

**ADAMS COUNTY/OHIO VALLEY  
SCHOOL DISTRICT**



**2011-2012  
STUDENT HANDBOOK**

**ADMINISTRATIVE OFFICE**  
RODNEY WALLACE,  
SUPERINTENDENT  
544-5586

**ALTERNATIVE SCHOOL**  
544-2336

**NORTH ADAMS HIGH SCHOOL**  
GREG GROOMS, PRINCIPAL  
AMANDA LAMB ASST. PRINCIPAL  
386-2528

**NORTH ADAMS ELEMENTARY**  
MARLA YOUNG, PRINCIPAL  
AMANDA LAMB, ASST. PRINCIPAL  
386-2516

**PEEBLES HIGH SCHOOL**  
LINDA NAYLOR, PRINCIPAL  
JIM WALLS, ASST. PRINCIPAL  
587-2681

**PEEBLES ELEMENTARY**  
JOHN MIRACLE, PRINCIPAL  
JIM WALLS, ASST. PRINCIPAL  
587-2611

**WEST UNION HIGH SCHOOL**  
TIM DAVIS, PRINCIPAL  
BEN KING, ASST. PRINCIPAL  
544-5553

**WEST UNION ELEMENTARY**  
SHAY PENNINGTON, PRINCIPAL  
BEN KING, ASST. PRINCIPAL  
544-2951

**CAREER & TECHNICAL CENTER**  
TAD MITCHELL, DIRECTOR  
544-2336

**BUS GARAGE**  
LARRY BENNINGTON, DIRECTOR OF  
TRANSPORTATION  
587-2761

General Disclaimer – Should the Ohio Revised Code, Ohio Department of Education, or the Adams County/Ohio Valley Board of Education adopt new law or administrative rules, the rules and regulations of the ACOVSD Student Handbook are secondary to the above mentioned agencies. ACOVSD Policy is superior to the Student Handbook and any changes made in board policy will be followed if there is a conflict between the policy and the student handbook.

**District Website**

<http://www.ovsd.us>

## TABLE OF CONTENTS

WELCOME .....	1
EDUCATIONAL PHILOSOPHY .....	1
ENROLLMENT .....	2
WITHDRAWAL.....	3
ATTENDANCE/ABSENCE.....	3
TARDINESS.....	5
SCHOOL PROCEDURE for TRUANCY .....	5
DAILY ARRIVAL/DEPARTURE .....	5
BICYCLES .....	6
BUS TRANSPORTATION .....	6
STUDENT SELF-TRANSPORTATION .....	8
LOCKERS .....	8
RESPECT for PROPERTY of OTHERS.....	9
PERSONAL PROPERTY to be left at HOME .....	9
LOST and FOUND .....	9
DISTRICT LIBRARY RESOURCES .....	10
TELEPHONE .....	10
ANNOUNCEMENTS.....	11
COMPUTER ACCESS.....	11
MEDICAL .....	12
EMERGENCY SITUATIONS/EARLY SCHOOL CLOSINGS ..	13
VISITORS.....	13
VOLUNTEERS IN SCHOOL .....	14
STUDENT Rules/Regulations .....	14
RULES.....	15
LEAVING SCHOOL.....	18
DISCIPLINARY SANCTIONS.....	18
DUE PROCESS/SAFEGUARDS .....	18
SCHOOL ACTIVITIES.....	19
EDUCATIONAL TRIPS .....	20
EXTRACURRICULAR ATTENDANCE REQUIREMENTS .....	20
EXTRACURRICULAR ACADEMIC REQUIREMENTS .....	20
SCHOOL DANCES.....	21
PARTIES .....	21
SCHOOL-SPONSORED ASSEMBLIES.....	22
CLASS OFFICERS.....	22
NATIONAL HONOR SOCIETY .....	22
SCHOOL FUND-RAISING .....	23

PETS and ANIMALS .....	23
LOST or DAMAGED SCHOOL PROPERTY .....	23
STUDENT FEES .....	24
WORK PERMIT .....	24
PARENT-TEACHER CONFERENCE .....	24
CHILD NUTRITION SERVICES .....	24
OFFER v/s SERVE BREAKFAST .....	25
OFFER v/s SERVE LUNCH .....	25
ADVANCE PAY and CHARGING .....	26
MEAL BENEFITS/ALTERNATES .....	27
CLOSED CAMPUS .....	27
GRADING - ELEMENTARY .....	28
PROMOTION and RETENTION .....	29
GRADING - SECONDARY .....	29
GRADUATION REQUIREMENTS .....	31
EARLY GRADUATION .....	33
CAREER & TECHNICAL CENTER .....	34
CREDIT FLEXIBILITY .....	35
POST-SECONDARY OPTION .....	35
HOME SCHOOLING .....	36
PART-TIME ENROLLMENT .....	36
DIPLOMA WITH HONORS .....	37
CLASS RANK .....	38
GUIDANCE SERVICES .....	39
NOTIFICATION POLICES of NON-DISCRIMINATION .....	40
FERPA .....	40
PPRA .....	41
TESTING CALENDAR .....	43
RECRUITER OPT-OUT .....	44

## ***WELCOME***

Welcome to the Adams County/Ohio Valley School District. This handbook is for your use to make you and your parents\* 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.

## **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 written notice of any change in student's address, phone number, parent's work number and emergency phone number.
3. In the event of a change in custody, a copy of the Court Orders pertaining to the child's custody will be given to school officials.
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.

7. Parents will be required 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.

#### **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.

1. Following an absence a student in grades 7-12 should report to the office/designated area to receive an admission slip. An elementary student 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 at home on 9-16-2009.  
He had the flu.

Mrs. John Smith"

2. Students will show the admission slip to their classroom teachers for their signatures and 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 not later than 1 week after returning. Any unexcused absence or suspension **may** result in the student receiving a "0" for classwork 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 assignment (job interview, 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. Under provisions of the compulsory school attendance law, up to 5 days in a semester **may** be excused with a parent note. When a student's absence exceeds 5 days the **principal of a school may require a doctor's signed note to excuse the absence.**
7. **Absences of one hour to ½ day** shall constitute ½ day absence. Absence of less than one hour will constitute a tardy (A.M. or P.M.). A student must be in attendance for more than 1 hour to be counted in attendance ½ day.
8. In grades K-8, any student who is truant for more than 10% of the required attendance 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. In grades 9-12, if a student accumulates 5 unexcused absences or 10 total absences in a class in a semester, he/she **will not** receive credit for the course. Parents shall be notified by **certified letter** (return receipt requested) of the non-credit status. In cases of unusual circumstance, the student or parent may appeal in writing to the building principal, who will present the appeal to the attendance committee.
10. If a student achieves non-credit status in three or more courses, he/she may be recommended for expulsion from school for the remainder of the semester, or be considered for alternative school placement.
11. Students achieving non-credit status may continue to attend school through a court order. When this happens, a plan of action (contract) will be established between student, parents, and principal to help the student achieve success for the remainder of the school term.

12. Students successfully completing an inpatient/outpatient drug/alcohol treatment program will not be penalized for days missed from school. These absences will be recognized as absence due to medical reasons.
13. 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.

#### ***TARDINESS***

1. Excused tardies will be granted for the following reasons only: Illness or medical/dental emergencies accompanied with a note from the doctor or dentist. Only three excused tardies will be granted in a school year. All other tardiness is unexcused and the time will be made up in detention, or Friday Night School. Three (3) unexcused tardies constitutes ½ day absence for determining truancy.
2. 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.

#### ***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 for that building unless:
  - a. Such is requested by a teacher.
  - b. He/she has been issued an early pass at the request of his/her parents.
2. No student should be in the building one-half hour after dismissal unless:
  - a. Such is requested by a teacher.

- b. The student is participating in a supervised activity.
3. Students who furnish their own transportation should proceed directly to their assigned school and should not loiter or disrupt the educational process at other buildings.

## **TRANSPORTATION**

### ***BICYCLES***

Bicycles may be ridden to school, but must be parked in a designated area until the end of the school day.

### ***BUS TRANSPORTATION***

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

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

1. School districts shall provide transportation to pupils in grades kindergarten through eight that live more than two miles from the school. Pupils in grades kindergarten through eight 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. 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 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. **Due to the provision in the missing child law, we will no longer accept phone calls in lieu of notes for changes in transportation or pick up.** Please send a note to school with your child if they are 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. All notes will be sent to the office for the principal's approval.
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. Unauthorized persons shall not ride 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***

Driving to school is a privilege since bus transportation is provided. The student who drives must obey the following regulations:

1. When a vehicle/bicycle is driven to school, it must be parked in the assigned parking area and not moved during the school day. A card or sticker will be issued to be placed within view on or near the front windshield.
2. A student wishing to drive must obtain a permit from the office. This permit must be signed by the parent and the student, thus absolving the school of any and all responsibility while the student drives to and from school.
3. This permit will also contain the make and model of the vehicle, color(s) and license number.
4. Speeding or reckless operation on the school grounds and on the streets bordering the school is not permitted.
5. Sitting in vehicles during the school day is prohibited.
6. The student will not furnish transportation to other students unless the parents of the students request such an arrangement in writing.
7. Student vehicles on school grounds are subject to search if conditions warrant.
8. A vehicle permit may be revoked for breaking the above rules.  
Driving privileges on school property may also 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 as described on the driving permission form.

### **PERSONAL AND SCHOOL PROPERTY**

#### ***LOCKERS***

School lockers, where provided, are the property of the school and may be inspected any time by school and/or police officials. For security

reasons, a student may not rig the locker to prevent it from locking or unlocking. Assignments are made to students with the following conditions:

1. Several students may be assigned to one locker.
2. Periodic inspections of the lockers may be made by school personnel.
3. A student may use only the locker assigned to him/her.
4. A student should keep the locker locked at all times for the protection of his/her personal property. Use of locks in the elementary buildings is at the discretion of the administrator.
5. All personal items and books, when not in use, are to be kept in one's assigned locker.
6. A student should not tamper with other lockers and locks or give one's combination to another person.
7. The school administration and/or teachers are not responsible for items lost or stolen from one's locker.
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 locker, they should ask a teacher or go to the office for assistance.

#### **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.

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

Toys, trading cards, hairdryers, straighteners, curling irons, electronic devices, (radios, mp3 players, pagers, 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.)

#### **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.**

### **DISTRICT LIBRARY RESOURCES**

1. Books will be checked out from a school district library for a two-week period.
2. Overdue fines will be \$0.05 per day.
3. When a student accumulates overdue charges of \$1.00 on a specific book, district library checkout privileges will be suspended until the book is returned.
4. Replacement charge for a lost book will be the original cost of the book. If the lost book is found and returned, a refund will be given within a two month period.
5. Intra-district library loan will be at the discretion of the library loaning the book.
6. Books checked out through intra-district library loan can be renewed one time only. Renewal will take place at the student's home school. The home school library will e-mail the bar code number to the lending school.

### **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 unless approved by authorized school personnel.
2. The school telephones are not to be used to call for forgotten items or to obtain "last minute" permission.
3. 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.
4. The administration or office personnel have the right to monitor any incoming calls to students.
5. Students may possess cell-phones, but the use of cell-phones is limited to before/after school or during lunch period with permission of an administrator. **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. A student age 18 years or older will be charged with Disorderly conduct or Persistent Disorderly (code 2917.11). 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 school detention/Friday night school. 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 as evidence. The student will be

turned over to the Prosecutor's office, and unruly charges will be filed. 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.

### **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 initiated 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))

### **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.

## MEDICAL

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" must be signed by the parent/guardian and the physician prescribing the drug. Forms are available in each school office.** No non-prescription medication will be taken without the completion of the **"Request to Administer Medication Form"**. *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. Medications must be in the container in which it was dispensed by the prescribing physician or pharmacy, with the dispensing label legible and corresponding to the information on the "Request to Administer Medication Form".
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 parent/guardian must provide written permission annually to administer any medications (prescription or over-the-counter), which includes vital personal information concerning the student, such as address, birth date, emergency contacts, etc. (Obtain Request To Administer Medication Form A or B from the school office.)

### **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 primary children (Pre-K - 6), it would be helpful to inform the child's teacher of emergency instructions.

### ***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** Portsmouth - **WPAY - FM 104.1**, for local information.
5. You may also watch your local TV stations for changes in the school day.

### **VISITORS**

1. Parents, or other persons are encouraged to visit our schools, but upon arrival are required to report to the administrator's office and **may** be issued a "Visitor's Pass".
2. 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.
3. There should be no children or students visiting without prior approval by the building principal. For further information contact the building principal for Guidelines on Visiting the School.

## 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

*Fingerprinting & Background Checks: This is required by state law 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, 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 AND/OR EXPULSION.**

## ***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.

### ***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 and verbal. 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 as defined in Section 921 of Title 18, United States Code, 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, 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. Written consent of parent is necessary for possession of prescribed medication. (See medical section on page 11-12)

***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 property or at a school sponsored activity without a specific school-related reason or purpose. After hours use of playgrounds and ball diamonds 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***

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

***Rule 11: 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 12: 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, colors 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. Students may not wear body piercing jewelry other than on the ears. Students may be asked to bring special clothing for school projects. Students may be 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 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. Students in grades 7-12 are not permitted to wear shorts. Elementary students are permitted to wear shorts April 1<sup>st</sup> through October 31<sup>st</sup>.

***Rule 13: 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 14: 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 unwelcome sexual overtures of any type. Examples of such behavior include display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical contact.

***Rule 15: 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 16: Hazing & Bullying***

Acts of hazing and bullying 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 17: 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. Exceptions are made for students on work-study programs and/or post-secondary classes. **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 18: Disorderly Conduct***

Student of and over the age 18 who is in violation of school rules is subject to charges of Disorderly conduct (minor misdemeanor \$150.00 fine + court cost) or Persistent Disorderly (misdemeanor of the 4<sup>th</sup> degree, 30 days jail, \$250.00 fine + court cost).

**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 Detention is a disciplinary sanction that is used at the discretion of the building administrator. **Friday Night/Saturday 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. Friday Night/Saturday 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.
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 accompany him/her on the trip.
  - b. An emergency medical form. This should 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 seats while on educational trips.
3. In grades 7-12 the administrator may deny a student participation in a non-essential field trip due to the student's grades or attendance.
4. High school students may apply for up to 3 days per year for the purpose of visiting a college as an educational trip. These days must be applied for in advance and approved by the principal. The student must present documentation and complete other requirements as set by the individual school after completing the visit.

#### **EXTRACURRICULAR ATTENDANCE REQUIREMENTS**

Students involved in **any** after-school activities must be present a minimum of four periods to participate that day. 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.

#### **EXTRACURRICULAR ACADEMIC REQUIREMENTS**

1. Students (Grades 7-12) participating in any extracurricular activity must have an overall 1.5 grade point average the previous grading period, in order to be eligible to participate the next grading period.
2. Grades for students involved with extracurricular activities will be checked at the end of the school day each Friday throughout the year, for that activity season. Ineligibility to compete will be enforced Monday A.M. through Monday A.M. for those students having an "F" average in a subject. During the period of ineligibility, the student may participate in practice, camps, rehearsals, scrimmages, etc. Any student who is ineligible to participate in competition, but participates in practices/rehearsals and camps will spend ½ practice/rehearsal time at a study table. It is the responsibility of the athletic director to

provide teachers with student participant lists for extracurricular activities.

3. Any student who received an “F” in a class during the final nine-week grading period of the preceding school year may participate in practices, rehearsals, camps, scrimmages, etc. during the summer months and through the first week of the following school year. However, that student will be eliminated from any competition until passing grades in all subjects have been received at the end of the first week of school.
4. Cheerleader eligibility will start as soon as each school’s tryouts have occurred and go through the end of basketball season.

#### **OTHER ATHLETIC REQUIREMENTS**

1. Each participant in athletic events must be in compliance with the OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) health regulations.
2. Participants must be covered by sufficient insurance (family accident policy or school accident policy).
3. Participation in some activities (example: all athletic teams and cheerleaders, etc.) require that the student must undergo a physical examination administered by a licensed physician. The proper forms, signed by the physician, must be on file in the school.
4. **The District has a Pay to Participate program and all fees must be paid in full before the first regular season contest.**

#### **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. To attend as a guest at a district high school prom, a student shall be currently enrolled at a grade level no lower than ninth grade.
5. To attend a district high school dance as a guest, a student shall be currently enrolled at a grade level no lower than 7<sup>th</sup> grade.
6. Prom and dance guests are to be no older than age 20.
7. Students who are suspended or expelled may not attend any school function while the suspension or expulsion is in effect.

#### **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. Birthdays in the elementary grades should be celebrated during a milk break or recess.

#### **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. 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.

#### **CLASS OFFICERS**

1. In order to run for, or remain as a class officer, a student must maintain a "C" average in each class. This requirement includes the year prior to election and the year while in office.
2. If the average falls below "C", the person who was second in the initial election will replace that person for the remainder of the term. Class or organization officers should be elected before the first interim reports go out.

#### **NATIONAL HONOR SOCIETY**

In order to be considered for induction into each individual school's National Honor Society, the Adams County/Ohio Valley Schools require the candidate must enter their high school junior or senior year with a **3.75** grade point average. Candidates must have taken and passed all parts of the Ohio Graduation Tests (OGT), and have a good attendance record not exceeding **six absences within one semester**, barring extenuating circumstances. Once the candidates have completed an application form for honor society induction and membership, a faculty council made up of **five** school staff members, excluding the honor society advisor, must evaluate and approve each candidate's credentials in the following areas: good moral character, exceptional academic knowledge, leadership skills, and the willingness to fulfill voluntary services for their community and school. Once the candidate has been inducted, each member must abide to his/her individual school's honor society bylaws and commit

to **30** non-paid service hours for a school year, hours that would exceed the Beta Club's required service hours.

#### **NATIONAL BETA CLUB**

In order to be considered for induction into each individual school's National Beta Club, the Adams County/Ohio Valley Schools require the candidate must enter their high school sophomore, junior or senior year with a **3.0** grade point average. Once the candidates have completed an application form for Beta club membership, the advisor (s) must evaluate and approve each candidate's credentials in the following areas: academics, willingness to fulfill community service, good moral character and leadership. Once the candidate has been inducted, each member must abide by his/her individual school's National Beta Club bylaws and commit to **25** non-paid service hours for each school year. These requirements will be phased in beginning with the freshman class of 2011-2012.

#### **SCHOOL FUND-RAISING**

In order to avoid competition or duplication with other school groups, fund-raising projects shall require the approval of the principal and clearance from the Superintendent's office. Applications for such projects shall be made on forms available from the office of the building principal.

#### **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 books or other fees will result in the grade for that class being changed to an **Incomplete**, which will become an "F".

## **GENERAL INFORMATION**

### ***STUDENT FEES***

1. Fees may be charged to cover the cost of instructional supplies over and above funds provided by the Board of Education. Fees are charged for workbooks in some subjects. Every effort is made to hold extra fees to a minimum. The teacher will inform students of fee charges at the beginning of the school year.
2. O. R. C. 3313.642 provides that grades and credits may be withheld for non-payment of fees approved by the Board of Education.

### ***WORK PERMIT***

In order to be employed a student who is 14 years and above must obtain a ***work permit application*** from the school secretary or from the secretary at the Administration Office. The student then presents the ***completed*** application (with a document of identification i.e.: birth certificate, driver's license, student I.D. etc.) to the Superintendent's Issuing Officer at the Administration Office 141 Lloyd Road, West Union, OH 45693 or call (937-544-5586) between the hours of 8:00a.m. and 3:00p.m.

The student will be given a copy of the finished Work Permit to give ***to*** the employer. An e-copy will be maintained by the Department of Commerce.

### ***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 prefer 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 SERVICES**

#### ***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 items must be offered (made available) to all students. The four (4) items that must be offered consist of:

- One serving of fluid milk
- One serving of vegetable/fruit, or full-strength fruit juice or vegetable juice, and either
- Two servings of bread/bread alternate

**OR**

- Two servings of meat/meat alternate

**OR**

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

The second requirement is that the serving size of those four (4) required food items 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 items offered. Breakfast must be priced as a unit and the same price charged whether three (3) or four (4) items 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 items must be offered (made available) to all students. The five (5) items that must be offered consist of:

- One serving of meat/meat alternate in the adjusted quantity and portion size by age or grade as specified in Appendix A
- Two or more servings of vegetables or fruits or a combination of both to total the minimum quantity and portion size by age or grade as specified in Appendix A
- One serving of bread/bread alternate in the adjusted quantity and portion size by age or grade as specified in Appendix A
- One serving of fluid milk in the adjusted quantity and portion size by age or grade as specified in Appendix A

The second requirement is that the serving size of each of the five (5) food items must equal the minimum quantities specified in Appendix A, School Lunch Patterns for Various Age/Grade Groups. Two separate vegetable/fruit items **must** be offered. The combined serving size of the two-vegetable/fruit items **must** total the required minimum quantity by age/grade group for the vegetable/fruit component.

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) items for the same price.

**What a Student Must Take:**

For a lunch to be reimbursable, a student must take the full portions of **no fewer than three (3)** of the **five (5)** food items offered. Students are **not** required to take specific food items as long as they choose at least three (3) of the five (5) items offered.

**TYPE A MEAL \*STUDENT PRICES FOR 2011-2012**

Breakfast:	Universal Breakfast.....	0**
Lunch:	Elementary (Preschool-6) .....	\$2.25
	High School (7-12) .....	\$2.50
	Reduced Price (K-12) .....	.40
	Adult Lunch .....	\$3.25
	<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. Parents will fill out a form in the beginning of the school year to determine if the account money is to be spent on meals **only** or meals and a la carte items. For definition purposes, meals are the Type 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. Emergency charge guideline limitations will be as follows:

Full price meals - Grades

P-6 .... \$6.00

7-12 \$7.50

Reduced price meals - Grades P-12 \$1.20

Faculty/Staff price meals - \$9.00

(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.

**SERVICE IMPROVEMENTS**

A la carte items and “daily specials” are offered in the jr. high/high schools as alternatives for students. Food items will be individually priced. The prices for these foods will be more because there is no state or federal reimbursement for these items.

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

Upon entering the serving area in the elementaries, 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, an application 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.

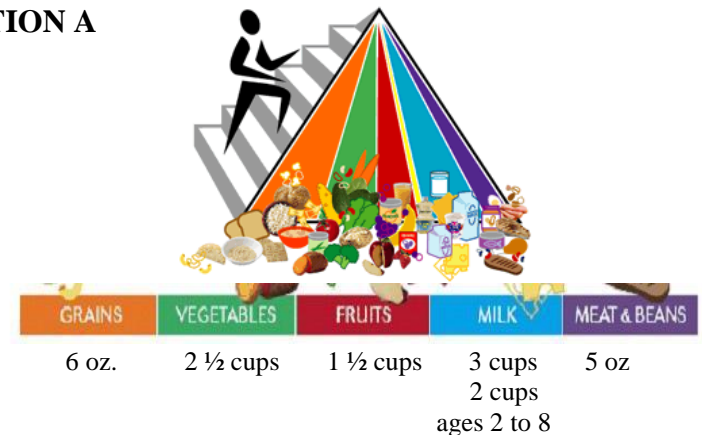
**MEAL ALTERNATIVES**

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. Students may **not** leave the school premises for meals **or have food delivered to the school from establishments.**

**ILLUSTRATION A**



## GRADING

### *ELEMENTARY K-6*

1. Kindergarten Grading Scale:

<b>“O”</b>	=	<b>Outstanding</b>
<b>“C”</b>	=	<b>Consistent</b>
<b>“N”</b>	=	<b>Needs Support</b>
<b>“AC”</b>	=	<b>Area of Concern</b>
<b>“I”</b>	=	<b>Introduction</b>

2. Grade Scale for Grades 1-6: 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.)

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

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 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.

8. Letter grades of “*O*” for *Outstanding*, “*S*” for *Satisfactory*, and “*N*” for *Needs Improvement* will be given for physical education, music, art and band for students in grades 1-6.

### **PROMOTION AND RETENTION**

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

#### Grades K-8

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/junior high 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.

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-8.

Third grade students who receive a limited proficient score on the third grade reading achievement test are provided one of the four options:

1. promotion to the next grade if the principal and reading teacher agree; or if
2. evaluations of the student’s work indicate the student is academically ready for the next grade;
3. promotion to the next grade with “intensive intervention” in that grade; or
4. retention in the current grade.

"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.

### **SECONDARY 7-12**

1. Grade Scale: The grading scale is structured in the following manner. Teacher discretion may be used in curving the scale in appropriate circumstances. All grades are computed on numerical average.

“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.**

2. Class registration is usually accomplished in the spring for the following year.
3. Classes may be added or dropped before the 6th day of a course without penalty.
4. In the event a class is dropped after the above days, the student will receive a failing grade which will be computed into the overall GPA (Grade Point Average).
5. At the beginning of each course, teachers will inform students of the grading standards and the evaluation procedures (number of tests, projects, term papers, etc.) to be used in the class. At the high school level, the grade given at the end of the course is the one recorded on the permanent record.
6. In high school grades 9-12, credits will be awarded upon completion of the course.

Each nine week’s grades will be averaged separately. The numerical average will then be converted to a letter grade. Each new grading period begins anew for the students; thus the grades are not cumulative.

Daily grades will constitute 90% of the grade and a final exit exam/exit project will constitute 10%. Students who do not complete this exit exam/project cannot exit the course. A student who does not complete the exit exam/project will receive an “Incomplete,” which will become an “F” unless the exam/project is completed. All courses shall include some form of final assessment in the grading process.

The final grade for each course will be calculated by computing each 9 weeks final grade and a final exit exam/project.

***Sample Calculation for Final Grade***

**Year-Long Classes**

1 <sup>st</sup> Nine Wks	2 <sup>nd</sup> Nine Wks	3 <sup>rd</sup> Nine Wks	4 <sup>th</sup> Nine Wks	Exit Exam/Project
22.5%	22.5%	22.5%	22.5%	10%

**Semester Classes**

1 <sup>st</sup> Nine Weeks	2 <sup>nd</sup> Nine Weeks	Exit Exam/Project
45%	45%	10%

7. Plus (+) and minus (-) may be used when reporting the nine (9) weeks’ grades, but not for final grades. They will only be used as a tool during the nine (9) weeks to inform parents and students of their standing within a grade (A, B, C, D, or F) level. Plus and minus will not affect Honor Roll, Valedictorian, Salutatorian, or Group Officers.
8. Grade cards will be sent home at the end of each nine (9) weeks. Interim reports, if needed, may be sent home mid-point of the grading period. Any additional interim reports will be sent at the discretion of the teacher.

## GRADUATION REQUIREMENTS

**In December 2006, SB 311 Ohio's CORE Curriculum was enacted. This law will change the requirements for graduation in Ohio for the class of 2014. This would impact freshman entering high school in the 2010-2011 school year. For more information on Ohio's CORE talk with your Guidance Counselor.**

The current minimum requirements for all Adams County/Ohio Valley School District high school students shall be the following:

<b>Current Minimum Requirements</b>	<b>CORE Requirements</b>
Language Arts 4	Language Arts 4
Social Studies 3	Social Studies 3
Science 3	Science 3
Mathematics 3	Mathematics 4
Personal Finance .5*	Personal Finance .5*
Health .5	Health .5
Physical Education .5	Physical Education .5
Business/Technology or Fine Arts/ Foreign Language 1	Business/Technology or Fine Arts/Foreign Language 1
Electives <u>6</u>	Electives <u>5</u>
<b>TOTAL 21.5</b>	<b>TOTAL 21.5</b>

\*The .5 credit required in Personal Finance may be met by taking Personal Finance or for CTC students Employability Skills.

1. Students must complete all requirements for graduation before they will be permitted to participate in graduation ceremonies.
2. Students are required to pass all parts of the Ohio Graduation Test before graduation, except where they are exempted by law. Under R.C. 3313.615, some students can graduate by passing four of the five parts of the OGT if they meet several other required criteria. Check with your Guidance Counselor on the "alternative pathway to graduation" or visit [education.ohio.gov](http://education.ohio.gov) then enter the keywords "alternative conditions" in the search box.
3. Course requirements may be revised to comply with the Ohio Revised Code and or Ohio State Department of Education requirements. The following courses **or** equivalents will be required for Adams County/Ohio Valley students in grades 9-10 in preparation for the Graduation Test.
  - Physical Science
  - Biology
  - Social Studies I (World History) and II (American History)
  - Integrated Math I and II **or** Algebra I and Geometry
  - Language Arts I and II

4. Students in grades 11 and 12 are required to pass the following additional courses:
  - Language Arts III and IV (Advanced Placement L.A. courses may be substituted)
  - 1 credit in Social Studies III (Government)
  - An additional one (1) elective science credit
  - Algebra II or Integrated Math III
  - ½ credit of Personal Finance or for CTC students Employability Skills.
5. Students who have not yet passed the graduation test will be placed in remediation courses for intervention tutoring in areas of academic deficiencies.
6. Students may earn high school credit (Algebra I) prior to the ninth grade under the following conditions:
  - a. The course must be taught by a person with high school certification.
  - b. The course work must meet high school curriculum requirements.
  - c. The student received a grade of B or higher.
7. Class standing is determined at the beginning of each school year by the number of credits attained as follows:
 

a. Sophomore (10 <sup>th</sup> )	5
b. Junior (11 <sup>th</sup> )	10
c. Senior (12 <sup>th</sup> )	15
8. At the beginning of the junior (11<sup>th</sup>) year, a student has a choice of remaining at the local high school or attending the career and technical center. In order to attend the career and technical center, a student should have earned at least ten (10) credits and have successfully completed the following:
  - 2 credits English
  - 2 credits math
  - 2 credits science
  - 2 credits social studies
  - 1/2 credits physical education (2 courses)
  - 1/2 credits health
  - 1 credit in business/technology, fine arts or foreign language
9. At the end of the 12<sup>th</sup> grade year, students will have developed a Career Passport consisting of the following:

**Section 1: Letter of Verification**

A letter written by the school administrator verifying that the student was enrolled in their school.

**Section 2: Resume**

A resume or personal data sheet developed by the student.

**Section 3: Validation of performance**

- Part 1: Career Narrative – a one page paper defining the student’s career goal and how they have reached that conclusion.
- Part 2: Evidence of Student Skills – the student’s high school transcript.
- Part 3: Verification of Employability Skills – a one-page paper that describes how the student exhibits two of the five SCANS competencies.

**Additional Recommended Contents:**

1. School profile describing the educational environment.
2. List of student accomplishments.
3. Letter of recommendation.
4. Sports, or related Personal Data Sheet.
5. Documentation of other abilities.
6. Documentation of community/volunteer service.

**EARLY GRADUATION PROCEDURES**

High School students are eligible for early graduation only if they have completed all credits and courses required for graduation in the AC/OVS district. In addition, students must have completed an approved Career Passport, have a 2.0 (C) average and show evidence of passage of all parts of the Ohio Graduation Tests. Students requesting early graduation will not be eligible for valedictorian or salutatorian status. If high school seniors requesting early graduation have met these conditions, they may withdraw for the second semester and still participate in graduation exercises. Students who have met all graduation requirements earlier than their senior year will be eligible for participation in graduation exercises during the year they meet graduation requirements.

No request can be made for early graduation until the student has completed the sophomore year, earned ten credits with at least a 2.0 or C average, and passed all parts of the Ohio Graduation Test. Steps: Student makes preliminary contact with the guidance counselor to see if early graduation is possible. If the counselor determines that the student has met the criteria listed above, the student then writes a letter to the school superintendent requesting early graduation. The student gives the letter to the guidance counselor. The guidance counselor and/or principal approve or disapprove the request for early graduation based on the above criteria. The counselor attaches approval form to student's letter to the superintendent and sends both to the curriculum supervisor, as well as a copy of student's most recent transcript and state test scores. The guidance counselor arranges for an appointment with the curriculum supervisor and the student within two weeks of issuance of the last interim report of the final grading period student is in school. Student

brings the following items to the meeting: most recent transcript with OGT results and approved Career Passport. Upon final approval of the curriculum supervisor, student will receive letter from the school superintendent permitting early graduation

#### **OHIO VALLEY CAREER/TECHNICAL CENTER**

1. To attend the career and technical center a student should have earned at least ten (10) credits. Failure to have earned sufficient credits could prevent a student from attending the OVCTC. While at the OVCTC, a student will receive two years of English and a year of social studies, science and math, as well as his/her specific technical training.
2. A student may be admitted to the career and technical center without having fully completed the necessary requirements, if he/she is willing to attend summer school or take correspondence courses to make up the credit(s). Correspondence courses will be at student expense and according to board policy.
3. Some CTC programs have programs fees. No student should refrain from making application to any technical course offering because of inability to pay. Students interested in a technical education and who feel they may have difficulty in paying the amount necessary to participate in a technical course should discuss the situation with their school counselor and or technical counselor. Solutions for possible assistance can then be sought.
4. The following academic and technical programs are offered at the Ohio Valley Career and Technical Center:
  - Administrative Office Technology, I & II
  - Agricultural & Industrial Equipment, I & II
  - Automotive Technology, I & II
  - Carpentry, I & II
  - Cosmetology, I & II
  - Health Careers & Technology, I & II
  - Farm Business Management, I & II
  - Restaurant Management, I & II
  - Masonry, I & II
  - Machine Shop I & II
  - Information Systems Technology (IST)–CISCO & A+ certification

#### Academic Courses

- Principles of Technology
- Social Studies
- English III & IV
- Math III
- Algebra II
- Chemistry
- Employability Skills (Personal Finance)

Career and technical students must meet the guidelines for enrollment and graduation, as defined in the Student Handbook. Some academic classes may be taken at West Union High School if scheduling permits.

### **CREDIT FLEXIBILITY**

Adams County/Ohio Valley Schools will offer flexible credit opportunities to earn credit toward graduation. Credit Flexibility will include, but is not limited to the following options: test-out, project-based learning, portfolio, performance, research, presentation, and time on task. To learn more about Credit Flexibility opportunities, interested students should make arrangements with the high school counselor to discuss flexible options.

### **POST-SECONDARY ENROLLMENT OPTION (PSEO)**

The state of Ohio provides a program for high school students allowing them to take various courses at Ohio colleges and universities. These courses may be used for both high school and college credit at no expense to the students or their families. College courses for which five semester hours (seven and one-half quarter hours) of credit are earned shall be awarded one Carnegie unit toward high school graduation; fractional Carnegie units shall be awarded proportionately. For specific conversion information, see the guidance counselor. Participating in this program may allow students to take courses not normally available at the local high school.

State of Ohio requirements are that the student:

- a. Be of high school status.
- b. Must reside at home (cannot live on campus).
- c. Attend a counseling session with the high school counselor concerning this program.
- d. Meet requirements of the institution of higher learning.

AC/OV District requirements are:

- a. PSEO students will be responsible for maintaining contact at the high school for information about important school events (pictures, ordering announcements, etc.)
- b. PSEO students who wish to participate in graduation ceremonies must have fully completed the minimum high school requirements by the graduation date.

Although this is an excellent educational option for some students, there are disadvantages to the program as well. Among possible drawbacks are:

- If a student fails or withdraws from a course, the student or parent shall be financially responsible for tuition, books, and/or fees.
- College schedule times may cause conflicts with desirable high school courses and/or extra-curricular activities.

- Time management responsibility falls more heavily on the student.
- More rigorous coursework may negatively affect GPA.
- Some students may experience social difficulties in classes with older students.
- The student must provide his or her own transportation.
- Because college schedules are not designed around the needs of high school students, it may not be possible to meet all course requirements needed for high school graduation within the college schedule.

It is strongly suggested that the student and parents meet with your counselor to thoroughly discuss the advantages and disadvantages to the post-secondary option program.

### **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.

### **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-8 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.
2. Home-schooled students in grades 9-12 may be permitted to enroll on a part-time basis all school year, up to a maximum of two courses generating a total of two credits per year.
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. Participants in school-sponsored extracurricular interscholastic sports must meet eligibility requirements as determined by the Ohio High School Athletic Association (OHSAA) and the Adams County/Ohio Valley Athletic Code of Conduct.
4. Home-schooled students will receive no class ranking, they cannot participate in graduation ceremonies, nor do they receive a diploma from any high school in the Adams County/Ohio Valley School District. Transportation to classes will be up to the parents of the home-schooled students.
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.

### **DIPLOMA WITH HONORS**

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus 7 of the 8 criteria for college preparatory honors and 7 of 8 criteria for a career-technical education. Listed below are requirements for Diploma with Honors for the graduating class of 2011.

#### **1. College Preparatory (7 of 8)**

- a. four (4) units of English
- b. at least four (4) units of mathematics which will include Algebra I, Algebra II, and geometry, or equivalent and another high level course or complete a four-year sequence of courses that contain equivalent content
- c. at least four (4) units of science, including physics and chemistry
- d. four (4) units of social studies
- e. either three (3) units of a foreign language or two (2) units of two (2) foreign languages
- f. one (1) unit of fine arts
- g. maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- h. obtain a composite score of twenty-seven (27) on the American College Testing program's (ACT) tests or composite score on the Scholastic Assessment Tests (SAT) of 1210.

#### **2. Career-Technical Center (7 of 8)**

- a. four (4) units of English which may include one unit of applied communication
- b. four (4) units of mathematics which will include Algebra I, Algebra II and geometry, or a sequence of courses that contain equivalent content
- c. four (4) units of science that develop concepts for physical, life, and earth and space sciences
- d. four (4) units of social studies
- f. four (4) units in the student's career-technical center education curriculum; program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit
- g. maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year

- h. complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- i. obtain a composite score of 27 on the ACT tests or composite score on the Scholastic Assessment Tests (SAT) 1210.

**Award of Merit**

The State Board of Education encourages excellence in both college preparatory curriculum and career-technical curriculum. Outstanding students may receive special recognition from the State Board of Education for their achievements through the State Board of Education's Award of Merit.

The Award of Merit is available for students who meet the specified performance criteria and either the College Prep Curriculum Requirement or the Career-Technical Curriculum Requirements.

The Award of Merit provides students with an excellent opportunity to receive extra recognition for their total educational achievements. This award differs from the Diploma with Honors and students eligible for the Award of Merit and Diploma with Honors may receive both. The award of merit recognizes students who have completed a more rigorous academic curriculum while maintaining a high GPA, have maintained above average attendance for grades nine through twelve, have participated in co-curricular, extracurricular or community activities, and have demonstrated outstanding citizenship and character. Please see your Guidance Counselor or visit [education.ohio.gov](http://education.ohio.gov) for the eligibility requirements.

**CLASS RANK CRITERIA**

*The Adams County/Ohio Valley School District Board of Education believes in recognizing academic excellence within the school district.*

1. The Grade Point Average (GPA) for all students will be calculated on a 4.0 scale (A=4, B=3, C=2, D=1, F=0), each grade weighted by the credit assigned to that class.
2. In order to recognize students as Valedictorian and/or Salutatorian at graduation, the grades for those students must be received before the date of graduation. Therefore, grade point averages used for the selection (only) of Valedictorian/Salutatorian will end as of:
  - a. The midpoint in the 2<sup>nd</sup> semester of the senior year for local high school students;
  - b. The second quarter for students choosing the Post Secondary Option.
3. To be eligible for the honor of Valedictorian or Salutatorian, students must meet the requirements to receive a diploma with honors (as described in the previous section) and have earned a minimum of (4) credits in actual attendance at one of the Adams County/Ohio Valley School District high schools or the Ohio Valley Career and Technical

Center. PSEO students will be considered for the honor also, provided they have met the above requirements.

4. The Valedictorian award will be given to the graduating senior with the highest class rank for the four years of high school. The second ranked student will be Salutatorian. In case of a tie in GPAs for Valedictorian honors, the student with the highest ACT composite test score, excluding the separate writing section, will receive the higher class rank. In case of a tie in ACT scores, both students will be declared co-valedictorians. The last ACT composite Test score to be considered for the award of Valedictorian or Salutatorian will be the December exam of the senior year. There will be no salutatorian when more than one student is declared valedictorian.
5. Final class rank will be determined based on all high school final grades. This ranking can include the April ACT scores if necessary. To be eligible for recognition as part of the top ten of the graduating class, students must have earned a minimum of four (4) credits in actual attendance at one of the Adams County/Ohio Valley Schools. PSEO students will be eligible for this honor also, provided they have met the requirements as specified above.
6. When students transfer into the Adams County/Ohio Valley Schools after having completed one or more years of study at another accredited high school, and when such students are eligible for this honor, both (or all) transcripts will be considered in computing the highest class rank.
7. The building administrator and counselor retain the grade point average list and ACT test scores and will be responsible for calculating class rank.

#### **GUIDANCE SERVICES**

The district's guidance services include educational guidance, testing programs, occupational, career, and higher education assistance and information, 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.

#### **STATE TESTING**

The state tests are administered at each grade level and in the subject areas according to Ohio Department of Education guidelines. The Ohio Graduation Test will be administered to 10<sup>th</sup> graders. Students graduating in 2011 must pass all five (5) parts of the OGT or meet the requirements of the Alternative Pathway to graduation to receive a high school diploma.

**(Refer to District Testing Schedule on page 43)**

**NOTE:** In addition, any student who participates in summer programs for state test intervention may take the tests at the completion of such programs.

**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

**2011-2012 Testing Calendar**

<u>Grade</u>	<u>Test</u>	<u>Dates</u>
K	Kindergarten KRAL	As scheduled, completed by October 1
3	Reading Achievement	October 3-7, 2011
3-4	Reading & Math Achievement	April 23- May 11, 2012
5	Reading, Math & Science,	April 23- May 11, 2012
6	Reading, Math Achievement	April 23- May 11, 2012
7	Reading & Math	April 23- May 11, 2012
8	Reading, Math & Science,	April 23- May 11, 2012
10-12	OGT (All 5 parts)	March 12-25, 2012
11-12	OGT (All 5 parts)	October 24-Nov. 6, 2011
10-12	OGT (All 5 parts)	June 18-July 1, 2012

**Testing for Gifted Identification as follows:**

Iowa Tests of Basic Skills (ITBS)	March 5-16, 2012
Cognitive Abilities Test (CogAT) & ITBS	March 5-12, 2012

**ACT Test Dates**

<u>Regular Registration</u>	<u>Late Registration</u>	<u>Test Date</u>
Aug. 12, 2011	Aug. 26, 2011	Sept. 10, 2011
Sept. 16, 2011	Sept. 30, 2011	Oct. 22, 2011
Nov. 4, 2011	Nov. 18, 2011	Dec. 10, 2011
Jan. 13, 2012	Jan. 20, 2012	Feb. 11, 2012
March 9, 2012	March 23, 2012	April 14, 2012
May 4, 2012	May 18, 2012	June 9, 2012

**SAT I and SAT II Test Dates**

<u>Regular Registration</u>	<u>Late Registration</u>	<u>Test Date</u>
September 9, 2011	September 21, 2011	October 1, 2011
October 7, 2011	October 21, 2011	November 5, 2011
November 8, 2011	November 20, 2011	December 3, 2011
December 30, 2011	January 13, 2012	January 28, 2012
February 10, 2012	February 24, 2012	March 10, 2012
April 6, 2012	April 20, 2012	May 5, 2012
May 8, 2012	May 22, 2012	June 2, 2012

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

ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT  
**2011-2012 School Calendar**

Monday, August 15	District Inservice – <i>No School</i>
Tuesday, August 16	District Inservice – <i>No School</i>
Wednesday, August 17	First Day of Classes
Monday, September 5	Labor Day – <i>No School</i>
Monday, October 10	Columbus Day – <i>No School</i>
Friday, October 21	Waiver 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.)
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 5	First Day of Spring Break – <i>No School</i> (In lieu of P-T Conf.)
Tuesday, April 10	First Day Back from Spring Break
Friday, May 18	Last Day of School
<i>Monday, May 21</i>	<i>Make-up Day Pursuant to Am Sub. H.B. 638</i>
<i>Tuesday, May 22</i>	<i>Make-up Day Pursuant to Am Sub. H.B. 638</i>
<i>Wednesday, May 23</i>	<i>Make-up Day Pursuant to Am Sub. H.B. 638</i>
<i>Thursday, May 24</i>	<i>Make-up Day Pursuant to Am Sub. H.B. 638</i>
<i>Friday, May 25</i>	<i>Make-up Day Pursuant to Am Sub. H.B. 638</i>

**Early Dismissals**

- September 15
- October 25
- November 22
- January 10
- February 9
- March 13
- April 12
- May 18

*Adopted October 25, 2010*

2011-2012

STUDENT HANDBOOK

THE FOLLOWING HAVE RECEIVED, READ, AND  
UNDERSTAND THE ADAMS COUNTY/OHIO VALLEY  
SCHOOL DISTRICT 2011-2012 STUDENT HANDBOOK

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

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

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

**RELEASE OF DIRECTORY INFORMATION AND MILITARY  
RECRUITERS-OPT OUT**

*Ohio law also requires the names and addresses of students in grades 10 through 12 to be released to a recruiting officer from any branch of the United States armed forces who requests such information, unless the parent or student submits a written request not to release the data.*

**For grades 10-12 ONLY.**

By checking this box and my initials below indicate I do not wish my child's directory information to be released to military recruiters during the 2011-2012 school year.

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