

**USV Local Schools
2018-2019**

August	13 Teacher Workday (Monday) Open House 6:00-7:15 15 First Day of Classes (Wednesday) 31 Teacher In-service, No School for students (Friday)
September	3 Labor Day, No School (Monday) 4 Fair Day, No School (Tuesday) 19 Midterm- 1 st nine weeks (Wednesday)
October	18 End of the 1 st nine weeks (44 days) (Thursday) 19 No School (Friday) 22 Start of the 2 nd nine weeks 29 Fall Conference Night K-12 (Night 1, Monday 3:30-7:00)
November	1 Fall Conference Night K-12 (Night 2, Thursday 3:30-7:00) 21 Conference Workday, No School (Wednesday) 22-26 Thanksgiving Break, No School (Thursday/Friday/Monday) 27 Classes Resume (Tuesday) 27 Midterm- 2 nd nine weeks (Tuesday)
December	19 Last day of Classes (Wednesday) 20 Christmas Break begins (Thursday)
January	3 Classes resumes (Thursday) 10 End of 2 nd nine weeks (Thursday) (45 days) 11 Professional Development ½ day, Teacher Work Day ½ day, No school for students (Friday) 14 Classes resume (Monday), start of the 3 rd nine weeks 21 Martin Luther King Jr. Day, No School (Monday)
February	12 Winter Conference K-12 (Night 1, Tuesday 3:30-7:00) 13 Winter Conference K-12 (Night 2, Wednesday 3:30-7:00) 14 Midterm- 3 rd nine weeks 15 Conference Workday, No School (Friday) 18 President's Day, No School (Monday)
March	15 End of 3 rd nine weeks (42 Days) 18 No School (Monday) 19 Start of the 4 th nine weeks
April	18 Midterm- 4 th nine weeks (Thursday) 19 No School , Good Friday (Friday) 22 No School (Monday) 23 Classes Resume (Tuesday)
May	23 Last day of School/End of 4 th nine weeks (46 days) 24 Teacher Workday (Friday) 25 Graduation

1st nine weeks – 44 days, 2nd nine weeks – 45 days, 3rd nine weeks 42 days, 4th nine weeks 46 days, 2 Conference Workdays, 4 Professional Development/Workday = 183 days

Make-up days Monday, February 18, Monday, March 18, Monday, April 22 and at the end of the school year

Every Wednesday will be a 1-hour delay. These will be alternated between data days, teacher professional development and building leadership teams. If there is a 2-hour delay, the 1-hour delay will be cancelled.

UPPER SCIOTO VALLEY ELEMENTARY SCHOOL **STUDENT HANDBOOK**

INTRODUCTION

Welcome to a new school year! We are sure you will learn many new things this year. This is your guidebook to all the school rules and procedures. With mom or dad, review the rules.

MISSION STATEMENT

With students, parents, teachers and community cooperation, we will strive in a safe supportive environment to create successful, respectful and responsible citizens by challenging, inspiring and empowering all learners through rigorous and meaningful curriculum using effective instructional strategies and technology.

ATTENDANCE POLICY

Regular attendance is important for every student. Each school day will be filled with many educational experiences.

TYPES OF ABSENCES

The Ohio Department of Education has a policy regarding absences from school (3321.04 ORC). In brief, the policy is as follows: Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will carry disadvantages to the student. Those reasons acceptable to the State of Ohio and Upper Scioto Valley Elementary School are:

EXCUSED: AUTHORIZED (A)

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child

- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per twenty-four (24) hours per school year that the student's school is open for instruction school year) to participate in a District-approved enrichment or extracurricular activity
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school

psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the intervention team may take any of the following intervention actions:

- A. notify the Registrar of Motor Vehicles of the student's absences
- B. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absence.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;

B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;

C. when a child of compulsory school age who has been adjudicated an unruly child for

being an habitual truant violates the court order regarding that adjudication;

D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Hardin County/Countries, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

UNEXCUSED ABSENCES:

The following procedures may be used in relation to unexcused absences to school as a means to provide structured time to complete missed class work. This will be for each semester.

18 Hours of Unexcused Absences.....administrative warning

21 Hours of Unexcused Absencesdetention

24 Hours of Unexcused Absencesdetention

27 Hours of Unexcused Absencesdetention

Saturday Schools assigned for each additional 3 Hours of Unexcused Absence.

CLASSROOM OBSERVATIONS AND VISITATIONS

We welcome and encourage parents to visit the school. However, to limit distractions we are asking parents, who would like to observe their child's classroom, to call the office to make the appropriate arrangements ahead of time. Student visitors are not permitted except under very special circumstances. We do not permit the visitation of little brothers or sisters. All visitors must report to the office upon entering the building. Visitors must sign in at the office. Each visitor will be given a visitor badge which must be displayed at all times.

SIGN IN/ SIGN OUT SHEET

Children are occasionally late in arriving to school. An adult must sign the student in and provide required information on the form. Students cannot leave the school building/grounds during the day without an adult signing them out and obtaining permission from the personnel adult in the office that is allowing him/her the right to leave the school building/grounds.

EARLY RELEASE PROCEDURE

Occasionally, parents/guardians may find it necessary to have their child dismissed from school early. Please follow the following instructions for early dismissal. A note from the parent/guardian must be sent to school which includes the following: 1. Student's name, 2. Date, 3. Date and time for early release, 4. Reason for early release, and 5. Signature of the parent/guardian. This note

should be given to the classroom teacher first thing in the morning. Classroom teachers will forward the early release notes to the office.

Important Reminder: When you pick up your child from school early, you must report to the office and sign your child out of the school.

TARDIES

If you arrive late to school, you must first report to the office to "sign in". You will be counted "tardy" if you sign in during the first hour of school. We realize that emergencies may happen from time to time. However, we believe that it is important to be punctual.

Any student who accumulates five (5) or more unexcused tardies in a semester will be considered insubordinate and may be assigned disciplinary action.

DISMISSAL

Anyone staying after school for any reason shall bring a note from home, signed by the parents, stating the reason, and giving consent. No one is to stay after school except under the direct supervision of a teacher or other authorized person. If any one activity occurs regularly throughout the school year, one note for the entire year's activity will be acceptable. (Ex: Joy Smith has my permission to attend all Girl Scout meetings every Tuesday after school in the cafeteria for the school year 2014-15. Signed, Mrs. Jane Smith)

Students walking home from school who live in town are to go directly home after school.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the classroom and state assessments. When absent, making up assignments is the student's responsibility. Please make arrangements with your child's teacher to make up assignments. You may request homework through the office for your absent student by 9:00 a.m. on the day of the absence. When a parent requests homework for an absent student, the completed work should be returned to the teacher in a timely manner. Otherwise, students will receive their assignments when they return to school.

SCHOOL DELAYS/CANCELLATIONS

The arrival of winter may bring severe weather conditions and possibly, school delays or cancellations. When conditions warrant delays or closing school, stations carrying the announcements include:

<u>Station</u>	<u>Call No.</u>	<u>Location</u>
WIMA	1150 AM	Lima
WIMT	102.1 FM	Lima
WLIO TV	Channel 35	Lima
WBNS TV	Channel 10	Columbus

WKTN
WZOO

95.1 FM
92.1 FM

Kenton
Lima

MISSING CHILDREN'S ACT

Federal law requires that parents/guardians of any school age child notify the school any time their child is absent. Parents are asked to notify the school by 9:00 a.m. each day.

USV CONDUCT AND DISCIPLINE CODE POLICY

Education cannot proceed without discipline. Good discipline allows students, teachers, and administrators to work towards positive goals. The Student Conduct Code is to be followed by all students during school hours, extra-curricular activities, and school-sponsored activities and any connected activities or incidents. Students may be disciplined for behavior that is directed at a school official or employee or his/her property, regardless of where the conduct occurs.

STUDENT BEHAVIOR / DISCIPLINE

Every Upper Scioto Valley Schools' student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

To that end, the district has adopted and implemented a school wide Positive Behavior Intervention and Support (PBIS) program. PBIS is based on research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

USV Elementary will develop and annually revise a PBIS Plan that will include: teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices.

CODE OF CONDUCT

A violation of any of the following rules may result in disciplinary action, including detention, suspension, expulsion, or removal from class or extracurricular activities on the premises.

1. Harassment: A student shall not by the use of violence, force, noise, threat, or any form of intimidation cause the disruption of any function of the school.
2. Damage to Property: A student shall not cause or attempt to cause damage or

theft of school property including building, grounds, equipment, materials, or private property on school grounds, or at any school activity on or off school grounds.

3. Assault/Fighting: A student shall not act or behave in such a way as could cause physical injury to another person or persons.
4. Weapon Look-Alike: A student shall not possess, handle, transmit or conceal any object that could reasonably be considered a weapon (knives, guns, look-alike weapons, chains, etc.)
5. Drug Use/Possession: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drugs, narcotics, or mind-altering substances. Students shall not have drug paraphernalia in their possession.
6. Drug Look-Alike: It is a criminal offense to possess, sell, distribute, advertise, or offer to sell any counterfeit controlled substance. This means that such things as selling a homemade tobacco cigarette as a marijuana cigarette would be illegal.
7. Tobacco Use/Possession: A student shall not smoke or use any form of tobacco in the school building or on the school grounds during school hours or at school functions. Students shall not have smoking paraphernalia or any form of tobacco in their possession, including electronic cigarettes/vaporizers.
8. Criminal Act: A student shall not violate any law or ordinance of the Village of McGuffey when the student is properly under the authority of any school personnel.
9. Insubordination/Disrespect: A student shall comply with the directions given by teachers or any other school personnel when the student is properly under the authority of the school personnel, which includes guest teachers.
10. Bus Misconduct: A student shall comply with established conduct and safety regulations as posted on each school bus.
11. Profanity/Obscenity: A student shall not use profanity or obscene language, either verbal or written, in communication with any school personnel, visitor, or student. This includes the use of obscene gestures, signs, pictures, or publications.
12. Falsifying Information/Cheating: A student shall not copy or attempt to copy daily work, hand-in work, or work on tests and quizzes.
13. Electronic Device Violation: A student shall not bring into the building or on school grounds: mp3 players, CD players, laser pointers, or other similar electronic equipment. If a student brings a cell phone to school, it must remain in their book bag and be turned off. If a student has any of these electronic devices out during school hours, they will be confiscated.
14. Technology Usage Violation: A student shall not use technology equipment (cell phone, computer, etc.) in violation of the Upper Scioto Valley Schools Technology Policy.

The failure of a student to comply with any school rule at any school sponsored activity or who fails to obey a school employee (including guest teachers) exercising his/her assigned duties shall be considered insubordinate. **Faculty and staff will be respected at all times.**

Insubordination and/or disrespect will subject the student to disciplinary consequences. Students who repeatedly violate the student code of conduct may face escalated disciplinary action.

DISCIPLINARY ACTION

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board, the administration, teachers and staff will not tolerate violent, disruptive or inappropriate behavior by our students. Consequences for a violation of the Student Code of Conduct may include, but are not limited to: Verbal Apology, Written Assignment, Loss of Privileges, Parent/Guardian Conference, Detention, Emergency Removal from Class, In School Suspension, Alternative Learning Environment, Out of School Suspension, or Expulsions.

DETENTIONS

One of the goals of any educational institution should be to prepare students to be responsible adults. We recognize the need to emphasize to students the realities of the adult world concerning punctuality, habits and behavior. The following educational tool is designed to provide students with consequences for their actions similar to those of the adult world. This policy is designed to strengthen our position on requiring students to be on time to class and on student classroom behavior.

USV Schools use detention as a disciplinary consequence for tardiness and a variety of behavior related school disruptions. Students given an after-school administrative detention will be given at least a 24- hour notice prior to serving and is expected to work out any transportation problems. The detention period will be between 3:10 p.m. until 4:10 p.m. and may be for either an hour or a half an hour, as appropriate. A student should come to this period with materials to study. **Students are required to provide their own transportation home.** Failure to report to assigned detention period may result in discipline taken to the next level (Saturday School, In School Suspension, Out of School Suspension, or notification to Juvenile Court).

A teacher can also assign their own detention that will be served with the assigning teacher on the assigned date no sooner than 24-hours from when it was issued. Teachers are to directly notify the parent/guardian of the student of the detention prior to the assigned date. A teacher assigned detention will follow the same guidelines of an administrative detention unless modifications are set-up by the teacher and parent in advance of the date of the detention.

RULES FOR DETENTION:

1. Be on time. You cannot leave until the detention is over and the Detention Supervisor has dismissed you.
2. An administrator or the Detention Supervisor may assign you writing projects to complete before beginning your homework. Bring school assignments and materials for study.
3. Bring paper, pencils, and other necessary materials.

4. Stay busy with school assignments the entire time. Students may not sit idly or sleep in detention. Students who do not bring homework will be assigned work by the detention supervisor.
5. Do not talk or cause any distractions or disruptions.
6. Students who do not attend detention will be assigned additional disciplinary action. The only permissible excuses are personal illness or death in the family. If a student is at school and does not attend detention, a doctor excuse must be provided or the student will face further disciplinary action. **Transportation problems are not reasons to miss detention. Students are required to adjust extracurricular schedules to accommodate assigned detentions.**

PHYSICAL RESTRAINT

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property. USV administration and staff have been trained in the CPI physical restraint program.

EMERGENCY REMOVAL

Students are expected to cooperate with reasonable instructions and directions from staff members. Failure to do so will be considered an act of insubordination and may result in suspension or expulsion. If the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the student may be removed from class or school.

SATURDAY SCHOOL

Students who receive a Saturday School will have at least one day to notify their parents. A copy of the Saturday School referral will be mailed home. Saturday Schools are held on Saturday mornings from 8:00 a.m. until 11:00 a.m. Students are required to provide their own transportation from Saturday School. Students who do not serve an assigned Saturday School will be subject to disciplinary action.

RULES FOR SATURDAY SCHOOL:

1. Be on time. You cannot leave until the Saturday School is over and the Saturday School Supervisor has dismissed you.
2. An administrator or the Saturday School Supervisor may assign you writing projects to complete before beginning your homework. Bring plenty of work. You will need schoolwork to last the entire three-hour time period. Students who do not bring work will be assigned work by the supervisor. Failure to complete that assignment will result in removal from Saturday School and suspension from school.
3. Bring school materials including paper, pencils, books, and other necessary items. Do not bring candy, beverages, radios, cards, magazines, or any other food or recreational items.
4. Be ready to work. You will not be allowed to put your head down on the desk and/or sleep.
5. Wear clothes that follow the school dress code.

6. Follow all rules, behave, and cooperate with the teacher in charge; Failure to do so can result in removal from Saturday School.
7. Students who do not attend Saturday School will face additional disciplinary action. The only permissible excuses are personal illness or death in the family. **Transportation problems are not reasons to miss a Saturday School. Students are required to adjust extracurricular schedules to accommodate assigned Saturday Schools.**

IN-SCHOOL SUSPENSION

In-School Suspension is a disciplinary action which results when a student's behavior warrants the student to be excluded from the everyday school environment yet still remain in school. This method of discipline is on the progression of discipline. During In-School Suspension, a student is able to complete the assigned school work and receives credit for the completed school work. The time a student spends within In-School Suspension does not affect a student's attendance. During this time the student will be excluded from recess and will have limited lunchroom and restroom privileges. The In-School Supervisor, teachers and/or principal may assign additional seatwork if necessary.

OUT-OF-SCHOOL SUSPENSION

Suspension from school means that the student shall not be on school property and shall not attend classes or activities during the inclusive time of the suspension. All suspensions are out of school and the days missed are considered unexcused absences. Students may make up any work missed during this time. Days missed for suspension will also count toward the student's maximum days allowable per school year.

EXPULSION/PERMANENT EXCLUSION

Any student who brings a firearm, as defined under Federal Law, to school shall be expelled for at least one year, unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

In accordance with the law, the Board of Education may seek to permanently exclude a student who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A) carrying a concealed weapon, or conveying or processing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity under the auspices of this Board.
- B) possession, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board.
- C) complicity to commit any of the above offenses, regardless of where the complicity occurred.
- D). Due process laws will be followed.

DRESS CODE

Common cleanliness, modesty and neatness will prevail over the student attire. **At no time should dress and grooming be such that it distracts from the teaching and learning process or insults or demeans other people.** The following specifics were approved by the Board of Education:

1. No halter or dress tops.
2. No clothing with offensive language or designs promoting alcohol, drugs or tobacco products.
3. Shorts may be worn, but they must be fingertip in length.
4. No low-cut, tight-fitting or revealing clothing. Tops worn must cover the shoulders and not be cut low under the arms. Also, they must be long enough to tuck in the pants and stay tucked in.
5. Hair and clothing must be neat and clean.
6. Dresses and skirts must be fingertip in length.
7. No tank tops, undershirts, or halter shirts are to be worn as outer garments.
8. No hats or sunglasses are to be worn.
9. Shoes must be worn. No shoes with wheels in them are allowed.

*This list is not considered to be an all-inclusive list.

The Principal/Assistant Principal will decide if parents should be called to bring clothes or clothes may be issued to the student. Any time out of the classroom for dress code violations will be counted as unexcused and the student will be unable to receive credit for missed assignments.

FEES AND FINES

The Upper Scioto Valley Board of Education furnishes textbooks for each pupil, but the student must pay for consumable items such as notebooks, paper, pencils, and workbooks. Each grade will have fees which should be paid as soon as possible. Grade cards will be withheld at the end of each quarter if the student owes fees or fines. Parents wishing to set up payment plans can avoid the withholding of grade cards. Call the school secretary to establish a payment plan. The librarian and classroom teachers will charge a nominal fine for overdue, damaged or lost books. Fees must be paid before a student's grades or records can be released.

GRADE CARDS/ INTERIM REPORTS

Report cards will be issued every nine weeks. Every student will receive an interim report during the first quarter. For quarters two, three, and four, interim reports will be issued for those students who are not working up to their capacity. Some teachers prefer to send interim reports to all students. Interims will be sent in the fourth or fifth week of the grading period. Parents are urged to contact the school when a problem or question arises.

HEALTH INSURANCE (STUDENT)

Pupils participating in the student health insurance program may elect to sign up through the school office at the beginning of the school year. After this date, students and parents will have to communicate directly with the Insurance Agency.

HONOR ROLL

Merit Honor Roll - Student receives A;s in all academic subjects.

Honor Roll - Student receives all A's and B's (no C's, D's, F's or U's).

LICE

If a student is found to have head lice, she/he must be excluded from school until treated with a lice shampoo, and all nits are removed from the hair. It is expected that this will be done in a timely manner. In most cases, the student should return to school the following day.

LOST AND FOUND

The school's lost and found, such as clothing articles, notebooks, etc., will be kept in the lost and found area. Found items should be deposited in this area. If you lose something, first check in the lost and found. You should also ask teachers, of the various rooms, where you have attended class. Always check more than once. **Mark all jackets, coats, sweaters and sweatshirts with your student's name.**

LUNCH PROCEDURES

The school cafeteria provides wholesome meals at moderate prices. Students are expected to be cooperative and orderly. Each student is expected to assume the responsibility of keeping the cafeteria area clean. After eating, plates, silverware, and paper should be returned to the kitchen and placed in the proper containers.

Occasionally school activity groups will have lunch brought in from outside the school cafeteria. Provided the advisor supervises, this action will be accepted with prior approval. All other lunches are handled in one of two ways:

1. Bought in the cafeteria
2. Brown-bagged in the morning – Occasionally, a parent may bring his/her child's lunch to the student at lunchtime. This would be considered brown-bagging, and we ask that this arrangement be made prior to the start of the day to avoid disruption.

ELECTRONIC DEVICES/ TOYS

Students are not permitted to have electronic devices or any other electronic toy or device turned on during school hours. These items can cause disruptions in the classrooms and are a violation of the student code of conduct.

INJURIES

If you are injured coming to school or while at school, you should report to the duty teacher or to the office immediately to see if first aid treatment is necessary. If the nurse, principal, secretary or teachers cannot treat the injury, parents will be called. A pupil will not be sent to the doctor or hospital without parent's consent or authorization except under emergency circumstances. The rescue squad will be called on all serious injuries.

MEDICATION

A student taking medication during school hours must bring the medication and the physician's request form for administration of medication to the office when arriving at school. Parents must fill out paperwork requesting the administration of their child's medication at school.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are unacceptable. Unacceptable public displays of affection are defined as those physical actions which are contrary to good judgment and public decency in that they create feelings of inappropriateness and embarrassment among other students and staff. Students who engage in such unacceptable public displays of affection will be subject to the intervention of the staff and disciplinary action deemed necessary.

RECESS

Weather permitting; students are to plan on going outside during recess. No students will be allowed to loiter in the restrooms or hallways. Recess is a privilege, especially in the older grades, and may be taken away for a variety of reasons.

Outside visitors are not allowed on the playground!

SEARCH AND SEIZURE

A student shall not use school property to store items considered to be dangerous, prohibited by law or by school rules. If there is reason to believe that such items are being stored on school property or at school activities, then search and seizure will result. If a school official believes that a student has on his person a weapon or substance dangerous to persons or property, then the official has the right and duty to conduct an immediate search and seizure.

SEXUAL HARASSMENT

The Upper Scioto Valley School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

I. Definition of Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.

4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes, making sexually- based remarks about another person's or one's own body.
6. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct: touching assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

WITHDRAWAL

When students are withdrawn from school, we ask that parents notify the office prior to moving out of the district. Parents must sign a record release form that authorizes us to transfer records to the new school. In addition, should any fees or fines be owed, those must be paid before grades and transcripts will be released to another school system.

TECHNOLOGY GUIDELINES

Computer use is encouraged and made available to students for educational purposes. The use of school equipment and access to the Internet (or e-mail) is a privilege, not a right. The school retains the ownership of all hardware and software. Users have no expectation to privacy regarding the use of any school district equipment at any time. Use of the Internet will be controlled based upon content and is monitored using a Google management system and the Go Guardian program. The school reserves the right to inspect, copy and/or delete files and records created or stored on school-owned computers. Students must understand that “delete” does not equal “destroyed”. Students will be given an Acceptable Use Policy and are required to sign an agreement before being assigned a network password.

AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The Board will not tolerate any gestures, comments, threats or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definition is provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administrator to determine the appropriate courses of action.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less

powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student’s property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
- C. creating a hostile educational environment.

Students may be given school consequences and discipline if bullying, harassment or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school.

“Staff” includes all school employees and board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

Confidentiality: To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification: Notice of this policy will be annually circulated to and posted inconspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the student handbook. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

BUS TRANSPORTATION

The bus drivers will give the students a copy of bus rules for behavior when riding the bus. Failure to obey these safety rules may result in temporary or permanent suspension from riding your assigned bus. Students are permitted to ride only the bus they have been assigned. School bus transportation is a privilege and not a right; and the bus driver is the sole authority on the bus while students are being transported. (A.C. 3301-83-08) Parents are responsible for: (A.G. 8600)

- a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus at their designated place of safety;
- b. their child being at the bus stop prior to scheduled pick-up time;
- c. damage by their child to school buses, personal property, or public property.

In order to provide children riding the bus the safe transportation they deserve, the district has adopted the following rules, believing all students can behave appropriately and safely while riding on a school bus. Misbehavior will not be tolerated. At times during the year your child may be videotaped on the bus.

The Student Conduct Code as stated in the student handbook must be followed.

1. All students are assigned a permanent pick-up and drop-off point, when riding the bus students will only be permitted on or off at that point.
2. Students that cross in front of the bus must stop at their designated place of safety and wait on the driver's hand signal before crossing. All students upon exiting the bus must go directly to their designated safe spot and stay there until the bus has safely cleared the area. Students needing to go to the mailbox should do so after the bus is out of sight.
3. Stay in assigned seat while the bus is moving.
4. Keep hands, feet and personal objects to yourself and inside the bus.
5. Do not distract the driver through misbehavior.
6. No smoking, bad language, rude gestures, teasing, or bullying on the bus.
7. No eating or drinking on the bus.
8. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses. (AG 8600)
9. Pupils must not have alcohol or drugs in their possession on the bus.
10. Cell phones are not to be used on the school bus.

11. Any student that will be picked up instead of riding the bus home; the parent must contact the school no later than 3:00. Once a student is on the bus, he/she must ride the bus to their designated bus stop.

If a student chooses to break a rule, the following consequences will apply:

- 1st Incident: Driver warns student
- 2nd Incident: Reassign seat and conference with driver
- 3rd Incident: Discipline slip sent to principal

Severe, illegal, or continuous misbehavior: Student will lose bus privileges

- First offense – Bus suspension for one (1) day
- Second offense – Bus suspension for three (3) days
- Third offense – Bus suspension for five (5) days
- Fourth offense – Bus suspension for ten (10) days
- Fifth offense – Bus suspension for the remainder of the school year

The transportation policy has already been discussed with your child. Please discuss it with him or her to be sure it is understood. Thank you in advance for your support of the district's program. If you have any questions or comments, please contact the school administration at 419-757-3231.