

PAINT VALLEY ELEMENTARY SCHOOL
2008-2009 School Year

Paint Valley Local Schools
7454 U.S. Rt. 50
Bainbridge, OH 45612
(740) 634-3454

PAINT VALLEY ELEMENTARY SCHOOL THE STUDENT/PARENT HANDBOOK

SCHOOL YEAR – 2008 - 2009

Welcome to the Paint Valley Elementary Schools. Our staff is pleased to have you as a student. Our goal is to help you make your experience here as productive, successful, and enjoyable as possible.

SCHOOL ADMINISTRATION DEPARTMENT

Gary E. Uhrig.....Superintendent of Schools
(740) 634-2826

Brent Taylor..... Principal
(740) 634-3454

Teresa Pelletier Guidance Counselor
(740) 634-3454

Wanda Myers School Secretary
(740) 634-3454

Judy Smith School Secretary
(740) 634-3454

Adopted by

PAINT VALLEY BOARD OF EDUCATION

Board of Education

Chris Knisley

Bob Anderson

Tony Strausbaugh

Mike Reed

Iris Ward

Robert Ward, Treasurer

Gary Uhrig, Superintendent

SCHOOL CALENDAR

2008-2009

Aug. 18	-	First Day for Teachers
Aug. 20	-	First day for students
Sept. 1	-	No School - Labor Day
Sept. 19	-	End of 1 st Interim
Oct. 17	-	No School/COTA
Oct. 20	-	PV-In-service (No Students)
Oct. 24	-	End of 1st Nine Weeks (2 hour early dismissal)
Oct. 31	-	LCAP 2 hour early dismissal
Nov. 6	-	Parent/Teacher Conferences – 4:00 p.m. to 7:00 p.m.
Nov. 11	-	Veterans Day
Nov. 13	-	Parent/Teacher Conferences - 4:00 p.m. to 7:00 p.m.
Nov. 25		1 hour early release
Nov. 26-Dec 1	-	No School Students/Staff - Thanksgiving Break
Dec 5	-	End of 2 nd Interim
Dec. 19	-	1 hour early release
Dec. 22		No School - Christmas Vacation Begins
Jan. 5	-	School resumes
Jan. 16	-	End of 2 nd Nine Weeks (2 hour early dismissal)
Jan. 19	-	Martin Luther King Day (No school)
Jan. 20		Waiver Day (No school)
Jan. 23		LCAP 2-hour early dismissal
Feb. 16	-	No School – President’s Day
Feb. 20	-	End of 3 rd Interim
Mar. 19	-	Parent/Teacher Conferences – 4:00 p.m. to 7:00 p.m.
Mar. 20	-	Parent/Teacher Conferences – 8:00 a.m. to 12:00 p.m.
Mar. 27	-	End of 3 rd nine weeks 2 hour early dismissal
Apr. 3		LCAP 2 hour early dismissal
Apr. 9		1 hour early dismissal
Apr. 10-13		Spring Break
Apr. 17		End of 4 th interim
May 24	-	Graduation
May 25	-	Memorial Day
May 28		Last Day for students (1 Hour early dismissal)
May 29	-	Last Day for Staff
<u>Contingency for Make-up Days:</u> May 29, 2009 & June 1, 2, 3, 4, 2009		

Paint Valley Elementary School
Principal – Brent Taylor

Kindergarten

Beth Downs
Debbie Gire
Dawn Hager
Pam Hollon

First Grade

Lindsay Ramey
Janna Archer
Holly Proehl
Tina Woods
Peggy Kimberlin

Second Grade

Shelley Jenkins
Jane Coulter
Janna McRoberts
Kim Shoemaker
Joy Burke

Third Grade

Kellie Eplin
Cheryl Jones
Rhonda Moore
Sabrina Gardner

Fourth Grade

Denise Branscomb
Carrie Brown
Ben Burke
Cora Henson

Fifth Grade

Janice Pfeifer
Kim Benner
Peggy Dailey

Special Education

Rhonda Roberts
Raeann Kelly
Kacie Hatmaker

Preschool

Betty Taylor
Megan Cooper

Art – Mike Thompson

Vocal Music – Julia Houston

Instrumental Music – Stephanie Ryan

Physical Education – David Shoemaker

Elementary Guidance – Teresa Pelletier

T.A.G. – Rosanna Grooms

Nurse – Ann Smith

Secretaries

Wanda Myers
Judy Smith

Library Aides

Nicole Barker

Cooks

Nancy Meeks
Charlotte Cox
Carolyn Bower
Jane McCabe

Custodian

Dave Evans
Bob Stith
Jackie Steele

Maintenance – Denver Bethel

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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. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. 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 mission is to provide each student an opportunity to achieve the skills necessary to be a productive citizen and a lifelong learner, in order to meet the challenges for success in the new millennium.

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 Officer listed below:

Mr. Gary E. UhrigSuperintendent
Paint Valley Local School..... (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 RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association, and to fair treatment, as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided

information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and prepared to participate in the educational program.

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 legal 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.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Paint Valley Elementary Schools, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district (14 days is required by missing children laws). Parents are encouraged to contact the school office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.

EMERGENCY MEDICAL AUTHORIZATION

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, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a 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, spectator 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. New cards are issued on the first day of school. We request you complete the card and return it to school within two or three days. Students with specific health care needs should submit these needs, in writing and with proper documentation by a physician, to the school office.

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 school day should request permission from the teacher to go to the nurse or call home.

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. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal or School Nurse.

Immunization Requirements:

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

1. Diphtheria-Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) 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 1st 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 (see Diphtheria)
 7. Hepatitis B – Effective on January 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 two 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 only for 2006-2007 (2007-2008 will be K-1) 1 dose of varicella must be administered on or after the first birthday.

DISPENSING MEDICATION TO STUDENTS

It is the policy of the Paint Valley Local School District that a parent at home administer all children's medication. Under exceptional circumstances, the principal, secretary and/or nurse may administer medication at school. For the secretary, principal, and/or nurse to administer the medication, it will be absolutely necessary for the parent/guardian to complete an Administering Medicine Form and have the child return it to school the day their medication is to be administered by school personnel.

It is very important that parents understand that **NO** medication of any type (prescription, aspirin, cough syrup, etc.) will be administered by school personnel without the **Administering Medicine Form** being on file in the school office. All medications (prescribed and non-prescribed) are to be delivered to the school office by the parent/guardian in the original prescribing bottle or over the counter bottle.

An Administering Medicine Form must be on file for medicine a child must take. These forms are available upon your request in the school office.

Your child may receive over the counter medication as indicated on the emergency medical authorization 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.

A student diagnosed with asthma can be permitted to self-carry a medication if his/her physician indicates this is necessary in writing. This is in addition to our current medication policy, which requires all medications to be in possession of the school nurse or administrative staff.

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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

LICE POLICY (Ross County)

A countywide Lice Policy has been adopted as follows:

- A. **At the discovery of live lice:**
- The parent will be contacted by school officials to come to the school and pick up the student.
 - If the school is unsuccessful in contacting the parent, the student will be isolated in a supervised area until dismissal. The student will then be sent home by normal procedures.
 - A letter notifying parents to check their children for head lice will be sent home with the classmates of the affected student.
 - A separate letter will be sent home with the affected student detailing school absence and re-admission to school. Recommendations for treatment will be enclosed with this letter.
- B. **At the discovery of nits:**
- The parent will be contacted by school officials to come to the school and pick up the child.
 - If the school is unsuccessful in contacting the parent, isolation of the student will be at the discretion of school officials. The student will be sent home by normal procedures.
 - A letter notifying parents to check their children for head lice will be sent home with the classmates of the affected student.
 - A separate letter will be sent home with the affected student detailing school absence and re-admission to school. The school may enclose recommendations for treatment with this letter.

Students with lice will be granted an **EXCUSED** absence for the day of discovery plus one additional day for each occurrence of head lice. Any more days of absence per occurrence will be considered **UNEXCUSED**.

A parent **must accompany the student** to school and remain until the student is re-admitted. The student must be checked by the school's nurse for lice/nits. If it is determined that the child has undergone treatment and is no longer infested, the student may return to class. If the student's infestation is such that he/she cannot return to class, the school's designee will review procedures with the parent to insure the timely return of the student to class.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A) 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 evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the guidance counselor at 634-3454.

Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the guidance counselor at 634-3454.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Paint Valley Elementary Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

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 (S.L.D.) and Developmentally Handicapped (D.H.) classes are housed in the school buildings within the Paint Valley School District. Some special education students (autistic, physically handicapped,

hearing impaired, etc.) are provided their educational needs through a cooperative program in other school systems in the general area.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal.

The Board designates as student "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received or any other information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES AND CHARGES

Paint Valley Elementary Schools charge specific fees for workbooks, certain activities, and some field trips. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. At the beginning of the year, a rate schedule will be sent home with each student. Fees

may be waived in situations where there is financial hardship. In appropriate cases, students must fill out free lunch forms.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fees can be avoided when students return borrowed materials promptly. Others may need their use. Failure to pay fines, fees or charges may result in the withholding of grade cards and/or transcripts, beginning with the second nine-week grading period.

WORKBOOK FEES

Each year it is necessary to utilize several workbooks within the academic curriculum. More books are needed at the primary level than the intermediate grade levels. A notice will be sent home with the students at the beginning of the year with the cost of workbooks for each grade. The Board requires that all parents be responsible for the first \$35.00 of workbook fees. The Board will then pick up the cost of workbook fees over \$35.00.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.50. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

FREE AND REDUCED LUNCH PROGRAM

Our district participates in the federal "Free Lunch" program. Families whose incomes qualify may receive a free or reduced cost meal. The student must complete an application each school year. The application will be sent home with the students during the first week of school or as soon as they become available for distribution. **If a student does not receive one and believes that he/she is eligible, contact the Principal.**

Students who were on a free or reduced meal during the previous school year will temporarily remain on this approved list until the new applications have been distributed and evaluated by the school administration. The administration evaluates the information to determine if the family qualifies to meet federal guidelines for a free or reduced meal.

CHARGED LUNCHES

Occasionally a student will forget to bring his/her lunch money to school. If this happens, we simply "charge" the lunch fee, but it needs to be collected as soon as possible.

Notices will be sent home with the students of any charges. The fee needs to be paid so the balance does not accumulate. If a student has any "charged" lunches, his/her grade card will be withheld until the payment has been received.

FIRE AND TORNADO DRILLS

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

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: WFCB (94.3)

Television stations: Channel 4 and Channel 6

If it becomes necessary to dismiss school early due to inclement weather or other emergency reasons, we strongly urge the parents to have a **contingency or alternate plan** to provide adequate supervision for their children.

Parents and students are responsible for knowing about emergency closings and delays.

SCHOOL DAY

7:40 a.m. - Breakfast program begins

7:55 a.m. - Students report to homeroom

8:10 a.m. - Tardy Bell

2:50 p.m. – Release of Students **who are consistently** picked up by Parents

3:05 p.m. – Dismissal

8:45 a.m. – 2:45 p.m. – SBH unit

MORNING ARRIVAL TIME

The school serves breakfast in the cafeteria each morning beginning at 7:40 a.m. Students should not report anytime prior.

Bus riders must stay in front of the building until 7:55 a.m.

DISMISSAL: BUS STUDENTS/NON-BUSED STUDENTS

Students will be dismissed at 3:05 p.m. We request parents of non-bused students who transport their own children to meet the student at the building entry doors. We will release students who are consistently picked up by parents at 2:50 p.m. (**permission slip must be filed with teacher**

and the office) these students will be supervised by a staff member until they are picked up at the entry doors. Please do not go to the classroom doors because it can create a distraction for the children and/or the classroom teacher.

STUDENT PICK-UP/DROP-OFF ZONE

Parents are asked to use Dill Road as the access road of “pick-up” and “drop-off” for students who are being transported by parents. Use of this zone in the morning and evening will eliminate the danger and risk of students walking around parked and moving buses.

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 or guardian, the student is to bring a note from the parent or 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 the end of the day indicating that the child will not be riding his/her bus and indicating where the student will be going.

Should you be taking the student for an appointment and he/she returns to school before the dismissal time, parents should report to the office and sign the student in before the student can return to the classroom.

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 this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an 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.

Persons wishing to visit a school shall make arrangements in advance with the school office. Upon their arrival at school, visitors must register at the respective school office where they will receive a pass, which is to be displayed in an openly visible manner. It is the responsibility of all employees of the school to assure that visitors to the school building have complied with this policy.

At no time shall any staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the

purpose of conducting business.

No visitor may confer with a student in school without the approval of the Principal.

Should an emergency require that a student be called to the school office to meet a visitor, the Principal should be present during the meeting; if available.

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.

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that s/he intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the Principal may summon assistance from the local law enforcement agency.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the building Principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board. If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

R.C. 2911.21

P.T.O. (Parent Teacher Organization)

Our elementary school has a P.T.O. The group's ultimate goal is to help develop a good relationship between the school and home, and work harmoniously for the development of the children and improvement of the school facilities and programs. The PTO enlists the assistance of all parents to volunteer to make extra-curricular opportunities available for the students.

At various times throughout the school year, the P.T.O. groups conduct various fund raising activities such as raffles, student Christmas shopping store, etc.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian. To avoid late fees, all materials checked out of the library must be returned within one week.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

LOST AND FOUND

Students who have lost items should check with the office to retrieve their items if they give a proper description. Unclaimed items will be given to a charity at the close of the school year.

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.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

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, 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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. School and attendance rules apply to all field trips.

GRADING POLICY

According to Board Policy, each staff member (who distributes grades) will complete and place on file with the 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-	0.667
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 has its primary purpose 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 evaluating students will be maintained in the Principal's office and reviewed periodically.

SCHOLASTIC AWARDS

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

1. A-TEAM - students receiving a grade of A in every subject, except gym, music and art. Students must have a grade of S, S+ or O in gym, music, and art.
2. HONOR ROLL - students receiving an A or B in each subject, except gym, music and art. Students must have a grade of S, S+ or O in gym, music, and art.
3. PERFECT ATTENDANCE - no absence during that specific grading period and 3 or less tardies per 9 weeks.
4. CITIZENSHIP - students recognized for outstanding participation in school activities

END OF YEAR AWARDS ARE THE FOLLOWING:

1. A-TEAM - students receiving A-TEAM recognition throughout the year will receive a plaque (**not an average**) Students must have a grade of S, S+ or O in gym, music, and art.
2. HONOR ROLL - students having an A or B (90% - 100% or 80% - 89% in all subjects throughout the year. (**not an average**) Students must have a grade of S, S+ or O in gym, music, and art.
3. PERFECT ATTENDANCE – no absence during the school year and 3 or less tardies per year.

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 achievement tests.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

STUDENT ASSESSMENT

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

- Kindergarten – KRAL-Readiness Assessment, DIBELS
- Grade 1 – Reading, Writing, Math Diagnostic, DIBELS
- Grade 2 – Reading, Writing, Math Diagnostic; DIBELS, Iowa Test of Basic Skills
- Grade 3 – Reading, Math; Achievement Test, Writing Diagnostic
- Grade 4 – Reading, Writing, Math Achievement
- Grade 5 – Reading, Science, Social Studies, and Math Achievement

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instruction needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The Guidance Counselor often gives these surveys.

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.

When a student appears to be at risk of failure or obtaining low grades, notification will be provided by an interim report to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Interim reports are issued at the mid-point of each grading period. All students receive an interim report each grading period.

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. Major subjects in the primary grades are considered to be reading and math. Students in the intermediate grades (4-5) may be retained if the student has an "F" average in two (2) or more major subjects. Major subjects are considered to be reading, math, English, social studies, and science.

Other variables uses 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 from group or individual achievement and aptitude tests)
5. Achievement of pupil performance objectives

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

RECEIPT OF FINAL GRADE CARD

The final grade cards will be ready for distribution on the last day of school.

Students are requested to pay their bills or financial obligation as soon as possible. A student, who owes for his/her workbooks, charged lunches, library fines, etc., may not receive their grade card at the end of the school year.

TITLE I REMEDIAL READING & MATH

Students in grades 1-5 (who are not receiving services through a special education program) may be eligible for supplemental reading and/or Math instruction. Children who are experiencing reading and/or math difficulties (math and/or reading below grade level) may receive extra

instruction if they meet the requirements of the program. The instruction for the students will take place within each homeroom class. Some students may be pulled-out in small groups for more intensified instruction.

PARENT/TEACHER CONFERENCE

We have two regularly scheduled conferences during the school year. This is an excellent opportunity for you to visit the classroom and discuss your child's progress with his/her teacher.

Although we have two-scheduled conference days each year, you are encouraged to contact the school office if you would like to schedule other conferences. We feel it is imperative for the parents and school to have a good line of communication to share the progress of the child.

SECTION III - STUDENT CONDUCT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Paint Valley Elementary Schools have an attendance policy to avoid these negative consequences.

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. The educational program offered by this District is based upon the presence of the student to provide continuity of classroom instruction. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that he/she cannot benefit from instruction or that the bodily condition of the student is such as to prevent attendance at school or that he/she is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required.

A student absent for observation or celebration of a bona fide religious holiday shall be excused from attendance on that holiday.

In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

The Principal may report to appropriate authority's infractions of the law regarding the

attendance of students below the age of 18. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student.

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 he/she reports daily to such staff member he/she is assigned for guidance at the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study

The Superintendent shall develop procedures for the attendance of students which:

- A. Ensure a school session, which is in conformity with requirements of the rules of the State Board.
- B. Govern the keeping of attendance records in accordance with rules of the State Board.
- C. Ensure that any student who, due to a medically documented physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or section 504 of the Rehabilitation Act of 1973;
- D. Ensure that students absent for any excusable reason have an opportunity to make up work they missed.

ATTENDANCE POLICY

In the school year 1985-86, the Paint Valley Board of Education adopted an attendance policy to comply with a state law. The parents of children who are absent are requested to call the school office before 10:00 a.m. on the day the child is absent. This will provide the school with attendance information, which coordinates with the "Missing Child Law" in the State of Ohio. If the school office does not receive a notification from the parent, a post card will be mailed to provide the parents an official notice the student was absent on a particular day. Upon the return of the child to school the parent is responsible to sign a note informing the school officials as to the reason for the absence. A student's absence from school is designated as EXCUSED or UNEXCUSED.

EXCUSED ABSENCE - includes absence for personal illness or injury, medical, and dental appointments, death in the immediate family, illness in the family, quarantine, observance of religious holiday, emergency situation or acts beyond the school's control (i.e., flood, snowbound, etc.), court appearance, or an emergency or set of circumstances which in the judgment of the superintendent, his/her designee constitutes a good and sufficient cause for absence from school.

The Attendance policy for Ross County Schools states that **absences in excess of 12 days** during the school year must be accompanied by a written medical excuse from medical personnel in order to be excused. A medical excuse will be needed for any student having absences in excess of 12 days in order to be excused from school.

UNEXCUSED ABSENCE - includes all other types not included such as being out of class

without authorization, truancy, suspension from school, etc. When a student receives an unexcused absence, he/she will not be permitted to make up work missed.

At one to three unexcused days, the school will mail the “Be A Winner” letter attaching the “Laws Regarding School Attendance” to the parent.

If a student is unexcused five (5) consecutive days, seven (7) or more school days in a school month, or twelve or more school days in a school year, a “Notice of Habitual Truant” is sent to the Attendance Officer. A Diversion Hearing is then scheduled.

If a student is unexcused seven (7) or more consecutive days, ten (10) school days in a school month, or fifteen (15) or more school days in a school year, a “Notice of Chronic Truant” is mailed to the Ross County Prosecutor. The Prosecutor will then file a complaint with the Juvenile Court and a hearing will then be scheduled.

TARDINESS

A student who is not in his/her assigned location by 8:10 a.m. shall be considered tardy. A student will be considered Tardy until 10:00 a.m. at which time they will be absent for ½ day. If any student leaves prior to 1:30 p.m. they will be considered absent ½ day. Any time after that, the student will be considered tardy ½ day. Any student arriving late to school must report to the School office with his/her parent. The parent must “sign-in” student before the student is permitted to go to class.

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 at the discretion of the teacher with input available from the building Principal. A minimal amount of time allowed 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 student to receive certain assignments that are to be completed during the trip.

CODE OF CONDUCT

A major component of the educational program at Paint Valley Elementary Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules 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. 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.

Students who are representing the Paint Valley School District at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands and other such groups.

Shorts will be permitted during the first and last 9-week grading periods.

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

1. Students (Kindergarten-5) may wear shorts designated as walking, tennis, or Bermuda-shorts.
2. Wearing apparel may not have inappropriate designs, pictures, or wording, (i.e., beer ads, cigarette ads, derogatory remarks, gang related, drug related, obscene, etc).
3. Girls may not wear midriff tops; halter tops, and/or tops with spaghetti straps, which expose too much. (If you are receiving too much attention, this is not permitted)
4. Boys may wear a mesh or fish net shirt, but they must have another shirt under the mesh type of shirt. They are not to wear clothing, which exposes their upper torso.
5. Shoes must be worn at all times.
6. No hats may be worn in the building.

7. Flip-flops are not to be worn in the 2nd and 3rd nine weeks.
8. Body piercing is prohibited when it is visible and distracting to others.

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. Pokemon 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.

CHEWING GUM

Students will not be permitted to chew gum during school or while riding on the bus. The adoption of this policy was necessary because of the increased lack of self-discipline by the students to discard gum and wrappers in the proper disposals.

PLAYGROUND RULES

1. Swings

- a. Swing back and forth not sideways
- b. One person on each swing at a time
- c. Do not wind the swings
- d. No jumping through swings
- e. Stay away from swing while in motion
- f. No running under swings or pushing another person in a swing
- g. Sit on the swing only

2. Do not climb

- a. Fence

3. Ropes used for *jumping only*.

4. Must stay in designated areas

(No student is to leave the playground without permission of a staff member.)

5. Slide

- a. Slide down the slide on "bottom" and feet first (do not walk up slide).
- b. One child on the slide and steps at a time

7. No jumping on or off any apparatus

8. No horseplay of a violent nature (kicking, hitting, wrestling, shoving, chasing, pushing, tackling, or rough play). This includes "bumper cars", "rooster fighting", etc.

9. No football

10. Baseballs are not to be used at school. Grades K-1-2-3 should use plastic balls and bats. Grades 4 and 5 may use regular softballs and bats.

11. Kickball and/or kick and catch should be played in the grassy area - not on the blacktop.

- Do not throw or kick balls against the building.
12. Coats must be left on during the cold weather. Students not following directions may be assigned to stand by the building during the recess.
 13. At the end of recess, line up at the designated area and re-enter the building in an orderly manner (no shoving, running, yelling, etc.). Walk in the hallway at all times.
 14. Do not throw rocks, sticks, or other objects at any time.
 15. Excessive and/or unwanted teasing are not acceptable behavior.
 16. Cursing or foul language is not acceptable at any time - on the playground, classroom, gym, etc.
 17. No spitting on equipment, no spitting at or on other students.

Penalties for improper behavior on the playground will include, but not be limited to the following:

1. A verbal warning to quit improper behavior.
2. Immediate removal from playground.
3. Repeated violations will result in removal from the playground for an extended period of time (three to five days).
4. Loss of ball or other play equipment
5. Restricted activity on the playground
6. Students who commit serious violations will be sent to the office. These violations include, but are not limited to the following:
 - a. Disrespect toward playground each teacher
 - b. Fist fighting or wrestling
 - c. Continued rough play after warning to stop

ASSEMBLY CONDUCT

When an assembly is presented in our school it is essential for the student to conduct themselves with complete attention and courtesy.

Students are requested to do the following:

1. Enter the gymnasium in a quiet and orderly manner.
2. Sit in the designated area assigned by your teacher or other staff member.
3. Sit quietly (without talking to your friends) and listen to directions or the program being presented.
4. Applaud at the appropriate time.
5. Whistling or booing is rude conduct and will not be accepted.
6. At the conclusion of the program, exit the gymnasium in an orderly manner without talking, shoving, running, etc.

STUDENT DISCIPLINE CODE

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.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of drugs and alcohol

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, aerosol cans, and the like. Many drug abuse offenses are also felonies.

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, 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.

Students are prohibited from having whiteout, rubber cement, etc. in their possession. Inappropriate use of markers (sniffing) is prohibited.

Prescription Drugs

Possession, distribution, sale or misuse of prescription drugs is strictly prohibited.

2. 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.

3. *Student disorder/demonstration*

Students will not be denied their rights to freedom of expression, however, the expression may not infringe on the rights of others. The disruption of any school activity will not be allowed. 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.

4. *Possession of a weapon*

A weapon includes conventional objects like guns, pellet guns, knives, 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.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm, muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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 for up to one (1) year.***

5. *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.

6. *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. Lighters and matches will not be permitted on school property.

7. *Physically assaulting a staff member/student/person associated with the District*

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

8. *Verbally threatening a staff member/student/person associated with the District*

Any statement or non-contact 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.

9. *Extortion*

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

10. *Gambling*

Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. In addition, card playing is prohibited during the school day.

11. *Falsification of schoolwork, identification, forgery, plagiarism*

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.

12. *False alarms and false reports*

A false emergency alarm or report endangers the safety personnel who 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.

13. *Explosives*

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Lighters and matches will not be permitted on school property.

14. *Trespassing*

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

15. *Theft*

When a student is caught stealing school or someone's property, he/she 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.

16. *Disobedience*

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.

17. *Damaging property*

Vandalism and disregard for school property will not be tolerated.

18. *Persistent absences or tardiness*

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court.

19. *Unauthorized use of school or private property*

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

20. *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 sterner action.

21. *Aiding or abetting violation of school rules*

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

22. *Displays of Affection*

Students shall not engage in overt displays of affection on school grounds or school buses. This includes touching, kissing, petting, or any other contact that may be considered sexual in nature.

23. *Possession of electronic equipment*

The school supplies most necessary electronic equipment. Students are not allowed to bring CD players, Ipod's, MP3 players, pagers, and the like without the permission of the Principal. The property will be confiscated and disciplinary action will be taken. Cell phones may be kept but turned off. Use of cell phone during school hours will result in confiscation of cell phone.

24. *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.

25. *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.

26. *Harassment*

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Electronic Harassment

Harassment, intimidation or bullying transmitted electronically i.e., Internet, cell phones, PDA's, or wireless devices that a student has exhibited toward another student that causes mental or physical harm to the student.

Gender/Ethnic/Religious/Disability Harassment

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

27. *Searches and Seizure*

Without warning, School officials may search individuals or individual lockers.

28. *Habitual Tardiness*

Students are expected to report on time to all scheduled classes and bus stops.

29. *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. Parents must sign student out and upon return must sign student back in before student may return to class.

30. *Profane Language*

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

31. *Throwing Objects*

Students shall not throw or pass objects at anytime while under school supervision including the school bus.

32. *Eating/Drinking on School Bus*

Students shall not eat and/or drink on the school bus, except as required for medical reasons.

33. *Refusing to Remain Seated During Bus Transportation*

Students shall remain seated keeping aisles and exits clear during bus transportation.

34. *False alarms, false reports and inducing panic*

A false alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. Any act that induces panic is prohibited and will be subject to the code of conduct and appropriate legal reporting.

35. *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 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 an activity which violates the Student Code of Conduct. This also includes computer misuse.

Penalties for Violation of Behavior Code DISCIPLINE

It is important to remember that the School's rules apply at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline includes:

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 and after-school detention
4. Loss of recess time
5. In-school restriction
6. Wednesday School
7. Ross County Alternative School

After School Detentions

Students violating the Board adopted Behavior Code can be assigned After School Detention. The procedure will be as follows:

1. Conference will be held with student to discuss the infraction.
2. Parents will be notified two (2) days in advance in writing of the assigned day(s) for the detention.
3. Student is to report to the assigning teacher at 3:15 p.m. and remain until 4:00 p.m. The student is to bring academic materials to study or review.

4. Parents are responsible for the homebound transportation of the child when he/she is dismissed at 4:00 p.m.

Wednesday/In-School Restriction

The Wednesday school will be in session from 3:15 p.m. to 4:45 p.m.

Assigned students will attend a continuous 1-1/2 hour period during which time they will be permitted one 5-minute break. Each student shall arrive with sufficient educational materials to be busy during this 1-1/2 hour study period.

Students should bring enough work to benefit from time available. The program is set up to include time for guidance activities with ample time for individual instruction. This is an excellent opportunity for the student to solicit assistance with academic areas of difficulty.

Parents have the responsibility to transport their children from the school on your student's assigned "alternative days". Parents may want to send an extra snack for this extended day.

The program is authorized by the Paint Valley Board of Education and is designed to help eliminate suspension/expulsion and to provide some positive help for students demonstrating a need for such assistance.

Failure to timely serve In-School Restriction or Wednesday School assignment(s) may lead to a suspension from school. Any such suspension shall be in accordance with school guidelines on suspension and expulsion.

The following rules shall apply to both in-school restriction and to Wednesday School:

Students are required to have class assignments with them;

Students are not to communicate with each other unless given special permission to do so;

Students are to remain in their designated seats at all times unless permission is granted to do otherwise;

Students shall not be allowed to put their heads down or sleep;

No radios, cards, magazines, or other recreational article shall be allowed in the room.

Formal Discipline

Formal discipline removes the student from school. It includes **emergency removal** for up to 72 hours, suspension for up to 10 school days, and expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed.

Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving

drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

PAINT VALLEY ELEMENTARY DISCIPLINE PLAN

It is essential that students be provided the opportunity to learn in a school environment, which is free from distractions that may interfere with the learning of all students. The Paint Valley Elementary staff will strive to provide this learning environment by following the discipline code of conduct established by the Paint Valley Board of Education. This will ensure each individual the opportunity to effectively meet the academic, social, and technological challenges that lie ahead. Our vision is to enable each student to be a self-sufficient, adaptable, confident, and productive citizen. Discipline is a joint commitment between school and home. Communication between school and home should be frequent and honest, and parent support of discipline measures is expected.

Students will be expected to adhere to the discipline code of conduct and the following guidelines in all areas of our building and on school property.

- Respect people's feelings and property.
- Follow all other classroom and building rules.
- Keep hands, feet, and objects to yourself at all times.
- Speak kindly with appropriate language only (no put-downs).

At the beginning of each school year, all students and parents will be made aware of classroom and school rules. Except in the case of extreme student behavior, a progression of discipline measures will be employed in the classroom to teach appropriate and correct inappropriate behaviors. Extreme or repetitive behaviors may be reported to the building principal. Visits to the principal may result in:

- Principal/student conference
- Referral to elementary counselor or school social worker may be initiated
- Parent/Teacher/Principal conference
- After School Detention
- Wednesday Alternative School
- In-school Restriction
- Suspension from school
- Ross County Alternative School
- Expulsion from school

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in

permanent exclusion.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, academic lessons and/or tests missed may not be made up.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during whom the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within fourteen days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license (high school students only). If the expulsion is upheld, the next step in the appeal process is to

the Court of Common Pleas.

Permanent Exclusion

When a student is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted of adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. Any possession or involvement with a deadly weapon
2. Drug trafficking
3. Murder, manslaughter, assault or aggravated assault
4. Certain sexual offenses
5. Complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents.

Paint Valley Elementary Schools make a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

PENALTY FOR VIOLATION OF BEHAVIOR CODE #1 (ALCOHOL AND DRUGS)

FIRST OFFENSE

1. If, after complying with the procedural requirement 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. The recommendation for expulsion may be rescinded if the student and parent(s)/guardian(s) agree in writing to participate in the following:
 - a. Evaluation by professionals at an approved agency
 - b. Follow up by family/student agency recommendation
 - c. Authorization of agency to report on compliance with recommendation. This recommendation is to be sent to principal.
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. To conduct the appropriate investigation
 - b. To take custody of any evidence that may have been confiscated
 - c. To file written sheriff's reports with the juvenile prosecutor's office and superintendent's office.
4. The student will be suspended from all extra-curricular activities until the student has completed the recommended treatment plan established by the approved agency. The agency must give official notice of release to the school.

SECOND OFFENSE

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 ten (10) days, and will 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. To conduct the appropriate investigation
 - b. To take custody of any evidence that may have been confiscated
 - c. To file written sheriff's reports with the juvenile prosecutor's office and superintendent's office.

The superintendent may notify the registrar's office, and have the offender's driver's license, or permit revoked until the offender complies with the school's policy on alcohol and drugs (violation of Behavior Code #1 - Alcohol and Drugs) (high school students only).

SEARCH AND SEIZURE

Search of a student and his/her possessions 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.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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 that have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express them. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent or vulgar,
 2. Advertises any product or service not permitted to minors by law,
 3. Intends to be insulting or harassing

4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or teachers.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or teachers.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the principal or secretary at 634-3454.

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 that safety:

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone 5 minutes prior to scheduled stop:

2. Stay off the road at all times while walking to and waiting for the bus
3. Line up single file off the roadway to enter
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the bus driver signals it is safe
6. Go immediately to your seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

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. Not litter in the bus or throw anything from the bus
4. Keep books, packages, coats, and all other objects out of the aisle
5. Be courteous to the driver and to other bus riders
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment
8. Not consume/possess any form of alcohol or tobacco product
9. Not chew gum

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
3. Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

OHIO PUPIL TRANSPORTATION GUIDELINES

All students riding to and from school must follow all rules and policies of the Ohio Pupil Transportation Operation and Safety Rules Manual. (Chapter 3301-83 of the Administrative Code) The purpose of Chapter 3301-83 to ensure the safety and welfare of all bus passengers.