

**Vanlue Elementary School**  
**Student Handbook**  
**2020-2021**



**Vanlue Local School**  
**301 South East Street**  
**Vanlue, OH 45890**  
**Telephone: (419) 387-7724**  
**FAX: (419) 387-7722**  
**Attendance: (419) 387-8104**  
**Website: <http://vanlueschool.org>**

# STUDENT/PARENT HANDBOOK

for the

## VANLUE LOCAL SCHOOL

*Welcome to Vanlue Local School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age child(ren). Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the Principal.*

|                                   |              |  |
|-----------------------------------|--------------|--|
| Robyn Hoadley, Principal:         | 419-387-7724 | <a href="mailto:hoadleyr@vanlueschool.org">hoadleyr@vanlueschool.org</a> |
| Nicole Smith, Guidance Counselor: | 419-387-7724 | <a href="mailto:smithn@vanlueschool.org">smithn@vanlueschool.org</a>     |
| Sandy Thomas, Attendance Officer: | 419-387-8104 | <a href="mailto:thomass@vanlueschool.org">thomass@vanlueschool.org</a>   |
| Jodi Cole, K-12 Secretary:        | 419-387-7724 | <a href="mailto:colej@vanlueschool.org">colej@vanlueschool.org</a>       |
| Traci Conley, Superintendent:     | 419-387-7724 | <a href="mailto:tconley@vanlueschool.org">tconley@vanlueschool.org</a>   |

Adopted by the Board of Education on July 13, 2020.

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on July 13, 2020.

### NOTE:

The Student/Parent Handbook is based on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July of 2020. If you have questions, please contact the School Principal or Superintendent.

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# **VANLUE LOCAL SCHOOL MISSION STATEMENT**

**Vanlue's mission is to instill in our student's the desire to achieve at their highest potential.**

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Traci Conley  
Superintendent  
(419) 387-7724

Complaints will be investigated in accordance with the procedures described on pages 13-14 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## ***STUDENT RESPONSIBILITIES***

The Board of Education, in compliance with state law, shall provide for the education of all residents of school age. The schools shall abide by all the legal rights guaranteed to students. Each student has a right to all educational resources necessary to operate an instructional and extracurricular program.

Students in this school system have the responsibility to act in such a way as not to interfere with the rights of others who possess the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment which holds young adults accountable for their behavior and teaches them to live with the consequences of their decisions. The administration of the school shall establish rules and regulations that will produce the best possible educational atmosphere and teach students that they are responsible for their behavior. The educational objectives of these rules and regulations are to develop mature and responsible citizens and to assist the student in achieving maximum academic achievement possible.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School Office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School Office.

### Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the School Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunization or exemptions should be directed to the school office.

### Emergency Medical Authorization

A complete EMA form must be on file with the school in order for a student to participate in any activity off of school grounds, including but not limited to: field trips, athletic and other extra-curricular activities, and co-curricular activities. The EMA form is provided at the time of the enrollment and at the beginning of each school year.

## Vanlue Local School Problem-Solver

| PROBLEM                         | PROBLEM-SOLVER                   |
|---------------------------------|----------------------------------|
| Assemblies                      | Building Principal               |
| Athletics                       | Athletic Director                |
| Attendance                      | Attendance Officer               |
| Bussing / School Transportation | Transportation Supervisor        |
| Change of Address/phone number  | Building secretary               |
| Class Schedule                  | Guidance Counselor               |
| Discipline Problems             | Teacher then Assistant Principal |
| Free Reduced Lunch              | Cafeteria Supervisor             |
| Harassment/ Threats             | Guidance Counselor or Principal  |
| Lockers                         | Guidance Counselor               |
| Lost & Found                    | Building Secretary               |
| Lunch Program                   | Cafeteria Supervisor             |
| Medication                      | Building Secretary               |
| Progressbook                    | EMIS Coordinator                 |
| Report Card Grades              | Teacher then Guidance Counselor  |
| Speech                          | Speech Pathologist               |
| Standardized Tests              | Guidance Counselor               |
| Stolen Property                 | Principal                        |
| Students with Disabilities      | Intervention Specialist          |
| Technology                      | Technology Coordinator           |
| Textbooks                       | Teacher                          |
| Title 1                         | Title 1 Teacher                  |
| Use of Building/Facilities      | Building Secretary               |

### --BELL SCHEDULE

| Regular Schedule |   | Two Hour Delay |   |
|------------------|---|----------------|---|
| Period 1         | 8:00 – 8:48                             | Period 1       | 10:00 – 10:29                           |
| Period 2         | 8:51 – 9:35                             | Period 2       | 10:31 – 11:00                           |
| Period 3         | 9:38 – 10:22                            | Period 4       | 11:02 – 11:35 (Elem. Lunch 11:00-11:30) |
| Period 4         | 10:25 – 11:09 (Elem. Lunch 10:45-11:15) | Period 5       | 11:37 – 12:13 (JH Lunch 11:40-12:10)    |
| Period 5         | 11:12 – 11:58 (JH Lunch 11:25-11:55)    | Period 6       | 12:15 – 12:45 (HS Lunch)                |
| Period 6         | 12:00 – 12:30 (HS Lunch)                | Period 3       | 12:47 – 1:15                            |
| Period 7         | 12:32 – 1:16                            | Period 7       | 1:17 – 1:45                             |
| Period 8         | 1:18 – 2:01                             | Period 8       | 1:47 – 2:15                             |
| Period 9         | 2:03 – 2:46                             | Period 9       | 2:17 – 2:46                             |

### ---WEATHER ANNOUNCEMENTS/EMERGENCIES

In the event that we experience severe weather or an emergency situation the following news agencies will be contacted to broadcast any announcements: WFIN/1330 AM; WKXA/100.5; WBVI/96.7/WFOB/1430; or WPFX/107.7; WTTF/1600; WCKY/103.7; WBUK/106.3 and local television stations. We use a text/email alert system and Facebook/Twitter. Please sign up for this on the school's main website at <http://vanlueschool.org>. Parents and students should not call the school for information. As soon as a decision is made, the above mentioned news agencies will be contacted.

### ---RESIDENCY

Ohio law requires all non-tuition Vanlue students that attend Vanlue School to reside within the prescribed boundaries of the district.

### ---ENROLLMENT POLICIES

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy. New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody. Any time these documents change, the school office should be given a copy. (if appropriate);
- C. Proof of residency;
- D. Proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School officials will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless Students:

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participation in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Nicole Smith, the liaison for Homeless Students, at 419-387-7724.

Children and Youth in Foster Care

Students who meet the Federal definition of “in foster care,” including those who are awaiting foster care placement, will be provided a free, appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

Suspended or Expelled from Another School

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District’s school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student’s transcript;
- B. A report of the student’s behavior while in DHS custody;
- C. The student’s current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child’s behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Withdrawal/Transfer From School

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents’ notice or request.

**---ATTENDANCE POLICIES – STATEMENT OF BELIEF**

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one’s ideas, the viewing of film and videos, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Vanlue School and thus attendance should be and will be a significant factor in the determination of a student’s grade as determined by the individual teacher.

Please take into account the TOTAL number of hours your child has missed a class or classed due to legitimate reasons such as: medical appointments, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of hours out of class can interfere with learning. Excessive absences can trigger the steps listed under truancy and Children’s Services may be notified for neglect.

**---PURPOSE OF THE ATTENDANCE POLICY**

The purpose of the Vanlue School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The Vanlue School Attendance Policy has been approved by the Board of Education. Any questions should be directed to the administrators responsible for attendance.

The chart below describes what will be accounted for on the student’s daily attendance:

|                      |       |
|----------------------|-------|
| Arrival after 8:00am | Tardy |
|----------------------|-------|

|                       |                 |
|-----------------------|-----------------|
| Arrival after 9:00am  | ½ Day Absent    |
| Arrival after 11:00am | Full Day Absent |

**---ARRIVAL AND DISMISSAL**

Students who arrive prior to the 7:45 AM bell must not enter the building past the breezeway. Students will be permitted in the hallways at the start of the school day by the bell at 7:45 AM.

At the end of each school day, students should leave school grounds by 2:56 p.m. Students in the building or on school grounds after 2:56 p.m. must be directly involved with a school related activity (i.e. athletic participation, music participation, observing a game or performance, teacher request, club meetings, etc.). Students are not to be in the school building before or after school hours unless they have school approved supervision.

No student may leave school prior to dismissal time without a parent/guardian submitting a signed, written request or coming to the school office personally. No students will be released to a person other than a custodial parent or guardian without a written and signed permission note by the custodial parent or guardian.

All students must sign out in the office before leaving the building. If returning to school, the student must then sign back in. Students must also sign in when arriving after the 8:00 a.m. bell. All elementary parents must sign in and sign out their student unless the Secretary has been notified to a change.

Students are **NOT permitted** to leave the building even at the request of or with the permission of a teacher, without the approval of the building principal or administrative assistant. Students must sign out using the appropriate form located in the school office.

**---ABSENCE TYPES**

**---PRE-ARRANGED ABSENCES**

Vanlue School recognizes that there are times when a family emergency calls for a student to miss several days of school. If a student must miss 3 or more days of school, it is recommended that he/she pick up an "Excused Vacation" form from the office. **The reason for the absence must be PRE-APPROVED by the administrator in charge of attendance PRIOR TO YOUR LEAVING.** The process for a pre-arranged absence is as follows:

1. The student goes to the office to inform the administrator with documentation reference to the absence.
2. If the reason is valid, the student is given the form signed by the administrator to take to the teachers to be signed.
3. The student must return the signed form to the office **PRIOR** to leaving.
4. **WHEN APPLICABLE, STUDENTS MAY BE ASKED TO PROVIDE PROOF OF TRAVEL UPON THEIR RETURN.**

Pre-arranged absences are still absences, thus the same procedures for absences will apply to students who utilize the pre-arranged absence option.

**Parents are urged to review the school calendar ahead of time and plan family events accordingly.**

**---EXCUSED ABSENCES (not a complete list)**

Any excused absence must fit one of the following categories in order to be excused:

1. Student illness;
2. Severe illness in immediate family;
3. Death in the family;
4. Religious observation;
5. Professional appointments – appointments should be 1 ½ hours or less unless pre-approved by the Principal;
6. Vacations – see vacation section for specifications;
7. Other legitimate reasons which receive prior approval by the Principal.

**---UNEXCUSED ABSENCES (not a complete list)**

Unexcused absence and/or unexcused tardiness guidelines are as follows:

1. Car trouble or repairing a car, oversleeping, missing the bus or a ride;
2. Staying out of school an unnecessary length of time due to appointments, illness, or other excuses;
3. Baby-sitting, running errands in non-emergency situations;
4. Suspension from school or other absences as interpreted by the Principal;
5. Absences that are not explained by a pre-planned note from a parent within 48 hours after the student's return to school from an absence;
6. Inappropriately dressed and sent home.
7. An absence deemed "unexcused" by the administrator.
8. Class cutting.

An unexcused absence means that missed work cannot be made up. A zero will be given in the class for all work missed.

|          |  |
|----------|--|
| 35 hours | Letter to parents stating attendance is a concern.     |
| 65 hours | Letter stating medical documentation will be required. |

If a student misses 3 consecutive days (18.75 hours) of school, a doctor's note will be required upon return to school.

\*Any absence past 65 hours not accompanied by a doctor's excuse will be considered unexcused.

**---TARDIES**

**---UNEXCUSED TARDY**

After 8:00am the student must report to the office to sign in. Excess tardies (excused or unexcused) may result in filing truancy charges with the Hancock County Truant Officer and/or disciplinary action at discretion of the Principal. Examples of unexcused tardies are:

- Overslept
- Car trouble (defrosting windows)
- Errands
- Alarm didn't go off

Cutting of Classes

After 3 offenses:

If a student misses more than 15 minutes of a class with no valid excuse, he or she will receive no credit for that day in that class. A record will be kept of the student "cutting classes" and discipline action will be taken.

After 25 occurrences or 25 unexcused absences, credit for that class will be lost. Loss of credit for semester courses will begin at 13 occurrences or 13 unexcused absences.

**---EXCUSED TARDY**

Excused tardies do not count towards the tardies listed above. Students with an excused tardy still report to the office to sign in. Reasons for excused tardies are:

- Doctor's appointments
- Court appearance
- Car accident
- Other legitimate reason pre-arranged with the Principal.

Proof/documentation must be provided upon arrival to school in order to be considered excused.

If a student has a mid-morning appointment, he/she should come to school on time to establish attendance. Only 1 ½ hours will be excused for most appointments unless arrangements have been made with the Principal the day before the appointment.

| Tardies               | Procedure   |
|-----------------------|---|
| 3 <sup>rd</sup> Tardy | letter sent home                                  |
| 5 <sup>th</sup> Tardy | letter sent home/parent contact/discipline action |

**REPETITIVE TARDINESS CAN RESULT IN TRUANCY!**

**---MAKE-UP WORK AFTER AN UNEXCUSED ABSENCE OR TARDY**

Students are responsible to see teachers to get missed work. Students are allowed 1 day to make up work for each day missed from school. No work/quizzes/tests/homework/etc. may be made up or turned in if an absence or tardy is **unexcused**.

**---TRUANCY**

Truancy is an unexcused absence from school. If a student is truant from school, the following penalties and/or remediation can be imposed:

1. The district will notify the student's parents and the student will receive zeros for all classwork;
2. The district will notify the student's parents in writing within seven days of the triggering absence;
3. The student will follow the district created plan for absence intervention; and
4. The student and family may be referred to community resources including Hancock County Juvenile Court.

Students with unexcused absences can be referred for a pre-court hearing with juvenile court. Once a student's accumulated absences reach any of the guidelines for "habitual truant," an Absence Intervention Plan (AIP) will be written in conjunction with the Hancock County Attendance Officers/Juvenile Court.

**DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES as defined by Ohio law**

"Habitual Truant": A student who is

- a) Absent 30 or more consecutive hours without a legitimate excuse.
- b) Absent 42 or more hours in one month without a legitimate excuse.
- c) Absent 72 or more hours in one year without a legitimate excuse.



"Excessive Absences": A student who is

- a) Absent 38 or more hours in one school month with or without a legitimate excuse.
- b) Absent 65 or more hours in one school year with or without a legitimate excuse.

### ---NOTIFICATION OF ABSENCE

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parents, not students, must notify the school at 419-387-8104 by 8:30am. The school will contact the parent if no call has been received.
- **Parent notes and/or appointment documentation to excuse an absence must be received no later than 1 week following the student's absence or the absence will be classified as unexcused.**
- Parent notes to request an early dismissal or appointment must be presented to the office before the student is dismissed in order for dismissal to be considered excused.
- Parents must provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.
- All parent notes must include student name, date of absence(s), specific reason for absence/tardy/early dismissal, parent signature, and a day time phone number which parent can be reached.
- "Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable. For example: "Please excuse my child from all absences in the months of April and May due to illness."
- Emails are an acceptable note for notification. Please email Sandy Thomas at [thomass@vanlueschool.org](mailto:thomass@vanlueschool.org).

### ---MEDICAL EXCUSES

Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period of time. ***Such information must be presented on going and not at the end of a course.***

### ---SUGGESTED GUIDELINES FOR KEEPING CHILDREN HOME DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses:

- **CHICKENPOX:** A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should stay home until ALL blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.
- **COMMON COLD:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.
- **FEVER:** If your child's temperature is 100 degrees Fahrenheit or greater (1-2 degrees above the child's normal temperature) he/she should remain home until he/she has been without a fever for a FULL 24 hours. Fever is a symptom indicating the presence of illness.
- **HEADLICE:** Lice are small, grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small, white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo AND ALL THE NITS HAVE BEEN REMOVED. A school official needs to check the child's hair before the child may return to school.
- **STREP THROAT AND SCARLET FEVER:** Strep throat typically begins with fever, sore and red throat, puss spots on the back of the throat, tender or swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash on the skin. High fever, nausea, and vomiting may occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and without a fever or vomiting of 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken as ordered until ALL the medication is gone. Only when the directions are followed correctly is the strep germ terminated completely for the body, no matter how well the child feels after the first few days of receiving medication.
- **VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS):** Stomach ache, cramping, nausea, vomiting, diarrhea, possible fever, headache, and body aches are all symptoms of a possible intestinal infection. Your child should remain at home until he/she has been without vomiting, diarrhea, or a fever for a full 24 hours. If your child has had any of these symptoms during the night prior to school he/she should NOT be sent to school the following day.
- **PAIN:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before being sent to school.
- **PINKEYE:** Redness and swelling of the membranes of the eye with burning or itching and drainage coming from one or both eyes or crusting on the eye lids indicate pinkeye. Your child should remain home from school until receiving 24 hours of antibiotic therapy and the discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hand away from the face, good handwashing practices, using individual washcloths and towels, and NOT touching any part of the eye with the tip of a medication applicator while administering the antibiotic ointment.
- **SKIN RASHES:** Skin rashes of unknown cause should be evaluated by a physician before your child is sent to school.

### **---CROSSWALK**

All students are required to use the designated crosswalk when coming to or leaving school.

### **---ILLNESS OR INJURY WHILE AT SCHOOL**

Students are required to report to the school office when you become ill or sustain an injury while at school. A student is not to make a call home or leave the school premises without permission. The phone numbers listed on the Emergency Medical Authorization Form will be called in the order specified.

The Vanlue Local School District has an obligation to protect staff and students when a non-casual contact communicable disease is suspected. The student's health will be reviewed and the situation examined. Students and staff will be permitted to remain in school unless there is a definitive evidence to warrant exclusion.

Students have a low risk of being exposed to blood-borne pathogens in school. However, precautions should always be taken. When a student has contact with blood or infectious material, he/she must notify his/her teacher immediately. Parents of a student who is exposed will be contacted immediately and are encouraged to consult a physician regarding the exposure.

### **---MEDICATION**

**All medications must be registered with the office and must be delivered to school in original containers in which they were dispensed by physician/pharmacist, labeled with the date, student's name, and the exact dosage to the administered.**

Medication (including non-prescribed Over The Counter (OTC)) that is brought to the office will be properly secured. Medication must be delivered to the office by the parent/guardian or by a responsible adult at the parent/guardian's request. Except as noted below, students may not bring medication to school:

1. Students may carry emergency medications for allergies and reactions or asthma inhalers during school hours provided student has written permission from parent or physician and has submitted proper forms.
2. In case of epinephrine pens, in addition to written permission and proper forms, parent/guardian must provide backup dose to the office.
3. Students are prohibited from transferring all types of medications to any one student. Any student found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined.
4. Any unused medication unclaimed at the end of the school year will be destroyed by school personnel.
5. No staff member will dispense non-prescribed, over-the-counter medication to any student without prior parent authorization.
6. Parents may authorize administration of a non-prescribed medication on forms available from the office or online. By written notice, parents may also authorize their child to self-administer and/or keep non-prescribed medication in his/her possession.

### **---BICYCLES/SKATEBOARDS**

Students who ride bicycles to school will observe all rules of safety as prescribed for bicycle riders. Bicycles may not be ridden during the school day. Storage is provided in the racks located at the southeast corner of the main school building or other areas designated by the administration. When leaving the riders must walk their bikes to and across the crosswalk and then ride home from that point. The school is not responsible for any damage or theft to the bicycle. Skateboards are not permitted in the school, on the bus, or on school grounds at any time.

### **---BULLYING / HARASSMENT**

Harassment/Bullying/Intimidation (in accordance with ORC 3313.666, 3313.667, and 3301.22). This policy applies to all activities in the District, on school property, school busses while en route to/from school, and those occurring or school sponsored event.

The harassment of other students or staff members is not permitted. Harassment, intimidation, or bullying means any intentional written, non-verbal, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) more than once and the behavior both:

1. Causes mental or physical harm to the other student(s).
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (internet, email, cell phone, PDA, or wireless handheld device) that a student(s) exhibits towards a particular student more than once and the behavior causes mental and/or physical harm and/or creates an intimidating, threatening educational environment. Any student(s) who believe that he/she is the victim of harassment, bullying/cyber bullying or intimidation or has observed such actions taken by another student or staff member should promptly report the situation to the principal or guidance counselor. Any anonymous complaints of bullying, cyber bullying, and intimidation can be made by going to the Vanlue School website and filing an anonymous complaint. All complaints shall be promptly investigated and if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action. This may include up to expulsion for students.

Retaliation or intentionally false reports against any person(s) who report, files a complaint, or other wise participates in an investigation is prohibited. Such retaliation or falsification will be considered a serious violation and result in disciplinary action. This may include up to expulsion for students.

As stated, conduct constituting harassment may take different forms, including but not limited to the following:

1. Sexual Harassment: written or oral sex innuendos, comments, jokes, sexual propositions or threats to a fellow student or staff member. Placing or taking sexually suggestive pictures or graphics (includes cellular and cameras devices), gestures, sounds, or unwanted touching, contact or attempts with student or staff member.
2. Gender, Ethnic, Religious, Disability, Height, Weight Harassment: written or oral innuendoes, jokes, insults, remarks concerning gender, origin, religion towards a student, placing objects, pictures or graphics( includes cellular and camera devices), or intimidating actions against a student or staff member.

In accordance with 3319.321 of the ORC and the Family Educational Rights and Privacy Act of 1974, 88Stat. 571, 20 USC1232q, as amended, allows custodial parents or guardians of any student involved in a prohibited incident be notified and have access to any written reports pertaining to the student. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board of Education's legal obligation to investigate, take appropriate action, and to conform with any discovery or disclose obligations.

### **---BULLY-FREE SCHOOL RULES**

- Bullying is NOT allowed in our classrooms
- We don't tease, call names, or put people down
- We don't hit, shove, kick, or punch
- If we see someone being bullied, we report it. Reporting helps stop trouble.
- We don't tattle. Tattling causes trouble.
- When we do things as a group, we make sure everyone is included. – NO EXCLUDING!

### **---BUS PROCEDURES**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. Students are to wait at their *Designated Place of Safety* prior to the morning pick-up. Upon drop-off, students are to proceed to their *Designated Place of Safety* and wait for the bus to pull away **before** entering their residence;
2. When loading the bus, students are to wait for the driver to signal the appropriate time to approach the bus;
3. Sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);
4. Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. Per Ohio Revised Code 3301-83-08 (8), students are not permitted to eat (including gum and candy) or drink on the bus unless given a medical reason by a doctor;
7. Refrain from loud talking and laughing (unnecessary confusion diverts the driver's attention and might result in a serious action.
8. Keep head, arms and hands inside the bus at all times;
9. Be courteous to fellow students and to the bus driver; profanity or obscene gestures will not be tolerated;
10. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. Remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Riding the bus is an extension of the school day and students are expected to follow the same behavior patterns as they would in the classroom. Bus rule violations will be administered following the Student Handbook Code of Conduct rules.

### **---TRANSPORTATION CHANGES**

If students are to stay after school for an activity, go home by a parent pick up, or with another student that is not their normal routine, the school must be informed! Please send a note so that the school is aware of the fact that the student is not to ride the bus. If the school does not receive a note, and has not been given a bus pass from the main office, the student will be sent home on his/her normal bus route or walk home like he/she normally does. If plans change in the middle of the day, please contact the school as soon as possible so there is ample time to notify the student before 2:20 p.m.

### **---PARTIES**

Three (3) parties are permitted each school year to celebrate special holidays: Harvest, Christmas, and Valentine's Day. These parties are planned. Students may bring in a birthday treat for the class; however, students are not permitted to eat these treats on the school bus.

### **---RECESS**

Our school allows a free choice of activities for the children during recess time. All students must take recess outdoors when the weather permits. A temperature of 20 degrees Fahrenheit will determine if recess will be held outside or not. The wind speed and wind chill factor will also be considered. Children should have adequate clothing on to be able to participate for a short stay on the playground. Proper safeguards will be enforced to assure that all equipment is used appropriately.

Rules:

1. No tackle football
2. Students are not to play with football or track equipment or be on the track or football field.

3. Students are to use slides in a frontward sitting position and are not to walk up the slide chute.
4. Students are not to stand in, jump from, or run under swings. Swings are not to be wrapped around the top bar.
5. No throwing snowballs, stones, dirt, or mulch.
6. No piggyback riding, chicken, pushing, tackling, wrestling, or fighting.
7. Students are to be sure to bring everything back inside that was taken outside.
8. Dismissal and re-entry to and from the building should be orderly at all times. Lines should be quiet and orderly.
9. No balls are to be kicked/thrown against the side of any building.

Offenses:

- 1<sup>st</sup> Offense: Time out for entire recess  
 2<sup>nd</sup> Offense: Sent to the Principal's office  
 Severe Clause: Fighting or disrespect of monitors results in a visit to the Principal's office.

**---LOST AND FOUND**

Any articles lost should be reported to the office and any articles found should be turned in to the office. Reporting lost or found articles should be done as soon as possible in order that recovery might be made quickly. Lost and found items will be discarded or donated to a local non-profit organization at the end of each semester.

**---VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

**---ASSEMBLIES**

Periodically throughout the school year assembly programs will be presented. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program, contact the principal.

**---DISASTER PROCEDURES**

***FIRE***

A series of B-E-E-P-S will sound in the event of a fire. Students should follow the instructions posted and/or of the teacher in charge. Absolute order must be maintained. A quick, quiet dismissal is desired.

***TORNADO/WIND/STORM***

Students should follow the directions of the teacher in charge. The signal of impending bad weather will be an announcement over the public address system and 2/3 air horn blasts. A prompt dismissal to the basement level to take safety positions is required.

**---ASBESTOS**

Vanlue School is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the district Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the superintendent's office upon request.

**--CAFETERIA/LUNCH**

Students may either purchase their lunch in the school cafeteria or carry their lunch to school; however, students are not permitted to have fast food orders brought into the school for them. Vanlue School has a closed lunch. No food is to be taken out of the cafeteria except when the student is required to attend a scheduled school activity arranged by a member of the staff.

Free and reduced lunch applications are sent home during the first week of school. Questions should be directed to the cafeteria manager.

***Charges are not allowed in the cafeteria.***

**Cafeteria Rules**

The following cafeteria rules apply to students:

1. Students will eat in an orderly and respectful manner.
2. Upon completion of their meals, students will deposit trash in the nearest refuse container.
3. Students will then return to their original seat.
4. Students are responsible for the cleanliness of the area where they are seated.
5. Students will be dismissed by the tone and depart in an orderly fashion.
6. Students must receive a pass from the designated lunchroom supervisor before leaving the cafeteria area.

**Consequences**

1. Warning;
2. Assigned seat at designated table;
3. Refer to principal and put on discipline code.

## **---PERSONAL COMMUNICATIVE DEVICES – POLICY 5136**

Students **must** use the office phone during the school day if an illness or emergency exists.

There is no educational purpose to possess a cell phone during the school day; however, the administration understands the convenience of students using cell phones during non-school hours. With this being said, students may not possess a cell phone or any non-school issued personal communicative devices during the school day (8:00 AM – 2:30 PM). If these devices are heard, observed, turned on or reported as being used, they will be confiscated and brought to the office. The school is not responsible for lost or stolen items.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalation scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

### **DISCIPLINARY PROCEDURES FOR PCD OFFENSES:**

On the first offense the student will receive a warning with a letter sent home. The personal communicative device will be held by the principal until the parent/guardian retrieves it..

On the second offense, the non-school communicative device will be held in the office until the parent/guardian retrieves it and a detention will be issued.

On the third and subsequent offenses, the device will be held in the office until the parent/guardian retrieves it and the student will receive up to 5 days suspensions at the Alternative Opportunity Center or OSS.

## **---1:1 LAPTOP INITIATIVE**

### **Student Responsibilities**

Your provided laptop is an important learning tool to be used for educational purposes only. In order to use the device each day, you must be willing to accept the following responsibilities:

- When using my laptop at home, school, or anywhere else, I will follow the policies of Vanlue Local School and abide by all local, state and federal laws.
- I will treat my device with care by not dropping it, not letting it get wet, not leaving it outdoors, and not using it with food or drink nearby.
- I will be responsible for paying one \$10 insurance cost for every year that I am enrolled in the 1-to-1 program.
- I will be responsible for any damage or loss, due to neglect or abuse, and pay a \$25 administrative cost in order for a replacement to be provided for the first occurrence. The replacement may take up to five weeks to be provided. The second occurrence for any damage or loss, due to neglect or abuse will result in a \$50 replacement cost. The third occurrence for any damage or loss will be \$100 or price of the repair. Any additional occurrences for any damage or loss, due to neglect or abuse, will be charged the total cost of repair.
- I will be responsible for covering all costs for any lost and/or damaged power adapters.
- I understand that my device is property of the Vanlue School District. All accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my device to anyone.
- I will keep all passwords assigned to me secure.
- I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about my family, friends or anyone else.

- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images described in applicable district policies (Acceptable Use and Student Handbook).
- I will talk with my parent/guardian about their ground rules for going online when not at school.
- I will return the device when requested and upon my withdrawal or graduation from Vanlue School.
- I agree to follow all of the rules in the student handbook when using my laptop.

### Parent/Guardian Responsibilities

The student named below is being issued a laptop to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named below to take the device home each day, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, the students' responsibility, and my responsibility. We will discuss at home acceptable and unacceptable uses of the device according to district policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district's network. I also understand that the district cannot control student access to Internet content when students are not within the district's network. Students using their district assigned device are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I will supervise the use of the device at home; making sure that it is used and stored appropriately.
- My child and I will be responsible for paying one \$10 insurance cost for every year that my child is enrolled in the 1-to-1 program at Vanlue School.
- My child and I will be responsible for any damage or loss, due to neglect or abuse, and pay a \$25 administrative cost in order for a replacement to be provided. The replacement may take up to five weeks to be provided. The second occurrence for any damage or loss, due to neglect or abuse will result in a \$50 administrative cost. Any additional occurrences for any damage or loss, due to neglect or abuse will result in being billed for the total cost of the laptop.
- I will monitor that the battery is being recharged each night.
- I agree to make sure the device when requested upon is returned to Vanlue School.

### Wireless and Internet Filtering Information

While on campus, students will be required to use the wireless internet connection provided by Vanlue Local School. They may not connect to the internet in any other way. By connecting to Vanlue School's network, the user is agreeing to the district's network acceptable use policy. Once on the school district's wireless network, all users will have filtered internet access just as they would on any other district owned device. When the students are not on campus they will also have an internet filter (Securly) enabled on their district device. This will help to prevent inappropriate websites or materials to be viewed on these devices.

### **---SCHOOL EVENT SCHEDULING**

Any organization or student who desires to place an event on the school calendar must check with the Principal so conflicts may be avoided. An Application for Use of Facilities form must be completed and approved by required parties before the event is permitted. This procedure **MUST** be followed without exception.

### **---STATE TESTING AND SECURITY**

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for tests: All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3301.0710 of the Ohio Revised Code and Rule 33017-11, 33017-13-02, and 3301-13-05 of the Ohio Administrative Code. Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking statewide tests.

### **---VISITORS TO THE BUILDING**

Visitors, such as parents, grandparents, and others, who have an interest in education, are always welcome to visit Vanlue School. Immediately upon entering the building **all visitors must sign in and obtain a Visitor Pass from the office.** Visitors such as friends or students from other schools are not permitted on school property during school hours. This means that students are not allowed to bring guests. **No visitors will be permitted in the building during the 2020-2021 school year due to COVID-19.**

**---WORKBOOK FEES**

A workbook fee list will be established each year. Prompt payment is appreciated. If lost, the student will pay for a new book at the current replacement cost.

**---TEXTBOOKS**

Textbooks are furnished by the Board of Education for the student's use. The student is permitted to use these textbooks free of charge provided the books are in the same condition (less ordinary wear) at the end of the school year as they were when issued. Each student will be held strictly responsible for any damage or undue wear inflicted upon the book while in his/her possession. **The Board of Education cannot be responsible for lost or stolen textbooks.** Books are distributed by the course teacher at the beginning of school. Each student should place his or her name on the book label immediately when it is assigned. Charges for damages or the misuse of textbooks will be assessed to the student responsible. All books are turned in to the course teacher at the end of the school year. Any student not returning a book will be charged the replacement cost of the book.

**BOOK FINE GUIDE**

|                               |                  |
|-------------------------------|------------------|
| Broken Covers.....            | \$3.00           |
| Missing Pages (per page)..... | \$1.50           |
| Frayed Corners.....           | \$.75            |
| Excessive Damage.....         | Replacement Cost |
| Loose/broken Back.....        | \$1.50           |
| Water Damage.....             | Replacement Cost |
| Torn Page (per page).....     | 15               |
| Lost/Stolen Book.....         | Replacement Cost |

**---FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-(FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**---SEARCH AND SEIZURE**

The following rules shall apply to the search of school property assigned to a specific student and to the seizure of items in the student's possession, including their locker or vehicle:

**School Property**

1. General searches of school property may be conducted at any time by school authorities when there are reasonable grounds to believe the welfare and/or safety of a student, the student body, or the school community maybe in jeopardy or compromised.
2. When it appears reasonably necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
3. There shall be reasonable cause for school authorities to believe that possession of certain items constitutes a rule violation or a crime.
4. Lockers are the property of the Board of Education and students are assigned lockers for storage of items. The school retains the right to check lockers, and students should have no expectation of privacy.
5. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified of disciplinary action taken.

6. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

### **Non-School Property**

Efforts will be made to have the student or parent present before searching non-school property. Students are not to bring radios, tape players, pagers, cameras, or any electronic devices to school. These items, if not used for educational purposes, are subject to confiscation and search.

Backpacks, duffle bags, and similar devices will not be permitted in the classroom without the expressed permission of the building principal. Physical education classes will be an exception to this rule.

### **---HALLWAY BEHAVIOR**

While students are under the direct supervision of individual teachers in the classroom, they are supervised by all personnel in the hallways. Students turned in to the principal for improper hallway behavior including, but not limited to, pushing, running, improper language, yelling, public displays of affection or otherwise being disruptive are subject to disciplinary action.

### **---HALLWAY PASSES**

Students are required to have a class pass with them at all times.

### **---GRADE CARDS**

Grades K-5, operate on a nine weeks grading period. Grades can be viewed via "Progressbook" from [vanlueschool.org](http://vanlueschool.org).

When parents have questions or concerns regarding any grades received, they should contact the appropriate teacher. It is a goal of the school that each student earns the highest grades possible, and parental involvement in achieving this goal is appreciated.

### **---ACADEMIC AWARDS PROGRAM**

At the end of the school year there is an Academic Awards Program held for students in grades K-5 in the school auditorium. The program is held during the school day and is open to the public.

### **---INTERIM REPORTS**

Student academic progress reports are sent in the middle of the grading period to parents of students who are not doing satisfactory work. This does not mean that a student is failing but indicates there are some areas that need special attention. Teachers are requested to send these reports at any time that a problem should arise. These reports may also be sent to parents of students that have improved in their class work and those who consistently do well.

### **---WITHHELD GRADE CARDS**

Each student will receive a report card unless financial or other obligations are owed the school. In that case, report cards may be withheld.

### **---CONFERENCES**

Formal Parent-Teacher Conferences are scheduled twice during the school year. Conferences are also encouraged at other times of the year when necessary. An appointment is required prior to your visitation. Upon entering the building, you must sign in at the office only if the conference is outside of the all-school scheduled conferences.

### **---HOMEWORK AND ASSIGNMENTS**

A teacher shall plan for the individual differences of the youngsters he/she teaches. Assignments shall be reasonable. Aside from those persons who enjoy rereading assignments, etc., it is the goal of the school for both teacher and student to budget time wisely during the school day in order that no more than forty-five (45) minutes shall be spent per day by students grades 1-3, and sixty (60) minutes for students in grades 4-5 on school work after hours. If more time is absolutely necessary, parent, teacher, and student need to come to an understanding of how to develop better study/work habits as well as the benefits of asking questions directed to the individual classroom teacher.

### **---ELEMENTARY COUNSELOR**

The role of the elementary school counselor focuses on responding to the academic, emotional, personal, and social concerns of the students. The school counselor provides support to the classroom teacher in the forms of monthly guidance lessons in every classroom, small group, and individual counseling services. Parents with concerns in any area of their student's development are encouraged to contact the school counselor.

### **---SCHEDULING AND CLASS ASSIGNMENTS**

#### Elementary Level

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



## **---RETENTION AND PROMOTION POLICY PHILOSOPHY**

The ultimate purpose of our retention policy shall be one that works to the best interest of the student. We should aim for as few retentions as possible, placing the student emphasis on steady pupil growth, giving the student the benefit of the doubt whenever possible, and always encourage the student and his/her parents to have faith in his ability to learn.

In cases of retention, we emphasize the importance of gaining the confidence and understanding of the parents in retaining the student so that they will help the student make the adjustment positively, working with us because they agree with the decision. In the event that the parents cannot be brought in to a cooperative venture, yet the school staff believes that it would be to the benefit of the student to be retained, then the decision shall prevail.

Retention shall take place only after a total team effort, including regular classroom teacher, special classroom teachers (Special Ed., Reading Recovery, etc.), principal and parent have attempted to help the child be successful and have together determined that it is in the best interest of that student to retain him/her.

## **GENERAL PRINCIPLES**

1. It is better to retain the child in the lower grades than in later grades.
2. Since the foundation of the reading program is established in grades 1,2, and 3 it is well to consider these grades especially for retention when in doubt.
3. A child can be retained once in grades 1-5.

## **RETENTION FACTORS**

1. Achievement and ability levels as determined by classroom performance, based on board adopted grading scale and teacher assessment.
2. The age of the child
3. Attendance record of the child
4. Physical maturity of the child
5. Social maturity of the child
6. Emotional development of the child
7. Past retentions.

## **RETENTION CRITERIA**

In grades 1-5, to be promoted a student shall be passing Math and Reading. In addition, a student may not have failing grades in more than one of the following areas: Language Arts, Social Studies, and Science. A student may not have been truant from school for more than 10% of the scheduled school days.

## **---ACADEMIC HONESTY**

Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. Plagiarism and unauthorized copying of class work are considered cheating. Any type of cheating, or the strong suspicion of cheating, will result in discipline according to the steps below. In regards to plagiarism, the school reserves the right to use electronic services (i.e. Internet services) to evaluate student(s) work.

Plagiarism is defined as "the act of taking the words of another person and using them as one's own." Examples of plagiarism include but are not limited to:

- Copying and pasting anything from another person's work.
- Paraphrasing the information without giving credit to the proper source.
- Copying a form or patter (such as poetry).
- Neglecting to add quotation marks to a direct quote (even if an in-text citation is included).
- Not listing information on the Works Cited Page or neglecting to include a Works Cited Page.

Resources to use for proper citing:

- OWL at Purdue University
- Teacher/Instructor

## **Consequences:**

First Offense:

- The student will receive no credit on the assignment/test.
- The teacher will confer with the student and notify the parent of the incident and its consequences (detention up to an hour).
- A referral will be sent to the Principal.

Second Offense:

As listed in the first offense and one or more of the following:

- A conference will be scheduled with Principal, Parent, Teacher, and Student.
- The quarter grade will be lowered by one full letter grade.
- The student will be suspended (1 to 5 days).

Third Offense:

As listed in the first and second offenses and one or more of the following:

- A conference will be scheduled with Principal, Parent, Teacher, and Student.

- The student will be dropped from the course with a grade of “F.”
- The student will be suspended (1 to 5 days).

### --- DRESS CODE

The attire and grooming of students attending Vanlue School shall be such that it insures the health, welfare, and safety of the student body and enhance the positive image of our students and school. Any form of dress or grooming that detracts or disrupts the expected orderly educational process is unacceptable. The following are in this category:

- Garments with words, designs, or patches that are obscene, disrespectful, or suggestive. Those which refer to sex, alcohol, tobacco, or drugs (including advertisements of alcohol, tobacco, or drugs) are also included in this category.
- Clothing that is dirty, ripped, excessively frayed, or altered to promote a sloppy look.
- Clothing that is tight fitting such as spandex or tights shall not be worn as outer clothing.
- Clothing that exposes the midriff, cleavage, and/or backless attire. Shirts must reach to the top of pants/skirts, etc. while in a seated position. Shirts/tops should be worn so that no cleavage is visible.
- Clothing normally worn as outer clothing (jackets and/or coats) is unacceptable attire for classrooms. Exceptions to this policy can be made by the classroom teacher and/or Principal.
- Hats, head coverings, and sunglasses are unacceptable attire in the building.
- Sleepwear/pajamas or slippers are unacceptable attire in the building.
- Clothing shall be hemmed and mended, free of large holes, slashes and tears.
- Tank tops, racer back cut, or other shirts not complying with school dress code may be worn only under shirts that do comply with the dress code. **Shirts containing less than a two (2) inch band from collar to shoulder will be considered unacceptable.**
- **All shorts, skirts, dresses, etc. shall be at least mid-thigh length or longer (fingertip length).** Shorts, skirts, dresses, etc. that are “slit” above mid-thigh are also unacceptable. **Mid-thigh length is defined as the midpoint of the area from the top of the inseam to the top of the knee.**
- Spirit Day attire is restricted to the designated theme.

**Final decisions regarding appropriate dress will be under the jurisdiction of the building principal.** If a student’s attire is deemed inappropriate the following procedure will occur:

1. Student will be sent to the office.
2. Student will be asked to alter his/her attire, if possible to meet the Dress Code (first offense). If Dress Code standards cannot be met, then:
3. Student will be given the opportunity to change into attire that meets the Dress Code. (Time away from class will be unexcused.) and/or
4. Student will be given the opportunity to call someone to bring acceptable attire. (Time away from class will be unexcused.) and/or
5. Student will remain in the office until he/she meets the Dress Code. (Time away from class will be unexcused.)

### ---STUDENT DISCIPLINE CODE

Teachers will handle the minor infractions that occur in the classroom, on the playground, and while traveling to and from areas of the building and in the bus loading zone.

When a student is sent to the office by a classroom teacher, the following steps will usually\* be followed:

1. Discuss the matter, record events, and counsel the youngster. (A phone call in a rare instance will be made to parents at this point. Safety for self and others or negative/ambivalent attitudinal responses would be appropriate reasons.)
2. On the second offense, same problem, the principal will review the previous discussion, arrive at a tentative corrective measure, and call the parents. A parent’s suggestions will be taken into consideration.
3. On the third offense, same problem, a conference will be scheduled with parents, teacher, and the principal. The decision arrived at by this group will be followed by the school. This may involve future meetings with any and/or all of the persons in attendance at this conference

\*Because circumstances vary and due consideration for the individual, his characteristics and traits, is important, the following are not steadfast procedures. Consideration for personal needs will cause fluctuation.

Exceptions to this procedure may also be appropriate because of the classroom teacher’s discipline plan. The office respects all efforts made by the individual teacher and will take into consideration the opportunities granted the student to correct the problem. Parents will be informed by the principal when a child’s behavior reaches this level.

- A. Positive actions by teachers to inspire corrected behavior each day.
- B. Conferences between teacher-student; administrator-student; administrator-teacher-student; administrator-student-parent.
- C. Denial of privileges.
- D. Detention
- E. Suspension or Alternative Academic Placement
- F. Expulsion
- G. Cite to Juvenile Court
- H. Notify proper authority.

A violation of any of the following may result in disciplinary action as mentioned in the previous paragraph. This includes the possibility of alternative academic placement/suspension and/or expulsion. As per the Ohio Revised Code, a description of each can be requested from the school office.

- A. **Disruption of School**
- B. **Damage to/Loss of School Property**
- C. **Damage to Private Property (Including Arson)**
- D. **Assault and/or Hazing**
- E. **Dangerous Weapons and Instruments/Explosives**
- F. **Use/Possession of Tobacco**
- G. **Narcotics, Alcoholic Beverages, Stimulant Drugs, and Inhalants**
- H. **Theft/Unauthorized Possession (Extortion)**
- I. **Fighting**
- J. **Frightening, Degrading, or Disgraceful Acts, Speech Against Diversity, Harassment**
- K. **Insubordination**
- L. **School Transportation**
- M. **Dress, Appearance, & Public Display of Affection**
- N. **Truancy**
- O. **Excessive Absences and/or Tardiness**
- P. **Repeated Violations of Directions, Policies, Rules, etc.**
- Q. **Falsification (altered or forged)**
- R. **Cheating/Plagiarism**
- S. **Leaving School Grounds**
- T. **Offensive Language and Obscene Gestures**
- U. **Improper or Inappropriate Use of Computers or Technology**
- V. **Bomb Threats, and other False Alarms and Reports**
- W. **Knowledge of Dangerous Weapons or Threats of Violence**
- X. **Verbally Threatening (Either Orally, In Writing, or Otherwise Expressed) a Staff Member/Student/Person Associated with the District**
- Y. **Misconduct against a School Official or Employee, or the Property of Such a Person, Regardless of Where it Occurs.**
- Z. **Trespassing**

#### **---EMERGENCY REMOVAL**

If a pupil's presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process either within the classroom or elsewhere on school premises, the Superintendent or Principal is authorized to remove a pupil from curricular or extracurricular activities or from the school premises entirely. A teacher may remove a pupil from the curricular or extracurricular activities under his/her supervision.

#### **---EJECTION OF A STUDENT FAN**

If a student fan is ejected from either a home or away athletic contest, he/she will not be permitted to attend any Vanlue athletic contest for the next two contests. If it should happen at the last contest of the season, the penalty will be carried out for the next sport season.

#### **---DUE PROCESS**

**Student Suspension/Alternative Academic Placement Due Process (in accordance with ORC Section 3313.66, 3313.20, 3313.661)**

The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.

Guidelines listed below are followed for all suspensions:

1. Student is informed in writing of the potential suspension and the reasons for the proposed action.
2. Student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 1 school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - A. Superintendent
  - B. Treasurer
  - C. Student's School/Permanent Record

#### Due Process

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an

informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### Appeal Process

The pupil (18 years or older), parent, guardian or legal custodian may file an appeal of the administrative decision to suspend a pupil to the Superintendent by filing a notice of appeal in writing with the Superintendent within 3 calendar days of the formal written notice of the suspension to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension.

#### **Student Expulsion Due Process (in accordance with ORC Section 3313.66, 3313.20, 3313.661)**

The behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following year.

Guidelines listed below are followed for all expulsions:

1. The student and parent(s) is given written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent(s) or representative has the opportunity to appear on request before the Superintendent/Designee to challenge the action or to explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than 3 days or more than 5 days after the notice is given.
3. Within 1 school day of the expulsion, the Superintendent shall notify the parent(s) of the student, the notice shall include reasons for the expulsion, right of the student or parent(s) to appeal to the Board, the right to be represented at the appeal and the right that the hearing be held in executive session.

#### Appeal to the Board

A student (18 years or older) or a student's parent(s) may appeal the expulsion by the Superintendent to the Board within 14 calendar days of the formal written notice of expulsion. Failure to timely file an appeal in this manner waives any right to appeal the expulsion.

The student or student's parent(s) may be represented in all such appeal proceedings and are granted a hearing before the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from the school during the appeal process.)

#### **Students Subject to Emergency Removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal

#### **Students Subject to Permanent Exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

#### **Students Subject to Suspension from Bus Riding/Transportation Privileges:**

1. Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges.

#### **---STUDENTS WITH DISABILITIES**

The American with Disabilities Act and Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability. In accordance with state and federal mandates, the District seeks out, assesses, and appropriately services students with disabilities.

A student can access special education and related services through the proper evaluation procedures. Please contact the intervention specialist(s) at 419-387-7724 to inquire about evaluation procedures, programs, and services.

#### **---PUBLICATION OF STUDENT IMAGES**

Student images may appear in school publications. If parents wish that their child's image not be used in this manner, please make a request to the building principal in writing.

#### **---PUBLICATIONS**

Publications such as the student newsletter and yearbook are connected to the overall school program and are subject to editorial control by school administration.

### **---COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES**

Use of the Internet and other network resources is a privilege, not a right. Vanlue Local School's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege.

Computer and Network use at Vanlue School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware, software, and data. The school also reserves the right to inspect, copy, and/or delete any files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the Teaching Staff, the Technology Coordinator, and/or Administrators.

1. Students will use the equipment with respect to the proper care and function of the equipment. Any student found to be intentionally damaging any technology or media equipment (hardware or software) may be responsible for replacing the original cost of the equipment.
2. Files stored on school computers are restricted to school related assignments only. Students may not store executable programs on any school computers.
3. The use of Technology should be for educational purposes only. There will be no access to home email accounts, games, or surfing, except for research purposes.
4. Students shall not transmit threatening, obscene, harassing, defamatory, lewd, vulgar, profane, sexually explicit, or otherwise unacceptable materials or language.
5. Students shall not install, damage, or alter any hardware or software, or knowingly introduce a computer virus to any school system device.
6. Network password security is the responsibility of the student. Students shall not use or alter another person's password, files or directories. Students shall not copy, alter, or delete any files that they themselves have not created.
7. Flash drive use is permitted, but the flash drive may not contain any files that are not school related. If it does, the flash drive may be confiscated.
8. Use of all telecommunications is restricted to school related projects and must be supervised by school personnel.
9. No student shall attempt to, or establish computer contact into a school district restricted network, or any other unauthorized files or records.
10. Excessive use of bandwidth is prohibited. No streaming of video or audio is permitted.
11. All student files must be saved to the student's V drive. Failure to do so will result in total loss of all data, and any saved work.
12. Student email access will only be used for communication and collaboration on projects and activities that are in direct correlation with school. No personal usage.

**Penalties:** The Teacher and/or Technology Coordinator will recommend the penalty to the Principal upon which the Principal will hand out the penalty.