

# **PAINT VALLEY**

**ELEMENTARY - GRIT Goals,  
Respect, I (am can will), and Trust**



**Student – Parent Handbook**

**2017-2018**

**Principal – Heather Bowles**

**Paint Valley Local Schools**

**7454 US Rt. 50**

**Bainbridge, Oh 45612**

**(740)634-3454**

**(Board Adopted)**

Dear Parents and Students,

Welcome to the Paint Valley Elementary Schools. Our staff is pleased to have you as a student. Our goal is to have your experience here be as productive, successful, and enjoyable as possible. Please feel free at any time to contact us if you have any questions or concerns.

## **SCHOOL ADMINISTRATION**

Tim Winland.....Superintendent of Schools

(740)634-2826

Heather Bowles.....Principal

(740)634-3454

Leighanne Johnson.....Guidance Counselor

(740)634-3454

Nicole Barker.....School Secretary

(740)634-3454

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(740)634-3454

Adopted By

### **PAINT VALLEY BOARD OF EDUCATION**

Wes Spradlin – President

Shawn Skaggs –Vice President

Judy Williamson

Brianna Mettler

Glenn Barker

Kristin O’Dell – Treasurer

## Paint Valley Elementary Teaching Staff

### Pre-School

Amanda Dyer

### Kindergarten

Megan Cooper

Beth Hobbs

Kim Roderick

Emilee Holden

### First Grade

Megan Rainey

Holly Proehl

Tina Woods

Megan Patterson

### Second Grade

Audrianna Dettwiller

Rhonda Moore

### Third Grade

Sarah Willmann-Ward

Sabrina Gardner

Kacie Swiggett

### Fourth Grade

Denise Kellough

Lori Reed

Lynn Cowman

### Fifth Grade

Ben Burke

Cora Henson

Cliff Waller

### Intervention Specialist

Jodie Harrison

Thomas Newman

Rhonda Roberts

### Title Teachers (Reading Intervention)

Dawn Newlun

Janna McRoberts

Betty Taylor

### Specials

Rosie Grooms - Library/Technology

Julia Houston - Music

Shelley Holbert - Gym

Nicholas Turon – Band

Mike Thompson - Art

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**FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. While the handbook provides information about school policies, students and parents are subject to all policies of the Board of Education as they now exist, or as they are hereinafter adopted or amended, whether or not these policies are referenced in this handbook. This handbook is not meant to be all inclusive; therefore, extenuating or new circumstances may occur which inherently allow the administration and the Board of Education to make appropriate written and/or verbal decisions, amendments, or sanctions at that time. Should you have any questions that are not addressed in this handbook, please contact your Principal. This handbook supersedes all prior handbooks and other written material on the same subject.

### **MISSION OF THE SCHOOL**

The Paint Valley Local School District’s core value is to instill the value of GRIT within each of our students. Students will set Goals, Respect others/self, have a sense of I am, can, and will succeed, and Trust. Paint Valley students will enter as students and leave as LEADERS.

### **SCHOOL COLORS AND MASCOT**

Colors: Black and Gold

Mascot: Bearcats

### **ACCELERATION POLICY**

If you believe that your child would benefit from accelerated services, please fill out the attached form and contact the school Guidance Counselor or Principal

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District’s Compliance Office listed below:

Mr. Tim Winland – Superintendent..... (740)634-2826

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

### **STUDENT WELLBEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students that are new to Paint Valley Elementary Schools are required to enroll with their parents or guardian. When enrolling, the parents will need to bring:

1. A birth certificate or similar document
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations
5. Social Security Card – (we will make a copy of card)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

### **EMERGENCY MEDICAL AUTHORIZATION**

State law requires that all students must have an emergency medical card completed, signed by parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, athletic and other extra-curricular activities, and co-curricular activities.

The school will make the form available to every parent at the time of enrollment and the first day of the new school year. Form is located in the Oneview computer portal. We request you complete the card within 2-3 days.

### **WHEN TO KEEP YOUR CHILD AT HOME**

As the school year goes your child could be exposed to illness from other students. In some cases it is necessary to keep your child at home. The following are some guidelines to help you to know when to keep your child home from school. **Please remember to always send a note or doctor's excuse when your child is returning to school after an absence! These guidelines do not excuse a student or parent from truancy issues.**

**FEVER** - Temperature – 100.0 or higher is an indication that your child could be contagious. Please keep them home. **Students need to be fever free for 24 hours before returning to school.**

**DIARRHEA** - If your child has had three or more watery stools in a 24-hour period, especially if your child acts or looks ill, it is recommended they do not come to school.

**EYE** - We understand that eyes are sometimes swollen and irritated by allergens or virus. Because of the extremely contagious nature of Bacterial Pinkeye, we ask you to consult with your doctor before sending your child to school with these symptoms: Thick mucus or pus draining from eye, or if eye is red, puffy, itchy, or painful. Your child can attend school 24 hours after starting medical treatment of Pinkeye.

**RASH** - Body Rash – especially with fever and /or itching they must have a doctor's excuse stating it is “non-contagious”, they may return if they are not too uncomfortable to focus on school.

**VOMITING** - Vomiting within the past 24 hours – Exception would be if vomiting was caused by coughing.

**HEAD LICE** - Children cannot return to school until their hair has been treated with lice shampoo and the dead eggs (nits) have been removed from the hair. The child must be brought to the school nurse by an adult to be checked before returning to class. Students with lice will be granted an **EXCUSED** absence for the day of discovery plus one additional day for treatment. Any more days of absence per occurrence will be considered **UNEXCUSED**.

**SEVERE SORE THROAT/COUGH** - A frequent, severe cough can be a distraction to the class, especially with fever or swollen glands in the neck. Please feel free to send cough drops with your child in a Ziploc baggie with their name on it. It will be kept in the Nurse's station for their use.

**WOUNDS** – Be sure to cover any open cut or abrasion and be especially alert to any wound that has signs and symptoms of infection, such as; redness, warmth, swelling, pus or tenderness. An infected wound needs to be checked by a physician.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the day should request permission to go to the nurse. The nurse will decide if they should be sent home. **STUDENTS ARE NOT TO CALL HOME WITHOUT SEEING NURSE FIRST.**

### **IMMUNIZATIONS**



Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline.

### **Immunization Requirements:**

Unless given a waiver, students must meet the following requirements:

1. Diphtheria-Four or more doses of DPT or DT vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven and up. A fifth dose of DTP/DTaP/DT vaccine is required if the fourth dose was administered prior to the fourth birthday.
2. Measles – Single dose of live measles virus vaccine or vaccine combination on or after 1<sup>st</sup> birthday, and an additional dose of the MMR vaccine given at Kindergarten entry.
3. Rubella – Same as measles
4. Mumps – Same as measles
5. Polio – 3 oral doses or inactivated plus 1 oral vaccine booster. A fourth dose of polio vaccine is required if the third dose was administered prior to the fourth birthday.
6. Tetanus – 3 Td
7. Hepatitis B – Effective on Jan. 1, 1999, all children entering kindergarten shall be required to provide evidence of having received a three-dose series of Hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be administered at least 2 months after the second dose and at least four months after the first dose and at least six months of age.
8. Varicella (Chickenpox) – Kindergarten – 3<sup>rd</sup> grade students only

Special Note: Each year there seems to be new requirements. Please check with your doctor to make sure your child has all required immunizations.

### **DISPENSING MEDICATION TO STUDENTS**

It is the policy of the District that a parent at home administers all children's medication. Under exceptional circumstances, the principal, secretary and/or nurse may administer medication at school. In order for medication to be administered at school, the parent/guardian must complete an Administering Medicine Form and have the child return it to school the day their medication is to be administered.

A student diagnosed with asthma can be permitted to self-carry their inhaler if his/her physician indicates this in writing to the school.

Your child may receive over the counter medications (such as Tylenol) as indicated on the emergency medical form if the parent/guardian has signed authorizing the school to give the medication. If the child has a medical diagnosis that requires frequent over the counter medication, you must provide the necessary medication to be given.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest such as lice or bedbugs.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Paint Valley School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

## **SPECIAL EDUCATION SERVICES**

All children have differing educational needs. They differ in the rate in which they can learn schoolwork and in the type of instruction they need. Special Education programs and services are developed to meet the needs of children who are not experiencing success through the general education instruction pattern.

Students cannot be placed in a special education program until all elements of the eligibility requirements have been completed. The Specific Learning Disability (SLD) and Cognitive Disability (ID) classes are housed in the school buildings within the Paint Valley School District. Some special education students ( physically handicapped, hearing impaired and mentally handicapped, etc.) are provided their educational needs through a cooperative program in other school systems in the general area.

## **FREE BREAKFAST AND LUNCH PROGRAM**

Our District participates in the federal "Free Lunch" program. Paint Valley Local School District qualifies for Community Eligibility Provision (CEP). This program allows the school to offer a free breakfast and lunch to each student on our campus. Students may also choose to pack a lunch.

## **FIRE AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with the State Law each month. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

*Chillicothe: WKKJ 94.3*

*Television Stations: Channel 4, 6, & 10*

*School Messenger: Superintendent will make a phone announcement.*

*Facebook Posting: An Administrator will post*

### **SCHOOL DAY 8:05-3:05**

**7:45 a.m.** – Students may begin to arrive at school

**7:45 a.m.** – Breakfast program begins

**8:05 a.m.** – Students report to homeroom

**8:05 a.m.** – Tardy Bell

**2:45 p.m.** – Pick-ups are released outside to parent/guardian

**3:05 p.m.** – Students released to Bus

### **DISMISSAL: BUS STUDENTS/NON-BUSED STUDENTS**

Non-bused students that are being picked up by a parent or guardian will be dismissed at 2:45. Students who will regularly be picked up will be assigned a number. Beginning at 2:45 those students will be sent out when their number is called. Parents are to pull up to the curb for pick up. If it is not a regular pick up student, then the parent is to park and walk up to the front to get the student at 3:00. Students riding the bus or who is not a regular pick up will be walked out at 3:00 by their teacher.

### **STUDENT PICK-UP/DROP-OFF ZONE**

Parents are asked to use Dill Road as the access road of “pickup” and “drop-off” for students who are being transported by parents/guardians. **Please do not sit in the “pickup” and “drop-off” zone, it is a fire/emergency lane before 2:40pm.** This causes congestion in the lane. During drop-off the parent will pull up to the curb, the student will exit the car, and go to the building. Do not leave your car parked in the drop-off zone. During pick-up time the parent will enter the pick-up line and wait for their student to be sent to the car. Do not leave your car in the pick-up line. This is for the safety of our students and families.

### **STUDENTS LEAVING SCHOOL EARLY**

If it is necessary for your child to leave school early, please come to the school office. We have an early release form in the office, which we need for you to sign before taking the student with you.

If a student is to leave during the school day with someone other than the parent/guardian, the student will bring a note from the parent/guardian giving permission. Positive identification may be required of the person.

If a student is not riding the bus to the student’s residence, the **parent/guardian must send a note or call the office BEFORE 2:00 p.m.** of the day indicating that the child will not be riding his/her bus and indicating where the student will be going.

### **VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order to prevent disruption to the educational program when visitors are present and to assure the safety of students and staff, it is necessary to develop conditions visitors to the school must follow.

The Superintendent or building Principal has the authority to prohibit the entry of any person to a school of the District or to expel any person when there is reason to believe the presence of such person would be disruptive to the good order of the school. If such as individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

**No visitor may confer with a student in school without the approval of the Principal.** A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody, or guardian, or a person authorized to act on behalf of a parent or guardian.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Sales shall be for school related functions only. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONE**

The Office telephone is not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. If a student becomes ill, they must have Nurse or Office call home. Students are **NOT** allowed to use their cell phone to call home, unless given permission by staff. A student who breaks this policy will be held accountable according to the Student Discipline Code.

## **SECTION II – ACADEMICS**

### **COURSE OFFERINGS**

Paint Valley Elementary Schools will provide a curriculum that includes reading, math, english, social studies, science, health, spelling, writing, instrumental music, vocal music, technology, physical education, and art.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. School and attendance rules apply to all field trips. Some field trips could have stipulations based on behavior or achievement. If a field trip does contain one of those stipulations, students and parents will be made aware of the stipulations. The Principal retains the right to deny a student's privilege to attend a field trip or any other special activity.

### **GRADING POLICY**

According to Board Policy, each staff member (who distributes grades) will complete and place on file with building Principal a questionnaire on his/her procedures of obtaining grades. A copy of the District grading policy is listed below:

- I. The grading scale used in the Paint Valley School District will be:
- |        |    |       |       |    |       |
|--------|----|-------|-------|----|-------|
| 93-100 | A  | 4.00  | 73-76 | C  | 2.00  |
| 90-92  | A- | 3.667 | 70-72 | C- | 1.667 |
| 87-89  | B+ | 3.333 | 67-69 | D+ | 1.333 |
| 83-86  | B  | 3.000 | 63-66 | D  | 1.000 |
| 80-82  | B- | 2.667 | 60-62 | D- | 0.677 |
| 77-79  | C+ | 2.333 | 0-59  | F  | 0.000 |

- II. The evaluation scale will be a numerical percentage throughout the grading period. According to a policy adopted by the Board on 8-14-85, the elementary teachers will place the letter grade on the grade card. Please note the letter grades will contain plus and minus categories.
- III. The teacher will be fair and consistent in his/her grading procedure using the adopted grading scale. Evaluation's primary purpose is to give an accurate indication of the progress of the individual student in the varied subject areas. There will be enough evaluation during a given grading period to obtain an adequate evaluation of the student. A teacher's method of evaluation students will be maintained in the Principal's office.

### **SCHOLASTIC AWARDS**

At the end of each semester, we will distribute the following certificates:

1. **A-Team** – students receiving a grade of A in every subject, except gym and music. Students must have a grade of S, S+, or O in gym, and music.
2. **Honor Roll** – students receiving an A or B in each subject, except gym and music.
3. **Perfect Attendance** – no absence during the grading period and 3 or less hours per semester.
4. **Citizenship** – students recognized for outstanding participation in school activities.

### **END OF YEAR AWARDS**

1. **A-Team** – students receiving A-Team recognition throughout the year will receive an award of honor. Students must have a grade of S, S+, or O in gym and music.
2. **Honor Roll** – students having an A or B in all subjects throughout the year will receive an award of honor. Students must have a grade of S, S+, or O in gym and music.
3. **Perfect Attendance** – no absence during the school year and 3 or less hours missed per year will receive an award of honor.

### **HOMEWORK**

The Elementary homework policy is the same for K-5. In order to increase family time / exercise and decrease anxiety and frustration we have elected to not have homework. Instead we will have a set of standards to follow every school night.

1. Read for a minimum of 15 minutes
2. Practice math facts (based on grade-level) a minimum of 15 minutes
3. Do chores
4. Play outside or inside if bad weather
5. Eat with your family

\*\*Teachers will assign a special project or writing assignment from time to time. This will be communicated to parents and students through notes or agenda.

\*\*\*Grades K-2 will still send home bag of books or flashcards for students to practice.

## **STUDENT ASSESSMENT**

The Standardized-testing program for K-5 is as follows:

**Kindergarten** – KRA, MAPS Reading and Math

**Grade 1** – MAPS Reading and Math, ODE Diagnostics

**Grade 2** – MAPS Reading and Math, ODE Diagnostics

**Grade 3** – MAPS Reading and Math, ODE Writing Diagnostic, State tests in Reading and Math.

**Grade 4** – MAPS Reading, Science and Math, State tests in Reading, Math, and Social Studies.

**Grade 5** – MAPS Reading, Science and Math, State tests in Reading, Math, and Science.

## **GRADING PERIODS**

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Interim reports are issued at the midpoint of each grading period. Grades will be sent home with the child in a signature envelope. Please keep the grade card, sign the envelope, and return it to the teacher. Parents can also keep track of student grades on Progress Book. Passwords will be sent home with new students in September. The site is equipped with a forgot password link for previous students to retrieve their login information. Parents may also contact the Office for passwords.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **RETENTION POLICY**

Students in the primary grades (K-3) may be retained if the child has an “F” average in one or more major subjects (reading or math). Students in the intermediate grades (4-5) may be retained if the student has an “F” average in 2 or more major subjects (reading, math, social studies, or science). Students in third grade will be retained if they do not pass the Third Grade Guarantee stipulations set forth by the Ohio Department of Education.

Other variables used in addition to grade average in determining if retention is necessary will be the following:

1. Attendance
2. Age
3. Emotional, physical, social maturity
4. Academic ability as reported by achievement tests or diagnostics

The Principal, teacher, and parents of the students will be involved in the decision of retention. **The building Principal will make the final decision regarding retention.**

### **TITLE I REMEDIAL READING**

Students in grades K-4 may be eligible for supplemental reading instruction intervention. Children who are experiencing reading difficulties, has an improvement plan, or is off track in reading may receive extra instruction if they meet the requirements of the program. The instruction for the students may take place within each homeroom class or students are pulled-out in small groups for more intensified instruction.

This program is a Federally approved funded grant and is based on our amount of economically disadvantaged students.

Parents of students who qualify will be notified and invited to a meeting with the Title I teacher. Non-english speaking or handicapped parents/guardians will be provided an interpreter or handicap access to the Title I parent meetings.

### **PARENT/TEACHER CONFERENCE**

We have four regularly scheduled conferences during the school year. There will be two evening conferences in the fall in November. There will also be two spring meetings, one evening and one morning in February.

### **INTERNET POLICY**

Students and parents are required to sign an Internet Policy before being permitted to access the Internet. The policy will require students never to give out the following information: home address, phone number, the name and location of the school, or personal pictures. Students will notify the teacher immediately if they come across any information that makes them feel uncomfortable. They will always treat people online with respect and will not reply to any messages that make them feel uncomfortable. Elementary students will be provided with Chromebooks to used during the school day in grades 1-5. Preschool and Kindergarten will have 10 Chromebox computers in their classrooms. Students will be provided a login and gmail account. The gmail account will link them Google Apps for Education.

Cell phones **MUST** be off and in their locker or left at home. The school is not responsible for lost or stolen devices.

### **BAND**



Band is offered to fifth grade. Any student interested in band needs to contact Mr. Turon at 740-634-3454 ext. 14305. Band is a wonderful opportunity for our students to learn to play and read music.

After the first two weeks of school, students may not freely drop out of band. It is a class and the student receives a grade in that class. If a student wishes to withdraw after the first two weeks of school, the student must speak with their parents, the principal, and the band director. If the student still wishes to drop after consultation, the student may be removed at the end of the 9 weeks. Students will not be allowed to withdraw from band within the two week period before a concert. There is a lot of time and preparation on the part of the band director and students for concerts.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

#### **Attendance Policy**

State law requires school attendance until the age of 18. Students who do not maintain good attendance may fail, lose certain privileges, and/or may have their parents taken to court. The Board of Education requires that the students enrolled in the schools of this district attend school regularly in accordance with the laws of the State of Ohio. **If you believe that your child is unable to attend school, the proper documentation from a doctor, certified psychologist, psychiatrist, superintendent or principal is required to be submitted to the building office secretary within one(1) week of the student's return to school.** Excuses submitted after this time period will not be accepted and the absence will be recorded as unexcused. However, please keep in mind that other arrangements are usually required for the continuing education of the student. A student who is absent for observation or celebration of a bona fide religious holiday shall be excused from attendance on that holiday. A student who misses 38 hours or more in a month, or 65 hours or more in a year, excused or unexcused, must present a doctor's note for every absence thereafter.

**Step 1 – Habitual Truant**-This step starts when a student accumulates **30 consecutive hours, 42 or more hours in one month, or 72 or more hours in one year** of unexcused absences. At this time, the principal/attendance officer notifies the child and the child's parents of the compulsory school attendance laws by mailing a letter and a copy of the attendance laws and will form an intervention team within 14 days to meet with **both student and parent(s)** to develop a specialized absence intervention plan for the student. Within 7 days after the plan is developed, parents/guardians will receive a written copy.

**Step 2 – Excessive Absences** – This step starts when a student is absent **38 or more hours in one school month with or without a legitimate excuse; or absent 65 or more hours in one school year with or without a legitimate excuse.** The school will notify the Ross County

attendance officer and the officer will set a date for a truancy hearing on the 61<sup>st</sup> day after the implementation of the intervention plan. This hearing is held at the child's school, and the officer will advise all concerned parties of their rights, legal obligations, and possible legal actions that will be taken. The Ross County attendance officer is an extension of the court and the parents and child are required by law to attend the meeting. Parents/Guardians and child will be required to attend a parenting class at this step. Failure to do so will result in charges being filed in Juvenile Court within 10 days of failure to attend the Parenting Class.

**Step 3 –Failure to Cause and Compel-** This step starts when a parent fails to meet the requirements set forth by the specialized intervention team. **The district will file charges of “Failure to Cause and Compel” with the Ross County Juvenile court.** The officer will then transfer the attendance records to the County Prosecutor. Unruly Child is defined as any child that does not subject the child's self to the reasonable control of the child's parent, teacher, guardians, by being wayward or habitually truant.

The Paint Valley Board of Education is required to enforce regular attendance for all students ages 5-18. Parents have the responsibility for their child or children to attend school on a regular basis.

Suspensions are considered unexcused absences and students are allowed to make up work.

**Excused Absence** –These absences shall be for personal illness, medical and dental appointments, death in the immediate family, quarantine, observance of religious holiday functions, emergency situations or acts beyond the school's control, i.e. snowbound, flood, subpoenaed witness, etc. or other absences as approved by the administration. **Excuses must be provided within one(1) week of student's return to school in order to be excused.**

**Absence notes will only be accepted within 1 week of student's return to school.**

**Unexcused Absence** – includes all other types not included such as being out of class without authorization, truancy, suspension from school, etc.

## **TARDINESS**

Students who arrive after the start of school will begin accumulating minutes towards truancy. It is highly recommended that students arrive no later than 8:00 a.m. Whenever students arrive late, leave early, or are absent from school, they should bring a note stating the reasons why they were late or have to leave school. If they do not, their tardiness is considered to be unexcused. Notes are to be signed and dated by parents, stating the reasons for absence or tardiness regardless of the student's age. Only 5 tardies or up to 60 total minutes of absence will be excused with parent notes. All others must be a physician note or other approved excuse.

## **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

All graded work missed because of an excused absence will be graded and recorded for the 9 weeks the student was absent. An incomplete will be recorded on the grade card if work is not made up in time to be included on the grade card. All incompletes must be replaced with a letter grade prior to the end of the next 9-week grading period.

When a child is absent from school, parents should request that work be sent home. The student should complete all work sent home within a reasonable amount of time. The amount of work time will vary depending on the number of days missed and the volume of work missed. **The amount of time will be the number of days missed plus 1 day. (Example: if a student misses 3 days, they will have 3 days plus 1 day to make up all the work – all totaled the student will have 4 days to make up work.)**

## **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged **NOT** to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and teacher to make necessary arrangements. It may be possible for the students to receive certain assignments that are to be completed during the trip.

## **EXPECTED BEHAVIORS**

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules and policies of the school
2. Respect the civil rights of others
3. Act courteously to adults and fellow students
4. Be prompt to school and attentive in class
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self, family, and in the school

## **DRESS AND GROOMING**

While fashion changes; the reason for being in school does not. Students are in school to learn and any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, he/she may be removed from the educational setting.

Shorts **will be** permitted during the school year, but parents and students are cautioned to dress appropriately according to weather. **If the weather is cold or snowing, students should not wear shorts. Shorts must at least be fingertip length.**

Listed below are several guidelines, which the students are to follow:

1. Students may wear shorts designated as walking, tennis, or Bermuda – shorts. **Shorts should be at least to fingertips when arms are at their sides.**
2. Wearing apparel may not have inappropriate designs, pictures, wording, derogatory remarks, gang related, drug related, obscene, etc.
3. Girls may not wear midriff tops; halter tops, tops with spaghetti straps, or any top that exposes too much skin.
4. Boys may wear mesh or fishnet shirts, but they must have another shirt under the mesh type shirt. They are not to wear clothing that exposes their upper torso (such as cut out t-shirts).
5. Shoes must be worn at all times.
6. No hats may be worn in the building, which includes winter toboggans.
7. **Flip-flops are NOT** to be worn – due to injuries and periodic malfunctioning of this type of shoe.
8. Facial piercing is only allowed, if it is small in size. Hoops are not allowed for facial piercings.

**The final judgment of appropriate attire will be determined by the building Principal.** If clothing is determined not to be appropriate, the parents will be notified to bring proper clothing to school for their child.

### **PERSONAL PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronic devices, or irreplaceable items should not be brought to school (unless being used in the classroom for a project). Pokémon cards, baseball cards, basketball cards, and other items that may be traded, sold, or exchanged should not be brought to school. The school may confiscate such items and return them to the student's parents.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules.

A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

Lockers are property of the school. They may be searched and contents seized if it breaks any rules or laws. Random searches may be conducted throughout the year.

## PLAYGROUND RULES

### Swings

- Swing back and forth not sideways
- One person on each swing at a time

### Do not climb

- Fences

### Slide

- Slide down the slide on “bottom” and feet first
- Do not walk up slide

### Other

- **No student is to leave the playground without permission of a staff member**
- No horseplay of violent nature (kicking, hitting, wrestling, shoving, chasing, pushing, tackling, or rough play)
- Only “Touch Football” is allowed
- Baseballs are not to be used at school
- At the end of recess, line up at the designated area and re-enter the building in an orderly manner. Walk in the hallway at all times.
- DO NOT throw rocks, sticks, or other objects at any time.
- Excessive and/or unwanted teasing is not acceptable behavior.
- Cursing or foul language is not acceptable at any time.

**(Special Note: The playground rules are not meant to be all inclusive. Rules may need to be added or revised.)**

## ALCOHOL AND DRUG POLICY

Substances-Alcohol and Drugs: The use and possession of illicit drugs and alcohol is wrong and harmful. A student shall not possess (includes, but is not limited to, retention on the student’s person or possession in purses, wallets, lockers, desks, vehicles, etc.), use, conceal, sell or offer to sell, supply or offer to supply, or use, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, steroid, prescription drug, alcoholic beverage, intoxicant, mood altering chemical of any kind, drug paraphernalia, other illegal drugs, or counterfeit (look-

alike) drugs while on or in and around school property, just prior to or during school or any school activity.

1. "Under the influence" is defined as manifesting signs of drug or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restless, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.
2. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as the student and parent comply with Board Policy regarding the administration of medication to students.
3. Alcoholic beverages means intoxicating liquor, alcoholic wine, beer, mixed beverages, malt liquor and malt beverages as defined in Section 4301.01 of the Ohio Revised Code.

A student who violates this rule is subject to all of the disciplinary provisions of this Code of Conduct and additionally may be referred to law enforcement officials for prosecution.

#### **Penalty for Violation Drug and Alcohol Policy**

1. If after complying with the procedural requirements of 3313.66(A) of the Ohio Revised Code, the Principal finds the student to have violated the Drug and Alcohol Policy, the Principal will **suspend the student for up to ten (10) days, and may recommend to the Superintendent that expulsion proceedings** be undertaken in accordance with 3313.66(B) of the Ohio Revised Code.
2. The principal will notify the parent(s)/guardian(s) immediately of the incident involving their child.
3. The administration will notify law enforcement officials:
  - A. conduct the appropriate investigation,
  - B. take custody of any evidence that may have been confiscated and,
  - C. file a written sheriff's report with the juvenile prosecutor's office, and the Superintendent's office

#### **TOBACCO FREE POLICY**

The Board of Education is dedicated to providing a healthy, comfortable, and productive environment for its staff, students, and citizens. Health Professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well. With the implementation of this policy, the school is recognizing the health issues and its responsibility to

help prevent tobacco use for the sake of students, and staff members' health and well-being of their families.

The Board prohibits the use of tobacco and tobacco products in all Board-owned and/or operated property, including all building and vehicles, and on all grounds, including stadiums and athletic fields, owned and/or operated by the Board at all times.

For this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, rub, and snuff in any form.

The Ohio Revised Code on juvenile tobacco use will be enforced and if students are in violation of this policy they will be **suspended 1-3 days (depends on # of offenses) and be assigned to a cessation program.**

## **STUDENT CODE OF CONDUCT**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

### **1. Use of drugs**

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and aerosol cans. Many drug abuse offenses are also felonies. Students may not be in possession of "over the counter" or nonprescription medication at school. Any medication (prescription or nonprescription) must be turned in to the school nurse for dispensing.

### **2. Alcohol and Drugs**

Students shall not possess, use, transmit, related evidence of having used, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, mind-altering chemical substance, or alcoholic beverage of any kind while on school grounds or school busses, or at any school activity off school grounds or knowingly possess, make, sell, offer to sell, or deliver counterfeit controlled substances. They may not make, possess, sell, and offer to sell, or deliver a marking device knowing or having reason to know that it will be used to mark a counterfeit controlled substance by describing its effects as those associated with a controlled substance, or represent or advertise a counterfeit controlled substance as a controlled substance.

Students shall not possess, handle, display, or transmit any object considered to be drug paraphernalia (as determined by law enforcement officials) on school grounds, on school busses, or at any school activity off of school grounds. Violations will result in activation of the discipline code and possible referral to the core team and/or a treatment program.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Students, while under school supervision or at any activity supervised by the school shall not use or possess tobacco in any form anywhere on or about school property, or on school busses. Violations may result in referral to a smoking cessation class or the core team.

#### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

#### **5. Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, mace, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless s/he modifies the expulsion based on consideration of one or more of the following specific circumstances:

- A. The student is enrolled under an IEP or 504 plans and the IEP or 504 Team recommends removal in accordance with the law.
- B. The student was unaware that s/he possessed a firearm.
- C. The student did not understand that the item s/he possessed was considered a firearm.
- D. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm. If a student is found possessing a knife which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student or up to one (1) year.

#### **6. Threat**

Threats can include, and is not limited to hit/kill lists, causing a panic, death wishes, or other similar events. It does not matter if it is done verbal, physical, or written. A student who makes a bomb threat to a school building or to any premise at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one (1) calendar year.



## **7. Use of an object as a weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

## **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion. Students are not to possess lighters, matches or any device to start a fire.

## **9. Physical Assault**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.

## **10. Unauthorized touching, disruptions, fighting, or hitting**

A student shall not cause or threaten to cause physical injury or behave in such a way that could cause any person to be put in fear of his or her personal safety or that could cause physical injury to any person. A student who violates this rule is subject to all of the disciplinary provisions of this Code of Conduct and additionally may be referred to law enforcement officials for prosecution. Students are not to use force or threats or physical violence to intimidate, show their dislike for, or gain favors from other students. Furthermore, students shall not agitate or provoke disagreements or fights between other persons or directly with other persons. If it can be clearly established that a person was acting in self-defense, and had no part in agitating or provoking the fight by previous verbal comment or actions, that person may receive a lesser penalty, depending upon the circumstances.

## **11. Insubordination**

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

## **12. Refusing to accept discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action.

## **13. Use Profane Language or Gestures**

Students shall not use profane language or gestures at any time while under school supervision - including bus transportation.

#### **14. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

#### **15. General Misconduct**

General misconduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, or academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property; assisting any student in any activity which violates the Student Code of Conduct. This also includes computer misuse.

#### **16. Repeated or *Chronic* Violation**

A student shall not repeatedly violate the code or fail to comply with the directions of teachers, aides, principals, or any other authorized school personnel.

#### **17. Horseplay**

Immature acts, mischief or lack of self-control which may result in self-injury, injury to others, or damage to property or disruption of the educational process, are not condoned. Examples of horseplay include, but are not limited to, pushing, shoving, tripping, excessive teasing, throwing an object, chasing one another and stacking lockers.

#### **18. Verbally threatening a staff member/student/person associated with the district**

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.

#### **19. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

#### **20. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

## **21. False alarms, false reports and inducing panic**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Any act that induces panic is prohibited and will be subject to the code of conduct and appropriate legal reporting

## **22. Explosives**

Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Possession of one of these items will result in suspension and a possible expulsion.

## **23. Theft**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.

## **24. Damaging Property/ Vandalism**

A student shall not cause, attempt to cause, or engage in any activity that causes damage or defacement (graffiti) to any school or private property, including but not limited to buildings, grounds, equipment, materials, computers or other technology, books, and excessive littering. The student who violates this code of conduct and/or the student's parent will be expected to repair, replace, or pay for the damaged property or otherwise make full restitution, in addition to any other appropriate disciplinary action.

## **25. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

## **26. Bullying, Harassment, Hazing and Intimidation**

Students shall not be involved in bullying, harassment or intimidation of other students. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. All types of hazing are strictly forbidden. Students found to be in violation will be subject to the code of conduct.

## **27. Leaving school without permission**

No student may leave the school premises during the school day without permission of the building principal. Any student leaving without permission will be considered truant and unexcused. Students leaving must have a note from home or phone contact between the parent and school officials (not including student office workers), the sign-out and sign-in forms must be completed when leaving and upon return.

**28. Violations of the Law:** Students shall not violate any law or ordinance not otherwise mentioned in the Code while under the authority of the school.

### **29. Conduct at Athletic Events or Assemblies**

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse, no abusive language, and no loitering in the immediate area before or after a game. All provisions of the Student Code of Conduct, including those prohibiting the use or possession of drugs, alcohol and tobacco, apply to each student -- whether spectator or athlete -- present at an athletic event in which the school is involved, regardless of the site of the event.

### **30. Computers**

Computer use at Paint Valley School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and or delete all files and records created or stored on school owned computers. Failure to comply with the acceptable use policy may result in loss of computer privileges or other form of discipline.

### **31. Gang-Related Conduct**

A gang is defined as any non-school sponsored or recognized group whose purpose or practice include the commission of illegal acts, violation of school rules, or other actions that threaten the safety of others. Students are not permitted to recruit members for gangs, congregate with gangs, or identify themselves with gangs in any manner. Gang insignia, including but not limited to the following, may not be worn or displayed by students: jackets, headbands, shirts, bandannas, hats, jewelry, socks or shoelaces, hand signals, tattoos, or other materials imprinted on the body (ex. ink pens or stickers, etc.).

### **32. Sexting Language**

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, which may result in suspension, expulsion, or charges filed with Juvenile Court.

### 33. Unauthorized recording of Staff or Students

Students are not to video staff or students at school. The taking, disseminating, transferring, or sharing of a video of staff or students will result in consequences under this code of conduct. Depending on severity or content, it may be reported to law enforcement. Consequences could include, but not limited to; forced to delete, suspension, expulsion, and possible charges filed with Juvenile Court.

#### PENALTIES FOR VIOLATION OF CODE OF CONDUCT

##### Informal Discipline

1. Loss of privilege – students may lose the privilege of participating in field trips, field days, class parties, or other special activities.
2. Change of seating or location
3. Lunch time/Recess detention
4. After-school detention

**Lunch/Recess Detention** - Students will get their lunch and report to the assigned room.

**After School Detention**– Students are assigned in advance to a classroom after school for 1 hour which is supervised by a teacher. Parents will be given advance notice and are responsible for providing transportation home after the detention (3:05 PM – 4:05 PM). If the student does not serve the detention then the student may be assigned a day of suspension. If parents cannot provide transportation on the day assigned they must call the principal and arrange for an alternate date. Parents are not to send notes or messages with their child.

##### Formal Discipline

**Emergency Removal** – Students will be removed from an activity or classroom whenever their presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process taking place either within a classroom or elsewhere on the school premises. This may be done by the Superintendent, principal, teacher or the person directly responsible for supervising the activity (curricular or extracurricular). Communications will take place as soon as possible with parents/guardians by school personnel – either by the principal, teacher or the person supervising the activity.

**Suspension** – Students may be suspended from school from 1 – 10 days and will not be able to participate in any school function. If at the time of suspension, there are fewer than 10 days left in the school year, the suspension may carry over to the following school year.

**A.** Written notice will be given to the student stating the reasons for the suspension.

**B.** The student will be allowed to challenge the reason(s) for the intended suspension or explain his/her actions at an informal hearing. The informal hearing may occur immediately.

**C.** If the outcome of the hearing is suspension, the student, student's parents/guardians, and the Treasurer of the Board of Education will be notified of the suspension in writing. If the party involved appeals the suspension, the imposition of the penalty may or may not be delayed. Students will serve their suspension on the days assigned by the Superintendent, or principal.

**D.** During the period of suspension or expulsion the student is not allowed to attend school, be on school property, or participate in any extracurricular activities.

**E.** The student has the right to appeal the decision and have a hearing before the Board of Education, Superintendent or his designee, and to be represented in the appeal by a representative of his/her choosing. The student may request that any decision before the Board of Education be held in executive session. If a student wishes to appeal the suspension, the principal must be notified in writing within ten (10) calendar days from the date of the notice of the suspension. The imposition of the penalty may or may not be stayed during the appeal.

**Expulsion** - Expulsion is defined as the exclusion of a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not to exceed eighty (80) school days, or 1 calendar year when authorized by law. If at the time an expulsion is imposed there are fewer days remaining in the school year than the expulsion period, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Expulsions may exceed eighty (80) days when imposed for a violation of the district's policies concerning firearms, knives, violent acts or bomb threats or when otherwise authorized by the Ohio Revised Code.

The following procedures will be used when expelling a student:

**A.** Notice of expulsion will be given to the student or parent/guardian by the Superintendent. The notice will include the reasons for the intended expulsion, the time and place of the hearing on the intended expulsion, the right of the student and student's parent, guardian, or custodian to appear at the hearing to contest the proposed expulsion, where applicable.

**B.** The hearing will be held no less than 3 school days or no more than 5 days after the notice is given. At the hearing, the student and the student's parent, guardian, or custodian may appear in person before the superintendent, or the superintendent's designee to contest the proposed expulsion.

**C.** If the outcome of the informal hearing is expulsion, the student, the student's parent(s), guardian or custodian, and the Treasurer of the Board of Education will be notified in writing by the principal or Superintendent within 1 school day of the expulsion.

This notice will include the reason for the expulsion, and, where applicable, notification of the possibility of permanent expulsion. The notice will also describe the rights of the student and student's parent, guardian, or custodian to request a hearing before the Board of Education or designee to appeal the expulsion and to request that any hearing before the Board of Education be held in executive session.

**D.** During the period of expulsion, and any appeal, the student may not attend school, be on school property, or participate in any extracurricular activities.

**E.** The student has the right to appeal the decision to the Board of Education or its designee, to be granted a hearing before the Board of Education or its designee in order to be heard against such expulsion, and to be represented in the appeal by a representative of his/her choosing. The student may request that any hearing before the Board of Education be held in executive session. If the student wishes to appeal the expulsion, the Superintendent must be notified in writing within ten (10) calendar days from the date of expulsion notice. By majority vote of the Board in public session or by action of the designee, the Board may affirm the expulsion, reinstate the student or otherwise alter the order of the expulsion. The Board or its designee shall make a verbatim record of its hearing. The imposition of the penalty shall not be stayed pending the appeal.

**Expulsion Related to Firearms, Knives, Bomb Threats or Violent Acts** - Students may be expelled for longer periods of time.

**Special Note** – Nothing in this provision or handbook is intended to, nor shall it, preclude the Superintendent from suspending, expelling, or removing a student in accordance with Ohio law for otherwise possessing, transmitting, or concealing a weapon, explosive ordinance, or other dangerous instrument that is not defined herein.

### **HARASSMENT, ANTI BULLYING, ANTI INTIMIDATION POLICY**

Bullying, harassment, or intimidation toward a student or staff member whether by a student, staff, or third party is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, racial slurs, 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 or while en-route to or from school on school transportation, 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, in a school vehicle, or where an employee is engaged in school business.

Any student or student's parent/guardian, staff member or third party who believes s/he has been or is the victim of bullying, harassment, or intimidation should immediately report the situation to the building principal or the Superintendent, or his designee. The student may also report

concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

If the investigation finds an instance of bullying, harassment, or intimidation has occurred, it will result in prompt and appropriate remedial and/or disciplinary 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 official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement and, if teachers are involved, to the Ohio Department of Education.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior including bullying, harassment, and intimidation. The Superintendent or designee shall provide appropriate training to all members of the District related to the implementation of this policy and its' accompanying administrative guidelines. The training will be age and content appropriate.

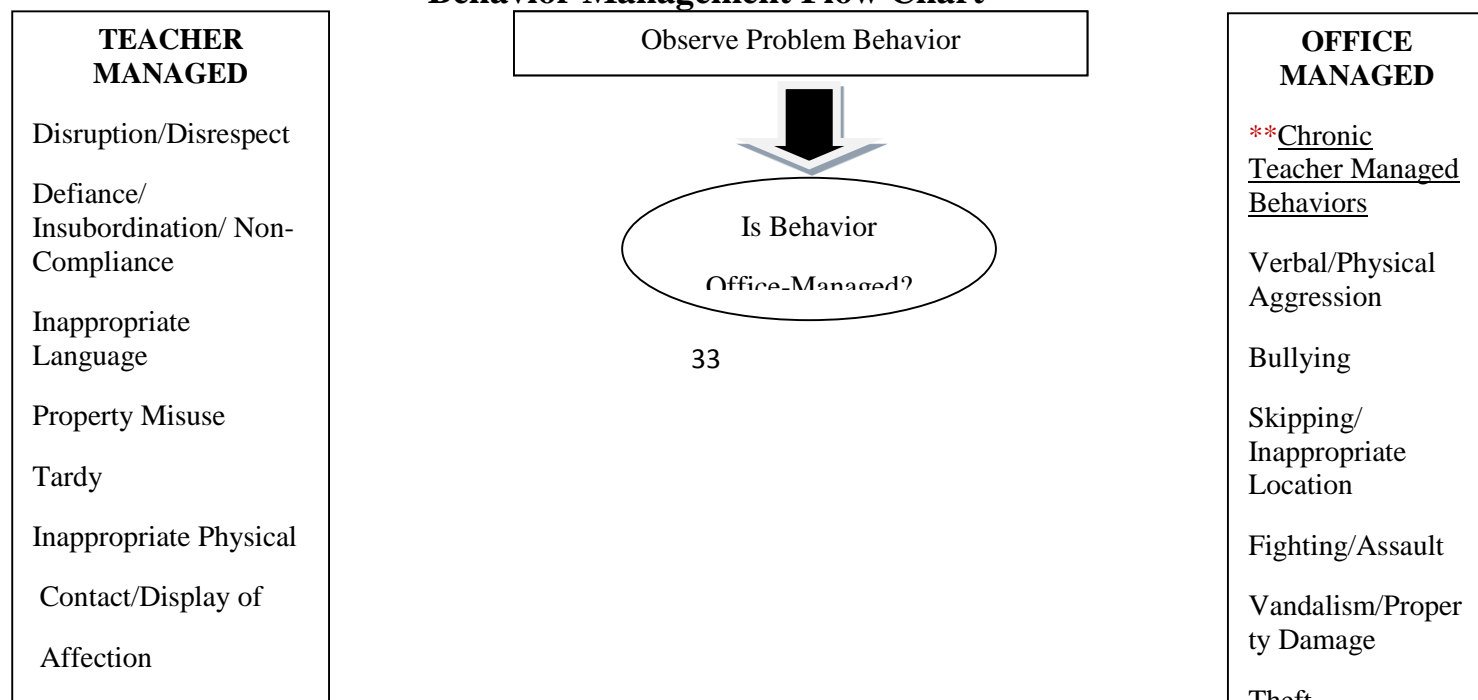
**Paint Valley Elementary School Student Behavior Matrix**

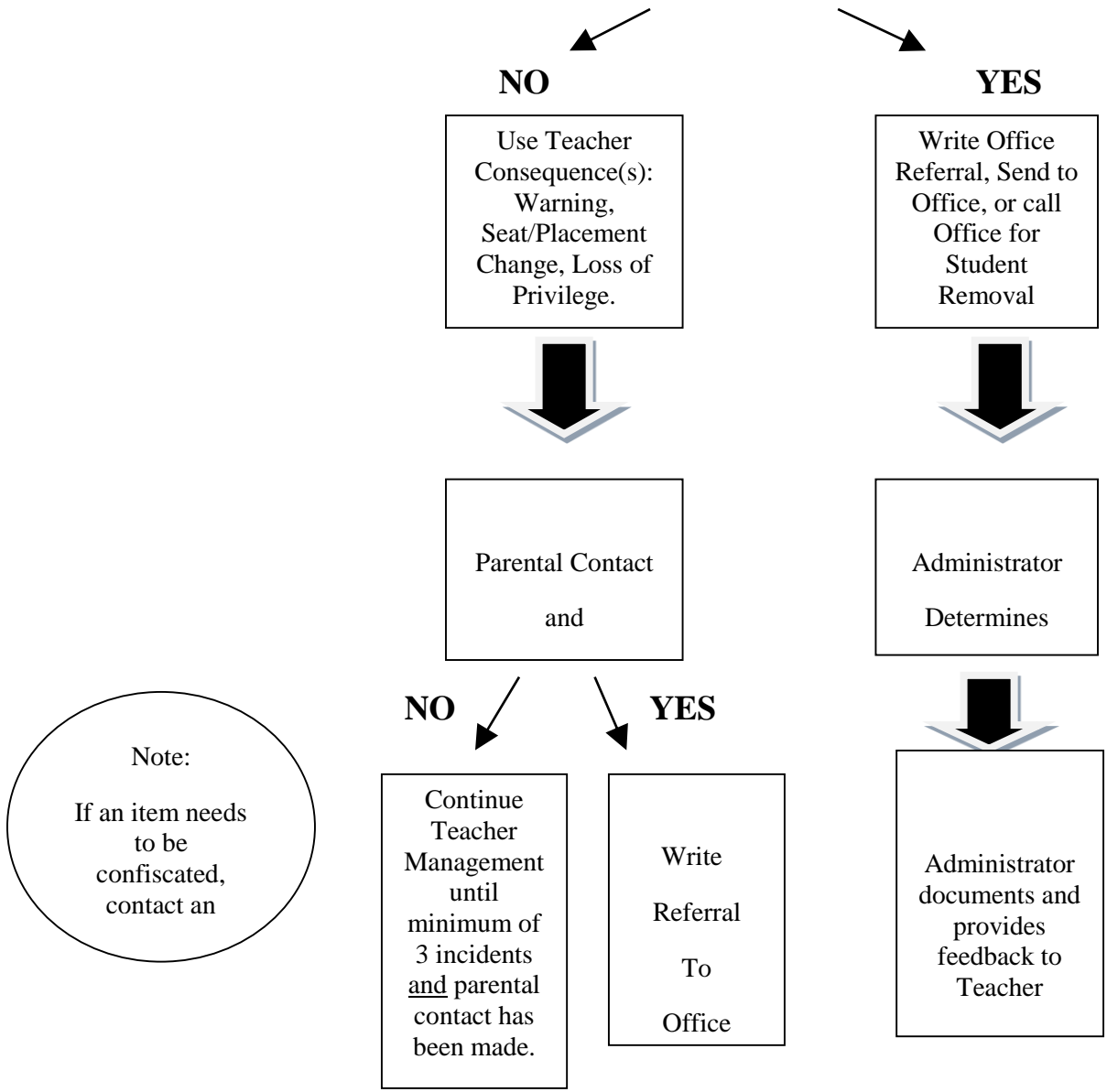
<b>Expectations School Settings</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Have money ready</li> <li>*Wait your turn in line</li> <li>*Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Pay for your items</li> <li>*Dispose of uneaten food appropriately</li> <li>*Put money on lunch account during breakfast time if needed</li> </ul>	<ul style="list-style-type: none"> <li>*Remain in cafeteria until bell rings</li> <li>*Keep space clean and clear</li> <li>*Keep hands, feet and items to self</li> </ul>



<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Use appropriate language and volume</li> <li>*Keep traffic flowing</li> <li>*Keep hands to yourself</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Adhere to bell schedule</li> <li>*Keep hallways and lockers clean</li> <li>*Carry a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>*Use hallway time efficiently and appropriately</li> <li>*Walk through hallways</li> <li>*Look the direction you are traveling</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Be at bus stop on time</li> <li>*Use appropriate language and volume</li> <li>*Be courteous to driver and other riders</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly from bus to designated area in building</li> <li>*Go directly to assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Stay in your seat</li> <li>*Keep feet on floor</li> <li>*Keep aisle clear</li> <li>*Save food and drinks for home</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Respect the privacy of others</li> <li>*Dispose of trash and keep the facilities clean</li> <li>*Flush toilets</li> <li>*Use facilities and supplies correctly</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the area free of graffiti</li> <li>*Exit restroom without delay</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands</li> <li>*Use for designated purpose only</li> </ul>
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>*Use appropriate voice</li> <li>*Report to/park in designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Come and leave prepared - including uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Drive at safe speeds</li> <li>*Wear seatbelt</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Enter and exit student parking lot through designated area</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Listen attentively</li> <li>*Encourage and support others</li> <li>*Address teachers /students positively and appropriately (for staff: Mr., Mrs., Ms.)</li> <li>*Remain quiet during announcements</li> </ul>	<ul style="list-style-type: none"> <li>*Prepare for learning</li> <li>*Participate and remain attentive</li> <li>*Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>*Follow individual classroom expectations</li> <li>*Keep aisles clear</li> <li>*Arrive to class on time</li> </ul>

### Paint Valley Elementary School Behavior Management Flow Chart





**TEACHER MANAGEMENT OF STUDENT MISBEHAVIOR**

➤ Is Behavior Teacher Managed or Office Managed?

1. Use “Behavior Management Flow Chart” to decide.
2. Post Flow Chart for all to see.

TEACHER MANAGEMENT

	<b>Consequences</b>
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<b>First Offense</b>	a. Warning (always the first step) b. Dialog/Conference with Student
<b>Second Offense</b>	a. Move seat b. Remove from situation for time to “stop and think” c. Loss of classroom privilege d. Clean up mess
<b>Third Offense</b>	a. Parent contact by teacher (email, phone call, note requiring signature)* b. Parent contact by student (phone call or note written themselves)* c. Parent/student/teacher conference* d. Teacher assigned detention
<b>Next Offense</b>	a. Office Referral

TEACHER INTERVENTION SUGGESTIONS

Level 1: Behavior causes minimal interference with the instructional process

- Proximity control
- Nonverbal cues
- Verbal warning
- Conference with student
- Modified seating

Level 2: Interference with instructional process and/or repeated Level 1 behaviors:

- Documentation
- Referral to guidance (see Guidance Office Referral Form)
- Student removal from situation/environment (\*\* No student shall be removed to hallway)
- Parental contact
- Lunch Detention/Loss of Privilege

Level 3: Behaviors requiring parental notification, including repeated Level 2 behaviors:

- Parental contact (phone call, email, letter home / with signed parental verification of receipt)
- Parent conference
- Parent/Teacher/Administrator conference

Level 4: Office managed behaviors:

- Write an office referral

**OFFICE MANAGED REFERRAL CONSEQUENCES**

**DISCIPLINE REPORT WILL BE HANDED TO STUDENT AND A COPY MAILED HOME**

**Misconduct:**

- 1<sup>st</sup> Offense: 1 Lunch/Recess Detention
- 2<sup>nd</sup> Offense: 1 After School Detention 1 hour
- 3<sup>rd</sup> Offense: 1 After School Detention 2 hour

**Inappropriate Dress:**

- 1<sup>st</sup> Offense: Warning / Student will change, call parent or wear clothing furnished by office or another person that is approved.
- 2<sup>nd</sup> Offense: Student will call parents, call parents and be assigned lunch/recess detention
- 3<sup>rd</sup> Offense: Student will call parents, call parents and be assigned After School Detention

**Insubordination/Disrespect to Staff/Students:**

- 1<sup>st</sup> Offense: Conference with Principal and 1 lunch/recess detention
- 2<sup>nd</sup> Offense: 1 After School Detention 1 hour
- 3<sup>rd</sup> Offense: 1 Day Suspension

*Note: Disrespect may be verbal, physical, written or an action. Serious acts may result in immediate suspension, removal or expulsion. In addition, charges may be filed in court against the student and/or his/her parents if the seriousness warrants such action. This can include proven bully issues. Depending on severity of situation, it could incur a longer suspension or possible expulsion.*

**Electronic Devices: If student does not follow Electronic Device Policy**

- 1<sup>st</sup> Offense: Device confiscated, given to Principal, Principal will return at end of day with a Warning (cell phones, E-readers, etc.)
- 2<sup>nd</sup> Offense: Device confiscated and parents required to pick it up (cell phones, E-readers, etc.)
- 3<sup>rd</sup> Offense: Device confiscated and parents required to pick it up (cell phones, E-readers, etc.) and student assigned After School Detention
- 4<sup>th</sup> Offense: Loss of privilege to bring electronic devices for rest of school year

**Fighting: Fight entails that punches were thrown**

- 1<sup>st</sup> Offense:** 1-3 days suspension, depends on severity of fight (decision made by Principal)
- 2<sup>nd</sup> Offense:** 3-5 days suspension, depends on severity of fight (decision made by Principal)
- 3<sup>rd</sup> Offense:** 5-10 day suspension, depends on severity of fight (decision made by Principal)

***Note:** All efforts will be utilized to determine the facts concerning the fight. If unable to determine who was at fault then both/all students will be assigned the suspension, if both parties are engaged in the fight then both will receive consequences.*

**Horseplay/Pushing/Shoving:**

- 1<sup>st</sup> Offense:** 1 day of After School Detention 1 hour
- 2<sup>nd</sup> Offense:** 1 day of Suspension
- 3<sup>rd</sup> Offense:** 3 days of Suspension

**Unauthorized Recording of a Teacher/Student:**

- 1<sup>st</sup> Offense:** 1 Day Suspension (audio/video)
- 2<sup>nd</sup> Offense:** 2 Day Suspension (audio/video)
- 3<sup>rd</sup> Offense:** 3 Day suspension (audio/video)

***Note:** If the recording is shared on the internet or posted on a social network, the consequence will be doubled. If it is severe in nature, law enforcement could be contacted.*

**Use of/or Possession of Tobacco Products:**

1-3 Day Suspension (depends on # of offenses), and enrollment in after school cessation program

**Theft:**

- 1<sup>st</sup> Offense:** 1 day After School Detention 1 hour
- 2<sup>nd</sup> Offense:** 1 day Suspension
- 3<sup>rd</sup> Offense:** 3 day Suspension

***Note:** Each offense of theft may result in law enforcement being called in to file a report or to file charges, if the item that was stolen is over \$100 the consequence will be 3 day suspension.*

### **Causing a Panic:**

**10 Day Suspension Pending Expulsion** – *This covers events such as bomb threats, hit lists, death wishes, or other similar events that causes or may cause a panic.*

### **Threats (staff/students):**

1-10 day suspension or expulsion depends on severity of threat (physical/verbal/written). Such as hit/ kill lists or similar.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

Previous to loading – either at home or at school – each student shall:

1. Be on time at the designated loading zone – 5 minutes before the bus.
2. Stay off the road at all times – walking to and waiting for the bus.
3. Line up single file off the roadway to enter the bus.
4. Wait until the bus is completely stopped before moving forward to enter the bus.
5. Refrain from crossing the road until the bus driver signals it is safe.
6. Go immediately to your seat and be seated.

Note: It is the parent's responsibility to inform the driver when your child is not riding.

During the trip each student shall:

1. Remain seated while the bus is in motion.
2. Keep head, hands, arms, and legs inside the bus at all times.
3. No littering in the bus or throw anything from the bus.
4. Keep books, packages, coats, and all other objects out of the aisle.
5. Be respectful to the driver and to the other riders – no foul language.
6. Do not play games, cards, etc.

7. Do not tamper with the bus or any of its equipment.
8. Do not possess any form of tobacco product or alcohol.
9. Do not chew gum or eat any food item/candy – especially suckers.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road when necessary, at least ten (10) feet in front of the bus,  
but only after the driver signals that it is safe to do so.
3. Be alert for a possible danger signal from the driver.

Note: The driver will not discharge students at places other than their regular stop – at home or at school - unless he/she has proper authorization from school authorities.

#### **PENALTIES FOR INFRACTIONS ON THE BUS**

- 1<sup>st</sup> Offense: Bus Driver Report – Warning
- 2<sup>nd</sup> Offense: Bus Driver Report – After School Detention/ Lunch Detention
- 3<sup>rd</sup> Offense: Bus Driver Report – 1 Day Bus Suspension
- 4<sup>th</sup> Offense: Bus Driver Report – 3 Day Bus Suspension
- 5<sup>th</sup> Offense: Bus Driver Report – 5 Day Bus Suspension
- 6<sup>th</sup> Offense: Bus Driver Report – 10 Day Suspension – Pending Bus Expulsion

Note: The above actions are for minor infractions of the bus rules. It may be necessary to go straight to bus or school suspension or even expulsion if the incident is severe. Some examples of severe infractions are fighting, possessing drugs/tobacco/alcohol, assaulting another student, causing the driver to wreck, etc. These examples are not meant to be all inclusive.

**ROSS COUNTY SCHOOLS REQUEST FOR ACCELERATION SERVICES**

If you think that a student would benefit from accelerated services (subject acceleration, whole grade acceleration or early high school graduation), please complete the information below and give/send this form to the principal of the school that the student attends. (Only for advanced students)

Student Name: \_\_\_\_\_ Current Grade \_\_\_\_\_ Age \_\_\_\_\_

DISTRICT: \_\_\_\_\_

RECOMMENDED BY: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Type of acceleration requested:

Whole Grade Acceleration    Early High School Graduation

Subject Acceleration (CHECK ONE):    Reading    Math    Science    Social Studies



Why is this request being made?

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For questions regarding acceleration, please contact the school principal

**PARENT PERMISSION TO ASSESS STUDENT**

Please sign below to give the school permission to assess the child for acceleration.

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Parent Signature

**2017-2018 HANDBOOK ACKNOWLEDGEMENT SIGNATURE PAGE**

***RETURN TO YOUR HOMEROOM TEACHER BY August 22, 2017.***

**MY STUDENT, \_\_\_\_\_, AND I HAVE READ  
THE 2017-18 PAINT VALLEY ELEMENTARY SCHOOL STUDENT HANDBOOK.**

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**STUDENT SIGNATURE**

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**PARENT SIGNATURE**

**DATE:** \_\_\_\_\_

**HOMEROOM Teacher** \_\_\_\_\_

Please print teacher name here and return.