.
4. Failure to pay for lost textbooks or other classroom materials will result in the grade for that class for that nine weeks being changed to an **Incomplete**, which will become an "F".

#### **PARENT - TEACHER CONFERENCE**

Teachers encourage parents to call the office to arrange a time to discuss their child's progress. Teachers have assigned time during the day for conferences. We request that parents come only at an assigned time to prevent disruption of the teacher's instructional duties with his/her class. Also, days are set in the school calendar as specific conference days. If the parent-teacher conference does not provide satisfactory results, please contact the building principal.

#### **CHILD NUTRITION BREAKFAST AND LUNCH PROGRAM**

This school district participates in "offer vs. serve" federal and state breakfast and lunch programs. This program entitles the child nutrition department to purchase government commodities at a reduced cost and receive money reimbursement on all student meals served. This enables the meal prices to stay lower than commercial rates.

In order to file for reimbursement, all students must be assigned individual student numbers to track who and how many have eaten per day.

**OFFER VS. SERVE BREAKFAST:**

**What a Student Must Be Offered:**

The first requirement for a reimbursable breakfast is that all four (4) food components must be offered (made available) to all students. The four (4) components that must be offered consist of:

- One serving of fluid milk
- One serving of vegetable/fruit, or 100% fruit juice or vegetable juice, and either
- Two servings of grains

**OR**

- One serving of meat/meat alternate and one serving of grains

The second requirement is that the serving size of those four (4) required food components must equal the minimum quantities specified in the School Breakfast Meal Pattern Requirement.

**What a Student Must Take:**

For breakfast to be reimbursable under offer vs. serve, a student must take full portions of at least three (3) of the four (4) food components offered. Breakfast must be priced as a unit and the same price charged whether three (3) or four (4) components are taken.

**OFFER VS. SERVE LUNCH:**

**What a Student Must Be Offered:**

The first requirement for a reimbursable lunch under offer vs. serve is that all five (5) food components must be offered (made available) to all students. The five (5) components that must be offered consist of:

- One serving of meat/meat alternate in the adjusted quantity and portion size by age or grade
- One serving of vegetables to total the minimum quantity and portion size by age or grade
- One serving of fruits to total the minimum quantity and portion size by age or grade
- One serving of grains in the adjusted quantity and portion size by age or grade
- One serving of fluid milk in the adjusted quantity and portion size by age or grade

The second requirement is that the serving size of each of the five (5) food components must equal the minimum quantities specified by USDA Federal National School lunch program requirements.

The third requirement is that the lunch must be priced as a unit and students may take three (3), four (4), or all five (5) components for the same price.

**What a Student Must Take:**

For a breakfast to be reimbursable and received at no charge, a student **must** take the full portions of no fewer than three (3) of the four (4) food components offered. Students are required under the School Breakfast Program to take at least one full serving of a fruit or vegetable as one of their meal components. For a lunch to be reimbursable, a student **must** take

the full portions of **no fewer than three (3)** of the **five (5)** food components offered. Students are required under the National School Lunch program to take one full serving of a fruit or vegetable as one of their required meal components. All portion/serving sizes are based on guidelines set by the USDA Federal National school lunch program and school breakfast program.

**COMPLETE MEAL \*STUDENT PRICES FOR 2016-2017**

Breakfast:	Universal Breakfast.....	0**
Lunch:	Elementary (Preschool-6) .....	\$2.50
	Reduced Price (K-12) .....	.40
	Adult Lunch .....	\$3.50
	<b>Extra Milk</b>	
	Plastic Bottle.....	.50

**\*Prices are subject to change.**

**\*\*Breakfast is available to all students free of charge.**

**ADVANCE PAY AND CHARGING**

**“Cashless Meal Service System”.** All students will advance pay before lunch meal service time and no money will be accepted during designated lunch hours established for each school. Coordinated with the building principal, a time frame and place will be determined for students/parents to deposit money on the individual student account balance. Meal account prepayment cannot be split between buildings. For definition purposes, meals, as previously defined, are a complete lunch and a la carte items are incomplete meals and/or extra food items.

**It is the responsibility of the parent/student** to keep adequate money in their account; however, the parent/student will be advised when the account is depleted and the student is going into “emergency charge” limitation mode. There is a board policy for **no charging**. Because all concerned understand there are circumstances that happen in which it is necessary for a student to charge, the child nutrition department allows the emergency charge limitation to be based on three (3) days of lunch before **refusing** further charging. No child will go hungry in the event that they have reached their three charge maximum. Each child will be offered a cheese sandwich until charges are paid. Emergency charge guideline limitations will be as follows:

- Full price meals - Grades P-6 \$7.50
- Reduced price meals - Grades P-6 \$1.20
- Faculty/Staff price meals - \$7.00
- (Limitations were based on meal prices)

Complete and dated accountability of all items purchased is available for each student if needed. Students may see their account balance on a daily basis as they reach the cashier station. Parents/guardians may obtain

account information by contacting the student's school or the Child Nutrition Department.

***THE LAST DAY FOR CHARGING LUNCH WILL BE MAY 12, 2017***

### **SERVICE IMPROVEMENTS**

All students will pay for a la carte items. Charging of a la carte items is not permitted, regardless of meal eligibility benefits.

Upon entering the serving area, students will pick up their milk and be served the main entrée. Students will proceed to the hot bar to make their hot food choices. Moving to the cold bar, they will make their cold food choices. A key pad will be located at the end of each serving line where they will enter their lunch numbers and report to the cashier before exiting the serving area. Extra servings of a particular item (ex: pizza) should be available in addition to selected a la carte items for an additional charge.

### **MEAL BENEFITS**

To receive FREE or REDUCED MEALS, one application per household regardless of number of students in household must be completed by a parent, guardian, foster parent, or emancipated student, and returned to the school office to determine eligibility. Applications are available throughout the year in the principal's office, administrative office, or the district website. Applications can be completed at anytime throughout the school year. Incomplete applications **cannot** be processed or approved. There will be a 30-day grace period to start each school year to give parents/guardians time to complete and return current year meal applications, as well as giving the child nutrition department time to process each application. It is the responsibility of the parent/guardian to cover any charges that may accrue during that time. If a new application is not received with that 30-day grace period, students' status will change to full pay until a new current application is completed and processed. It will be the parent/guardian responsibility to cover any charges during that time.

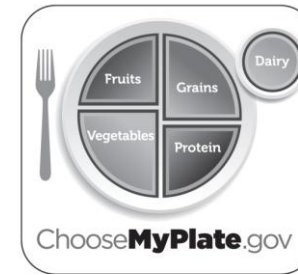
### **MEAL ALTERNATIVES**

If desired, the student may bring lunch from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal if desired.

### **CLOSED CAMPUS**

The Adams County Ohio Valley Schools are closed campus facilities. Students may bring meals from home or purchase from the school food service cafeteria. Parents and/or students may **not have food delivered to the school from any establishments.** Students may not leave the school premises for meals.

## My Plate Diagram



GRAINS	VEGETABLES	FRUITS	MILK	MEAT & BEANS
6 oz.	2 ½ cups	2 cups	3 cups	5 ½ oz 2 cups ages 2 to 8

### CAFETERIA RULES

The school cafeteria should be considered a restaurant where students go to eat. **Good manners should apply as within any restaurant**, so everyone may enjoy his/her lunch and visit with the people sitting near them at their class table.

1. Walk at all times.
2. Use classroom voices.
3. Stay in line in the same order as you enter.
4. Be polite to your servers; practice saying “Thank you!”
5. Sit with your class; do not move around.
6. Always eat sitting down.
7. Clean up after yourself.
8. Do not throw objects or food in the cafeteria.
9. Put trays, garbage, silverware/plastic ware, etc. in the appropriate places.
10. Always use appropriate language and topic of conversation, or be prepared to eat by yourself. (This includes not making rude noises.)
11. Students keep lunch clip clipped to the upper part of your shirt or top.  
*(North Adams & Peebles)*
12. We want you to enjoy eating in our lunchroom. Please do your part to make this area a pleasant place to have your lunch!

### HOMEWORK

As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.



Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been developed and complete certain projects, such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children’s educational progress. Homework is expected to be turned in on time for full credit.

**GRADING**

***ELEMENTARY K-6***

1. Kindergarten Grading Scale:

- “O” = **Outstanding**
- “C” = **Consistent**
- “N” = **Needs Support**
- “AC” = **Area of Concern**
- “I” = **Introduction**

2. Grade Scale for Grades 1-6 in all subjects: Grades A, B, C, and D are passing. “A” indicates exceptionally fine work. “B” indicates better than average work. “C” indicates average work. “D” indicates poor work. “F” indicates failing work. (“I” indicates incomplete work. Arrangements must be made with the teacher for completing the work.)

- “A” = **93 - 100**
- “B” = **83 - 92**
- “C” = **73 - 82**
- “D” = **65 - 72**
- “F” = **64 & below**
- “I” = **Becomes a letter grade when the work is completed.**

3. Progress Reports – Kindergarten students will receive Progress Reports at nine-week intervals. This report will provide parents with information about their child’s learning and academic growth. It is suggested that personal conferences be used instead of interim reports at this level.

4. In grades 1-6, the nine (9) weeks grades are determined by oral as well as written expression. These grades take into account the level of accuracy and independence of the individual child. A minimum of 4 grades will be recorded in each core subject by interim report time. A minimum of eight (8) grades will be recorded each nine weeks in each subject area with the exception of Health in grades K-6, as well as Science and Social Studies in grades K-2 where there will be a minimum of five (5) grades recorded. Art, Music, and Physical Education are also required to record a minimum of eight (8) grades,

unless the class, due to scheduling, does not meet eight (8) times during the grading period. In that case, they must record a minimum of five (5) grades.

5. The final letter grade in grades 1-6 will be determined by averaging the nine (9) weeks' letter grades. Plus (+) and minus (-) may be used to represent the 9 weeks' grades but not final grades.
6. Grade cards or progress reports are sent home four times per year.
7. Interim reports will be sent home or mailed mid-point of each grading period to students with grades below a C and in art/music/PE where teachers will send interim reports to those students with performance/progress issues.

### **PROMOTION AND RETENTION**

Assessment for promotion shall be on an annual basis in accordance with the following:

#### **Grades K-6**

The Board of Education recognizes the need for students to progress through school demonstrating the satisfactory completion of required work as preparation for the next higher grade.

Retention of elementary students will be handled in the following manner: Students may be considered for retention for either of the following reasons:

1. Failing two or more subjects
2. Truant more than 10% of the required days of attendance. 10% = 18 days.

If a student is failing and there is reason to believe he/she may be retained, the principal, upon notification from the teacher, will inform the parents of the problem no later than the end of the 3<sup>rd</sup> grading period for grades K-6.

In compliance with the law (ORC 3313.606(A)(2)) beginning with the 2015-2016 school year, ALL students scoring below level on the Third Grade Reading OCBA must be retained except for the following students:

- Limited English proficient students who have been enrolled in the U.S. schools for less than two full school years and have had less than two years of instruction in an English as a Second Language program;
- Special Education students who are IEPs specifically exempt them from retention under the Third Grade Guarantee;
- Students who demonstrate reading competency on a Reading Alternative Assessment approved by ODE; and
- Any student who has received intensive remediation for two years and was previously retained in Kindergarten through Grade 3

"Certain identified students who are assigned intervention services either after hours or in summer classes will be considered truant if they don't attend the intervention programs." Intervention services are offered to

students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

### **K-3 LITERACY**

The Third Grade Guarantee requires all students in grades K-3 to be administered a reading diagnostic assessment by September 30, of each school year. As a result of this assessment, teachers must identify students as “On Track,” (meaning their performance is meeting expectations for students entering the current grade level) or “Not on Track,” (meaning their performance is currently below expectations for the grade level to which they are entering).

This law requires Ohio school districts to develop and monitor a reading improvement plan for all students who are “not on track” according to the data collected. In the event the data shows a reading deficiency, a written notice will be sent to parents/guardians describing their child’s deficiency and the reading improvement plan. This plan will be developed with the parent during the first nine weeks of school.

### **HOME SCHOOLING**

The home schooling process and approval must be completed through the Southern Ohio Educational Service Center, Highland County office in Hillsboro. The telephone number is 1-937-393-1331, ask for Kimberly Douglas. Adams County Ohio Valley students applying for home schooling must remain in school until they receive notification that they have been approved for home schooling.

### **KINDERGARTEN**

Children entering Kindergarten are required to be 5 years old on or before September 30<sup>th</sup> of the year they will be starting school.

**Pre-registration takes place in the spring at all Adams County Ohio Valley School District elementary schools.**

**Parents are asked to bring birth certificates, social security cards, and immunization records in order to complete enrollment.** In addition, if there are **custody papers** on file through any county or state court system, copies of those documents must be provided as well.

**State policies require all children to have their shots up-to-date before they can enter school.**

### **PART-TIME ENROLLMENT**

The following applies to part-time enrollment of home-schooled students who may enroll either at the beginning of the school year or at the start of the second semester:

1. Home-schooled students in grades K-6 may be permitted to enroll on a part-time basis all school year, up to a maximum of two special subject areas such as art, music, or physical education.
3. Home-schooled students may be permitted to participate in school sponsored co-curricular and extracurricular activities if they are enrolled in the equivalent of two-year long courses.
5. Home-schooled students enrolled on a part-time basis are subject to all rules and regulations of the Adams County Ohio Valley School District, including those pertaining to attendance, code of conduct and disciplinary sanctions.
6. Home-schooled students should not be in the building except when they are present for class or in the office.

### **SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills, tornado drills and lock downs, in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building or in case of tornado drills and lock downs, specific instructions on safety procedures for both.

Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire and where to go for a tornado.

### **A.L.I.C.E**

- *What Does A.L.I.C.E. stand for?*
  - A -ALERT**
  - L - LOCKDOWN**
  - I - INFORM**
  - C - COUNTER**
  - E - EVACUATE**

### **What is A.L.I.C.E.?**

A.L.I.C.E. is a program that will be used by the District to enhance, not replace the current " LOCKDOWN" procedures used frequently in our educational institutions. It involves education on options in crisis and situational awareness.

A.L.I.C.E. will provide staff and students with an increased chance of survival if there is a surprise attack by an Active Shooter.

### **Who will be Trained?**

Every district staff member will undergo an online training session. The students will watch a training video in their classrooms during the first few weeks of school.

### **SECURITY SYSTEM**

The district may record security footage on school property, including the bus. This footage, which is recorded for the protection and welfare of the school community, typically contain images of many students, as well as District employees and other persons.

Security footage contains personal, identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the videotapes as “directory information that may be disclosed to other individuals.”

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law. The footage otherwise will not be disclosed to any person.

### **TRANSPORTATION**

#### ***BUS TRANSPORTATION***

***In this handbook the word bus refers to school sponsored transportation.***

Student safety is of great importance to the school. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system. Here is how conduct notices may be handled:

1. First Notice: student will be given a verbal warning by the driver.
2. Second Notice: Driver will contact parent of misconduct/safety violation.
3. Third Notice: Student will be written-up and referral made to school administration. Student may be suspended from bus.
4. Fourth Notice: Student may be removed from the bus for an extended period of time.

Under certain circumstances, building administrator, after consulting with the transportation director, may deviate from the above procedures.

All bus drivers are required to have student’s assigned seating.

The following requirements are in accordance with the rules for student transportation adopted by the State Board of Education in September, 2008:

All students riding buses will be considered under school jurisdiction, by law, from the time they board the bus in the morning until they are discharged from the bus in the evening. Parents are responsible for meeting students at the bus stop and/or making sure an adult is home when the student in grades Pre-K-4 is dropped off in the evening. It is not always

possible for the driver to know when someone is home. When the driver does realize an adult is not present, the driver will keep the student on the bus and return the student to the school. Parents are responsible for picking the student up at the school office before 4:00 p.m. After this time the local law enforcement will be contacted to transport the child to Adams County Sheriff's Office. Persistent violation will result in loss of bus privileges.

For safety sake the school **does not permit phone calls changing the drop off destination or pick-up of a student. Parents must send in, fax, email or bring a signed written note to the office before noon the morning of the change for a change to take place. For extenuating circumstances that sometimes occur, the building administrator's judgment shall prevail.**

1. School districts shall provide transportation to pupils in grades kindergarten through six that live more than two miles from the school. Pupils in grades kindergarten through six may be required to walk up to one-half mile to a designated bus stop. The Superintendent or designee will determine the location of all bus stops. School bus stop locations shall be determined to provide maximum safety for pupils.
2. All students riding buses will be considered under school jurisdiction, by law, from the time they board the bus in the morning until they are discharged from the bus in the evening. **A parent should wait with their child at the bus stop each morning and be there when the bus arrives each evening.** When possible, at transfers, students will remain on the bus under the jurisdiction of the driver. Any student having to transfer from one bus to another will be considered under school jurisdiction. If a student leaves school property, (crossing the street), for any reason other than injury, sickness, or other emergencies, he/she will be considered as breaking rules and board policies.
3. School bus drivers as well as all employees may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others. Bus drivers may also obtain possession of weapons or other dangerous objects upon the person, or within the control of the student, for the purpose of self-defense or for the protection of persons or property.
4. Students riding the bus will be provided due process as defined in the **Due Process** section of this handbook.
5. All student Rules and Regulations listed in the Student Handbook apply to pupils on the bus.

***In addition, the following safety rules need to be followed by students who ride the bus.***

1. Pupils shall be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway.
2. Pupils shall be on time at the bus stop in order to permit the bus to follow the time schedule.
3. Pupils shall arrive at the bus stop 5 minutes prior to when the bus is scheduled to arrive.
4. Pupils shall wait in a location clear of traffic and away from the bus stops in their designated place of safety.
5. Behavior at the school bus stop shall not threaten life, limb, or property of any individual.
6. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
7. Pupils shall remain seated, keeping aisles and exits clear.
8. Pupils shall observe classroom conduct and obey the driver promptly and respectfully.
9. Pupils shall refrain from eating and drinking on the bus, except as required for medical reasons.
10. Pupils shall not use or possess drugs, alcohol, electronic cigarettes or tobacco on the bus.
11. Pupils shall not throw or pass objects on, from, or onto the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. Animals and glass containers may be a safety concern and should **not** be brought on the bus. (Special circumstances require prior permission from the bus driver.)
13. Pupils shall leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. Please send a note to school with your child if he/she is to ride the bus to a designation other than home. If your child is going home with another student, **both students** must have a note turned into the office before noon. All notes will be sent to the office for the principal's approval. **No faxed notes or phone calls will be accepted unless approval is granted by the principal.**
14. Pupils shall not put head, arms or hands out the bus windows.
15. Pupils shall not sell or trade anything on the bus.
16. When necessary, guidelines shall be formulated for the use and storage of equipment and other means of assistance required by preschool and special need children.
17. Parents shall be responsible for any damage done to a bus by their child.
18. The superintendent or superintendent designees or principals are authorized to suspend or remove pupils from school bus riding privileges.

19. Immediate removal of a pupil from transportation is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.
20. Only authorized persons employed by the school district are permitted to ride the school bus. Unauthorized persons shall not ride or board the bus. Unauthorized persons include: family members of school bus drivers who are not enrolled in any of the approved school programs, unless they are adults appointed as chaperones on non-routine trips; school employees on routine bus routes; and adults not enrolled in any of the approved programs, unless they are assigned by proper school officials as bus monitors.

**Don't lose your riding privileges. Follow these rules!**

### **STUDENT SELF-TRANSPORTATION**

Riding a bicycle to school is a privilege since bus transportation is provided for in town students. The student who rides must obey the following regulations:

1. When a bicycle is ridden to school, it must be parked in the assigned parking area and not moved during the school day.
2. The school will not be responsible for any bicycle rode to school or left on school property.
3. The school encourages any student riding a bicycle to school to be properly prepared for safety by wearing a helmet, elbow and knee pads.
4. Reckless operation on the school grounds and on the streets bordering the school is not permitted.
5. The student will not furnish transportation (riding double) to other students.
6. Bicycle privileges may be revoked if:
  - (a) student leaves school without permission
  - (b) a student provides transportation for other students to leave school without permission
  - (c) a student abuses the policy for tardies

### **Notification Policies of Non-Discrimination and Equal Opportunity**

The Adams County Ohio Valley Board of Education's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

To carry out these policy statements, offices as identified herein shall be responsible for compliance within designated areas:



**TITLE VI COORDINATOR**

(non-discrimination on the basis  
of race, color or national origin)  
Adams County Ohio Valley Schools  
141 Lloyd Road  
West Union, OH 45693  
(937) 544-5586

**TITLE IX COORDINATOR**

(non-discrimination on the basis  
of sex)  
Adams County Ohio Valley Schools  
141 Lloyd Rd.  
West Union, OH 45693  
(937) 544-5586

**SECTION 504 COORDINATOR**

(non-discrimination on the basis  
of disability)  
Adams County Ohio Valley Schools  
141 Lloyd Road  
West Union, OH 45693  
(937) 544-5586

Questions or requests for information should be directed to the appropriate office or person.

**Annual Notice: Access to Education Records  
Notification of Rights under FERPA for Elementary and Secondary  
Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student,

- except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

File: JP

#### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)

##### Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a systemwide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

##### Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - B. uses pressure point, pain compliance or joint manipulation techniques or

- C. otherwise involves techniques that are used to unnecessarily cause pain.
- 3. corporal punishment;
- 4. child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
- 5. deprivation of basic needs;
- 6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
- 7. chemical restraint;
- 8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
- 9. aversive behavioral interventions or
- 10. seclusion in a locked room or area.

#### Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

- 1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- 2. if the physical restraint does not interfere with the student's ability to breathe;
- 3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
- 4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

#### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

#### Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

#### Training and Professional Development

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a systemwide basis.

#### Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District’s policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District’s seclusion and restraint policies and procedures, which are also posted on the District’s website.

[Adoption date: October 28, 2013]

[Re-adoption date: March 10, 2016]

**2016-2017 State of Ohio Testing Calendar**

<b><u>Grade</u></b>	<b><u>Test</u></b>	<b><u>Dates</u></b>
K	(KRA)	August 19 – Nov. 1, 2016
Grade 3	Language Arts	November 7-18, 2016
	Language Arts	March 13-April 14, 2017
	Math, Science & Social Studies	April 3-May 12, 2017

**Electronic Device and Social Media Policy during statewide testing:**

\*Students will not be permitted to use cell phones or other unapproved electronic devices before, during or after testing. Students may not use the testing computers/laptops after logging out of the test session. Test content and/or student responses cannot be emailed, texted, photographed, posted or compromised in any way, including being posted on any social medium. Test Administrators may have cell phones for medical and technological emergencies, to use as a time keeper or to otherwise perform necessary test related actions. Test Administrators are reminded to never take photographs of students, tests, computers or the testing room during testing.

\*Sharing an image of a live test item or a description in words on social media or other public platforms is a test item security breach, as well as cheating. All students deserve a fair testing experience. Sharing images of test items via Twitter, Instagram, or other public social media sites – or posting a description of, or basic information about test items – results in an unfair test environment by providing students and teachers with advanced information about test questions. This can create an uneven playing field and give some students an advantage over others, and impairs the ability of schools to get valuable information about how students are performing. When the Office of Curriculum and Assessment become aware of a live test items that has been posted to public social media sites or elsewhere on the publicly-visible internet, it treats it as a potential breach of test item security. When the source is identified, the department works with the district to request the student who posted the items to remove it. Twitter, Facebook and other social media all have processes for requesting the removal of copyrighted material which are put into place when necessary. Only when an item breach becomes known is any effort made to identify the person who posted it. Social media and other web pages are public and often include information that indicates the name and location of the person who posted the live test item.

If the State Department rules that a security violation did occur, the test results of the student(s) involved will be declared invalid and so noted in each student’s cumulative file. Depending on the type of violation, the student(s) may or may not be able to retake that test or portion of the test at the next testing session.

**Disclaimer: Test Schedule may be subject to change, check with guidance counselor for most current information.**

**ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT  
2016-2017 School Calendar**

Monday, August 15	District Inservice – <i>No School</i>
Tuesday, August 16	First Day of Classes
Monday, September 5	Labor Day – <i>No School</i>
Monday, October 10	Columbus Day – <i>No School</i>
Friday, November 11	Veterans’ Day – <i>No School</i>
Wednesday, November 23	First Day of Thanksgiving Break – <i>No School</i> (In lieu of P-T Conf.)
Monday, November 28	<i>No School</i> - (In lieu of P-T Conf.)
Tuesday, November 29	First Day Back from Thanksgiving Break
Thursday, December 22	First Day of Christmas Break – <i>No School</i>
Tuesday, January 3	First Day Back from Christmas Break
Monday, January 16	Martin Luther King, Jr. Day – <i>No School</i>
Monday, February 20	Presidents’ Day – <i>No School</i>
Thursday, April 13	First Day of Spring Break – <i>No School</i> (make-up day as needed)
Friday, April 14	<i>No School</i>
Monday, April 17	<i>No School</i> (make-up day as needed)
Tuesday, April 18	First Day Back from Spring Break
Thursday, May 18	Last Day of Classes
Friday, May 19	District Inservice – <i>No School</i>

*Adopted: April 22, 2016*



**2016-2017**

**STUDENT HANDBOOK**

**THE FOLLOWING HAVE RECEIVED, READ, AND  
UNDERSTAND THE ADAMS COUNTY OHIO VALLEY  
ELEMENTARY SCHOOL STUDENT HANDBOOK**

\_\_\_\_\_ **Teacher** \_\_\_\_\_ **Grade**

\_\_\_\_\_ **Parent/Guardian First Name/Last Name** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Student First Name/Last Name** \_\_\_\_\_ **Date**

**RELEASE OF DIRECTORY INFORMATION OPT OUT**

*The parent or student submits a written request not to release the data.*

By checking this box and my initials below indicate I do not wish my child's directory information to be released to anyone including military recruiters during the 2016-2017 school year.

\_\_\_\_\_ Parent/Guardian Initials