

# LICKING VALLEY INTERMEDIATE HANDBOOK



**2020-2021**

*“Every adult helping every child learn and grow every day”*

Sherry Crum, Principal  
Angela Harrison, Assistant Principal

**LICKING VALLEY ELEMENTARY  
2020-2021 SCHOOL CALENDAR**

Wednesday, August 19, 2020	First Student Day
Monday, September 7, 2020	NO SCHOOL Labor Day
Friday, October 16, 2020	NO SCHOOL
Friday, November 6, 2020	NO SCHOOL P/T Exchange Day
Monday, November 9, 2020	NO SCHOOL Veterans Day
Thursday, Nov. 26 & Nov. 27 and Monday, November 30, 2020	NO SCHOOL Thanksgiving Recess
Monday, December 21 through Friday, Jan. 1, 2021	WINTER BREAK
Monday, January 4, 2021	SCHOOL RESUMES
Friday, January 15, 2021	NO SCHOOL Professional Day for Teachers
Monday, January 18, 2021	NO SCHOOL Martin Luther King, Jr. Day
Friday, February 12, 2021	NO SCHOOL P/T Exchange Day
Friday, March 26, 2021	NO SCHOOL Professional Day for Teachers
Monday, March 29 through Friday, April 2, 2021	SPRING BREAK
Friday, May 14, 2021	Make-up Day for Inclement Weather if Needed
Friday, May 21, 2021	Make-up Day for Inclement Weather if Needed
Sunday, May 23, 2021	GRADUATION
Thursday, May 27, 2021	LAST STUDENT DAY
Friday, May 28, 2021	Make-up Day for Inclement Weather if Needed

# **BACK TO SCHOOL GATEWAY**

## **ATTENTION PARENTS**

*Parents will be required to log into Back To School portal for each of your children and complete all updated information.*

*The Back To School portal eliminates all the paper!*

**Our Back To School online portal is READY TO USE! Parents of all students attending Licking Valley Schools will be required each year to log into the portal in order to confirm and update information for your students, and to confirm your understanding and compliance with annual agreements tied to the student handbooks for each school. This new, easy to use portal takes the place of a lot of the paper forms that have been sent home with students in the past, and the portal can be accessed from ANY device that has access to the internet, including your cell phones! In order to access the portal, go to the Licking Valley District web page ([www.lickingvalley.k12.oh.us](http://www.lickingvalley.k12.oh.us)).**

**You'll see a Licking Valley Back To School page, asking for a Username and Password. For each of your students, the Username consists of the student's FirstName, LastName, and Date of Birth in the format MMDDYYYY, with NO spaces. For example, JohnDoe01022010. The password is your student's six digit Student ID number.**

**Once you're logged in you'll see an Edit button, which you'll click to begin the update process. A full set of instructions can also be found on the Registration Gateway links page, directly below the link to the Back To School login. Please make sure to complete ALL fields with a red \* beside them as these are required.**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational 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, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officer.

Superintendent of Schools, District Office, 763-3525

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance Officer can provide additional information concerning **equal** access to educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

### **SCHOOL DAY**

Licking Valley Intermediate School..... 8:40 a.m. – 3:30 p.m.

**\*Elementary students should not be in the building before 8:25 a.m.**

**Licking Valley Elementary School**  
**1510 Licking Valley Rd. N.E.**  
**Newark, OH 43055**  
**Phone: 740-763-2031**  
**Fax: 740-763-3227**

**Intermediate Staff**

Sherry Crum, Principal

Angela Harrison, Asst. Principal

Nacole Klick, Grade 3

Taylor Harble, Grade 3

Caitlin Skeese, Grade 3

Crystal Blume, Grade 3

Dante' Smith, Grade 3

Vanessa Tiberio, Grade 3

Kelly Zierk, Grade 3

Lori Ourant, Grade 4

Chris Fisher, Grade 4

Kristen Rose, Grade 4

Andrea Morris, Grade 4

Stacey Unklesbay, Grade 4

Jodi Nichols, Grade 4

Caroline Kish, Grade 5

Traci Brennan, Grade 5

Anne Carmer, Grade 5

David Fenton, Grade 5

Leanne Holmes, Grade 5

Jami Rockey, Grade 5

Andrea Sopher, Grade 5

Rita Burgess, Educational Aide

Dea Shaw, Educational Aide

Deanne Dorogi, P.E. Aide

Peg O'Reilly, Library Aide

Patty Hill, Educational Aide

Melissa Long, Library Aide

Anne Watson, Library Aide

Julie Spellman- MD Aide

Lucy Roback, MD Aide

Annie Houston – MD Aide

Tasha Lohr – Floater Aide

**SPECIALS STAFF:**

**Melissa Davidson, Special Education**

Hannah Archer, Special Education

Darlene Schmus, Special Education

Kristy Burgess, MD

Sara Kramer, Physical Education

Kellie Cannon, Art

John Grimm, Music

Chris Nethers, Music

Patty Ellick, Computer Integration

Carissa Smith, Gifted

Sarah Jambor- SLP

Ruth Satterfield, Guidance

Jamie Wilson, District Nurse

Melissa Flanigan, School Psychologist

Vicki Moore, Secretary

Angela Miller, Student Services

Wes Sims, Custodian

## GENERAL INFORMATION

### ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. Should you want flyers/info distributed you must provide the copies.

### CLASSROOM ASSIGNMENT

Students are assigned to classrooms by the principal after consultation with relevant staff to best match the educational experience to each child. Placement will be based on several factors including the intellectual, physical, social, and emotional development of the student and by the use of available data.

Parent input is welcomed using the **Student Profile Form** *which will be sent home after spring break*. All forms are due to the principal's office during the month of April. Any request received after the last school day in April will NOT be factored into consideration. Requests may be hand delivered, mailed, faxed or emailed. Please realize that requests for specific teachers cannot be honored.

### ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which their parent or legal guardian resides. Unless enrolling under the District's open enrollment policy.

Students who are new to the Licking Valley District are required to be enrolled by their parents or legal guardian following the districts guidelines.

Under certain circumstances, temporary enrollment may be permitted. If that occurs, the parents will be told what records are needed.

Students enrolling from a chartered school must have an official transcript from the sending school in order to receive credit from that school. Upon request, the building administrator will assist in obtaining the transcript, if not presented at the time of enrollment.

# guidelines

**OFFICE OF THE SUPERINTENDENT  
LICKING VALLEY LOCAL SCHOOL DISTRICT**

STUDENTS  
5111/page 1 of 4

## ADMISSION TO THE DISTRICT

### Qualifying for Admission

Students who qualify for admission to District schools, in accordance with Board of Education Policy 5111, shall be accepted when the following documents have been submitted:

- A. a birth certificate or other appropriate documentary evidence
- B. court orders allocating parental rights and responsibilities or other documents allocating custody or guardianship, if applicable
- C. proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111 F2b
- D. proof of immunization and/or statutory exception

If a birth certificate is not available, the parent is to complete Form 5111 F3 and submit the documentary evidence called for therein. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal shall notify the Attendance Offices/District SRO. If there is a court order or decree allocating parental rights and responsibilities and designating who will be the resident parent and legal custodian, such order or decree must be submitted within fourteen (14) days of admission. If there is a court order or decree for custody or guardianship to other than a parent, a copy of the order or decree must be submitted within fourteen (14) days of admission. If all of these required documents are not received within that time, the student should be presumed to be a missing child (See AG 5215).

Students without appropriate records only will be admitted under temporary enrollment on the Superintendent's discretion.

The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records.

If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the Building Administrator shall immediately notify the law enforcement agency where the student resided and the Licking Sheriff's Department that s/he may be a missing child.

## **FIELD TRIPS**

Field trips are conducted throughout the school year and are correlated with educational standards of the student in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. Parents will be asked to sign a blanket field trip permission form which gives the student permission to go on field trips throughout the year. The parent's signature acknowledges that the parents are aware that their child may participate in field trips.
2. Parents will be notified by their child's teacher prior to taking a class field trip.
3. Parents have the right to deny participation.
4. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct or any other safety concern.
5. Parent chaperones may not bring/send siblings or other students not enrolled in the class participating in the field trip. All chaperones who are not parents or legal guardians must be at least 21 years of age.

## **FIFTH GRADE TRIP Cancelled for 2020-21 due to COVID 19.**

Fifth grade classes will participate in a class trip. Although we expect our students to find this experience fun, our primary purpose for the trip is to provide a quality hands-on educational opportunity. Students will spend at least six hours engaged in learning activities. Successful completion of the activities will result in a completion grade.

Parents who are not comfortable with sending their student on an overnight opportunity may reserve the right to choose a regularly scheduled school day for their child. Students not attending the trip are expected to report to school all three days of the trip and to complete all lessons during those days to receive their participation grade. Failure to complete the lessons will result in a loss of credit for participation grade and could negatively impact the student's grades.

Due to the nature of this trip and the top priority of student safety, students may be denied participation on the trip for behavior concerns. Any student being considered for denial or denied of participation will be notified by the assistant principal.

All other field trip guidelines apply.

## **GRADING AND RETENTION**

Intermediate Interim Reports: Reports will be issued halfway through the grading period in the intermediate school. Parents need to sign and return interim reports and grade cards.

Notification of possible retention will be indicated at the second parent/teacher conference and the progress report at the third nine weeks, when possible for intermediate students.

The school will determine whether a student is promoted, retained, or placed. This information will be recorded on the student's grade card and cumulative folder. Parents will receive written notification when a student is being placed or retained.

**Grading periods** are based on trimesters and grade cards will be sent home three times per year. Primary and Intermediate are slightly different.

### **Primary**

**1<sup>st</sup> Trimester August 19-November 13, 2020**

**2<sup>nd</sup> Trimester November 16-February 19, 2021**

**3<sup>rd</sup> Trimester February 22-May 27, 2021**

## Intermediate

**1<sup>st</sup> Trimester August 19-November 13, 2020**

**2<sup>nd</sup> Trimester November 16-February 19, 2021**

**3<sup>rd</sup> Trimester February 22-May 27, 2021**

The 3-5 grading system will be as follows:

### Licking Valley Intermediate Grade Card

Our district is implementing Standards-Based Grading this year in an effort to provide our parents with more detailed information about student performance and progress. This information will enable parents and students to see strengths and weaknesses in each content area. We will no longer be using letter grades. Instead, we will be using an integer-based system. Students will receive academic performance ratings of 4, 3, 2, 1 which are described below:

4	Mastery	Student demonstrates mastery of grade level content and applies skills consistently and independently.
3	Proficient	Student demonstrates understanding of grade level content and applies skills independently most of the time.
2	Limited	Student demonstrates limited understanding of content and needs assistance to apply or perform skills.
1	Minimal Understanding	Student demonstrates minimal understanding of content and cannot apply knowledge or perform skills.

Performance Ratings will be given in the following academic areas:

3<sup>rd</sup> Grade: Reading, Writing, Math, Science, Social Studies

4<sup>th</sup> and 5<sup>th</sup> Grade: ELA, Math, Science, Social Studies

We do not include behaviors in academic grades; however, work habits are very important to the success of a student. Work habits will be reported on grade cards separately.

## TESTING

Ohio is expected to continue online assessments during the 2020-2021 school year (AIR Assessments) for grades 3-5. Additional information and dates will be communicated with parents at a later date.

All students in grades 3-5 will participate in district MAP (Measure of academic Progress) test 3 times per year in Math and Reading to monitor progress and plan appropriate instruction.

## LOST AND FOUND

Students who have lost items should check the Lost and Found and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

## **OUTSIDE AGENCIES**

The school cooperates with social agencies (i.e. Children's Services, Sheriff's Department, etc.). If an agency official comes to school to interview a child a school representative must be present. School employees are required by law to report suspected child abuse.

## **PARENT CONCERNS – STEPS TO ADDRESS CONCERNS**

### **Step #1: Contact the Teacher**

Many problems can be solved by talking with the teacher first. This can be done via the phone, sending a letter, or scheduling a conference with the particular teacher. If the problem cannot be resolved to your satisfaction, then proceed to the next step.

### **Step #2: Contact the School Principal**

Using the criteria from step number one, seek a conference with the building principal. If the complaint/concern is still unresolved, proceed to the next step.

### **Step #3: Contact the Superintendent**

After discussing the problem with the superintendent, if a satisfactory course of action has not appeared to happen, then proceed to the next step.

### **Step #4: Contact the Board of Education**

If your complaint/concern has not been resolved to your satisfaction after progressing through steps #1-3, you may bring your complaint/concern to the Board of Education. Regularly scheduled Board meetings are conducted on the second Monday of each month at 6:00 P.M. Meetings are held at the Licking Valley High School library unless otherwise notified.

## **MORNING DROP OFF PROCEDURES**

Please follow the following procedures when dropping off your students for school. These procedures will help to alleviate some the back up of vehicles down the lane to the school and on Licking Valley Road during peak drop off times in the morning. We thank you in advance for following our guidelines.

1. ALL students, whether primary or intermediate grades, should be dropped off in the drop off zone on the intermediate side (the right of the school building as you come down the lane).
2. Supervised drop off begins at 8:25 a.m. If you arrive early, please do not allow your child to exit the vehicle before 8:25 or before an adult is on duty.
3. Students may exit the vehicle at any place within the orange cone zone. They do not need to wait for an adult to open the door, however we will be available to assist students whose car doors may have child lock (or if those exiting from tall trucks).
4. Pull forward to the nearest car to unload your child. This allows the use of the entire carpool lane for drop-off, making the process move more quickly and efficiently.
5. Have your child wait until the car comes to a complete stop before exiting the vehicle.
6. Please have the student backpacks, lunches or lunch money and students ready before entering the Drop off Zone. Signing permission slips? Writing a note to a teacher? Please park in a parking space then wither walk your child in or get back in the drop off line.
7. **Because we have more students unloading independently, students should exit and enter on the passenger side of the car only (curbside). We would rather students have the inconvenience of crawling over a sibling's car seat or a car**

- console than compromise the safety of walking between cars. Please do not allow your child to exit on the driver's side of the vehicle.**
8. Please drive slowly.
  9. Be sure you are paying attention in the drop off line. We ask that you refrain from using your cellphone in the drop-off zone.
  10. Please adjust your schedule as needed to ensure that your child has adequate time to get from the drop off area to class at least several minutes ahead of 8:50 AM tardy bell. The instructional day begins at that time. Parents and students arriving at 8:50 AM or later should park in a visitor spot and walk their child to the office. Students arriving after 8:50AM are considered tardy and need to be signed in by a parent or guardian in the office before proceeding to class. Keep in mind that the number of drop offs generally increases during inclement weather, on Fridays, and on party days.
  11. Start your child's day on a positive note with a **quick** hug, kiss, or kind word before he or she exits the car.

## **STUDENT PICK-UP PROCEDURE**

**End of Day Parent Pick-up:** Parents desiring to pick up their children at the end of the day dismissal should wait in the designated cafeteria area. Parents must sign their child out. Because traffic is often heavy at dismissal, please escort your child to your vehicle. No students will be permitted to go out to the car alone. Should you wish to have someone other than the parent pick up your child at dismissal, we must have your written permission to release them. Those persons picking up your child must first come to the office to sign the child out. **Students being picked up will not be dismissed until 3:25 p.m. unless they have an appointment. If students have not been picked up and the office has not been contacted students will be put on the bus.**

**During the School Day:** Anyone picking up a child during the school day must come to the appropriate office and sign the child out. Someone other than the parent must have your written permission before we can release the child.

All student pick-up policies are for the protection of your child and in no way are intended to infringe on your rights. If you have not done so recently, take a moment today and discuss with your child the dangers of going with strangers. Make them aware that it is all right to say, "I don't know who this is" or "Mommy said not to go with them." While child abduction is not a pleasant topic, it is a reality. We all hope it never happens to your child: an ounce of prevention or precaution may be immeasurably valuable.

**\*Note:** Anyone picking up a student(s) will be asked for a photo ID if they are not known to the staff member involved. If you are sending someone to pick up your child(ren), please make sure they know this procedure or they will not be permitted to pick up the child(ren).

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time unless the following procedure is followed. The parent or guardian must come to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a signed permission note or phone call by the custodial parent(s) or guardian. The school reserves the right to call parents or guardian back to ensure that calls are legitimate and that student safety is not compromised.

## **SNACK & TREATS**

Board policy limits the number of celebrations involving serving food during the school day to no more than one (1) party per class per month. Based on this Board policy, birthday treats will not be permitted at school.

## **CLASSROOM PARTIES**

We will hold two class parties per year: Christmas, December 18th and Valentine's Day, February 11th. 9:00 a.m.-10:00 a.m. A form will be sent home requesting parent volunteers and donations. Parents who arrive before 9:00 a.m. will be asked to wait in the cafeteria so teachers can take attendance.

## **VISITORS**

Visitors are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office when arriving on school property to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she *must* call for an appointment prior to coming to the school in order to prevent any inconvenience or classroom disruption.

For the safety of our students, parents are not permitted to walk students to their classroom upon arrival without special permission.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

If a student will be transferring to another school district, the parent must notify the principal. School records will be transferred within fourteen (14) days of receipt of a records release to the new school district.

## **SAFETY INFORMATION**

### **EMERGENCY CLOSING AND DELAYS**

Unexpected school closing or unexpected early dismissal due to weather or other emergencies will be announced over the radio, TV stations, Leader Alert call, text or email.

WHTH/WNKO Newark ----- 101.7 FM or 790 AM  
WCLT Newark ----- T100 or 1430 AM  
WCMH-TV ----- Channel 4  
WSYX/WTTE -TV ----- Channel 6/Fox 28  
WBNS -TV ----- Channel 10

So that emergency calls can be coordinated and telephone lines kept open, parents and students are asked to refrain from calling school officials. A decision will be made as soon as possible (usually by 6:00 a.m.) and the radio stations notified.

During the past several years, the school district has prepared so that school buses can safely run on most bad weather days. A winter bus plan, use of tire chains, the experience of our drivers, and the district's commitment to quality education make it possible to safely travel most roads today.

It is impossible for us to know the condition of all roads or turnarounds even though we usually conduct a road check from 4:30 – 6:30 a.m. on questionable days. For this reason, if you think your particular situation is too dangerous for your children, please keep them at home and your child will have an excused absence. If you call the school and inform them of your situation,

your child will not be counted absent if the bus does not travel your road. (See page 31, section 2E) and will be allowed to make up any work missed. (If you live in an area where this happens frequently, please be sure your children have library and/or school books at home at all times.)

### **OTHER BAD WEATHER GUIDELINES**

- Drivers have the option of not traveling any road that appears unsafe or dangerous.
- Please be sure that your child knows what to do and where to go in the event of an early dismissal, especially if both parents work.

If a student is missed by a bus in the morning and parents transport him/her to school, parents are asked to notify the school and make special arrangements with the school on where the child is to be dropped off if she/he rides the bus home in the evening. Usually if a road is too bad to travel in the morning, it will also be unsafe to travel that afternoon. If special arrangements are not made by the parent, the child will be dropped off as near home as possible, at the discretion of the driver.

## **STUDENT CONDUCT**

### **CODE OF CONDUCT**

A major component of a school's educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **DRESS CODE**

School dress should be such that it insures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any item of clothing that is disruptive to the classroom or the educational process will not be permitted. Please keep in mind that children in elementary school run, play, sit on the floor, etc. Good judgement and common sense should be used in the selection of clothing to be worn at school.

### **PHYSICAL EDUCATION CLASS**

It is recommended that if possible, all students keep a pair of tennis/sneaker type shoes at school for P.E. Class. Students should not wear flip flops or sandals to P.E. Class.

## **STUDENT 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, electronics, excessive money or irreplaceable items that are lost, stolen or broken at school should not be brought to school. No trading is permitted. Toys and trading cards will be confiscated if they become a distraction to the educational setting. Parents may pick up the items in the office. **If students bring cell phones to school, they must be kept in their book bag at all times. They are not to be on or used during school hours. If these devices are out, they will be held in the office until the end of the day the first time. After the first time the parent will need to pick it up in the office.**

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT DISCIPLINE**

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a board official or employee, or the property of such official or employee. 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.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time or after-school detention;
- in-school discipline;
- before or after school detention

### **DETENTIONS**

Students may receive detentions from recesses. Also a student may be detained after school or asked to come to school early. The student and his/her parents will be given appropriate notification of the date/time. The student or his/her parent(s) are responsible for transportation.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Suspension, expulsion, and permanent exclusion may 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 the opportunity to respond.

## **PENALTY FOR VIOLATION OF THE DRUG AND ALCOHOL POLICY**

The penalty for violation of the drug and alcohol policy shall be:

### **Elementary School, Grades 3 through 5**

For the first time violators of this policy; the building principal may suspend the student from school for up to 10 days. Before the student returns to the school, the principal or guidance counselor shall contact the student and arrange a reentry/intervention conference with the student and parent(s) or guardian(s) of the student. At the intervention/reentry conference, the principal or the guidance counselor shall have the authority to offer to the student the option of an approved drug or alcohol related treatment program in lieu of being recommended for an 80 day expulsion from school.

Repeat offenses anytime before a student reaches sixth grade may result in a 10 day suspension and a recommendation for an 80 day expulsion.

All violations of this policy will be reported to the proper legal authorities.

## **DUE RIGHTS**

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

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

### **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 (or assistant principal or other administrator) will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal

decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately.

A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.I.A.), and where applicable, the Americans with Disabilities Act (A.D.A.).

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, 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 (or assistant principal or other administrator) will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, book bags, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers and desks are the property of the district, and random searches of the lockers or desks and their contents may be conducted. Unannounced and random canine searches may also be conducted.

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

## **STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### ***1. Use of drugs and/or alcohol***

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If a principal has a reasonable individualized suspicion, she/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, she/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

**2. *Use of tobacco***

The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

**3. *Use and/or possession of a firearm***

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

*This expulsion may be reduced on a case-by-case basis by the Superintendent.*

**4. *Use and/or possession of a weapon***

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as 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. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

**5. *Use of an object as a weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

**6. *Knowledge of dangerous weapons or threats of violence***

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**7. *Purposely setting a fire***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of a staff member may result in charges being filed.

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

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

**10. *Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.***

Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**11. *Misconduct off school grounds***

Misconduct by a student that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District.

**12. *Extortion***

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

**13. *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.

**14. *False alarms and false reports***

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, 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.

**15. *Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**16. *Trespassing***

Although schools are public facilities, the law does allow the District to restrict access to 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.

**17. *Theft***

When a student is caught stealing, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.

**18. *Insubordination***

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

**19. *Damaging property***

Vandalism and disregard for school property will not be tolerated.

**20. *Persistent absence 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 attendance officer.

**21. *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.

**22. Refusing to accept discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**23. 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.

**24. Displays of affection**

Affection between students is not permitted at school.

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

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

**26. Violation of bus rules**

Please refer to section on transportation for bus rules.

**27. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**28. Harassment**

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students should alert a staff member immediately if they are a victim of or witness this type of behavior.

**29. Bullying/Cyber Bullying**

Bullying is a pattern of harassment over an extended period of time. Any incidence of bullying on the bus, at school or through the use of technology will not be tolerated. Disciplinary action could include suspension or expulsion. Students who make false allegations of bullying will face disciplinary action. Bullying may be reported anonymously through the guidance counselor.

**30. Violent Conduct**

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee or their property, regardless of where or when that act may occur, and the act would be considered a criminal offense if committed by an adult, and results in serious physical harm to person(s), may result in expulsion for a period of up to one (1) school year.

**31. Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

## **STUDENT INFORMATION**

### **ABSENT STUDENT NOTIFICATION POLICY**

Amended Substitute Senate Bill 321 requires that school districts and parents communicate student absence with each other. In order to complete this requirement as rapidly as possible, we ask parents to call the school in the morning by 9:15 a.m. when a student is going to be absent for the day. Should a telephone call not be made to the school by the parents, the school will attempt to telephone the parent.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Students will be given at least the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to an excused absence, she/he may make arrangements with the teacher to take the test. If she/he misses an Achievement Test or other standardized test, the student should consult with the teacher and principal to arrange for taking the test.

### **Suspension from School**

Absence from school due to suspension shall be considered an excused absence. A suspended student will be responsible for making up school work missed due to the suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns to school.

The student must complete missed assignments and turn them in to the teacher within the same number of days of the suspension.

## **ATTENDANCE**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance. By using data to identify and assist students who may need extra supports and services, districts can target supports to get students to school every day. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

Beginning with the 2017-2018 school year, several changes take effect. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports

to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

The definition of 'habitual truant' changed from days to hours. The new definition 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; or c. Absent 72 or more hours in one year without a legitimate excuse. The legislation also includes 'excessive absences' defined as: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse. If a child falls under any of the above guidelines, a referral to the school absence intervention team will be made.

1. A student who arrives in school after 8:50 a.m. and before 9:50 a.m. is considered tardy. After 9:50 a.m. the student is absent for one-half day or a full day, whichever applies. A student who leaves school early (prior to 2:30 p.m.) will be considered absent one half (1/2) day. Students who leave after 2:30 p.m. should provide the school with a medical excuse or reason for the need to leave early. Those who leave early on a regular basis will be required to provide a medical excuse. Students leaving for medical appointments who are gone more than 1 ½ hours will be counted as ½ day absence. Students leaving after 2:30 p.m. will be considered an "Early Pick Up". Tardies, early and late pick-ups count toward attendance records.

**Perfect Attendance Award** -To receive this award, students **MUST** be at school from 8:50-3:25 **EVERYDAY.**

2. Excused absences are:

- A. personal or family illness
- B. death of a relative
- C. medical or dental appointment
- D. religious holiday
- E. weather or road conditions

1. If the bus cannot travel your road, your child will not be counted absent. If the bus travels your road and you choose not to send your child the absence will be marked as an excused absence. You must notify the school in either situation.

F. educational vacation with prior parental written request and administrative approval

G. emergency or set of circumstances which, in the judgment of the school administration constitutes a good and sufficient cause for absence from school

Absence for any reason other than those cited above presumably is illegal and constitutes an unexcused absence.

Truancy is when a student is absent without the knowledge and/or permission of the parent and/or the school.

3. Absences will be considered excused if validated by a parent phone call or written documentation. The principal may request at any time that absences be verified by a written doctor's statement.

*Tardies can be very disruptive to the classroom and detrimental to student learning. Students developing a pattern of coming to school late may be referred to the attendance officer. Students arriving after the school start time will be considered tardy.*

## **DOCTOR'S EXCUSE**

A doctor's excuse may be required to exempt a student from, but not limited to, outside recess, physical education classes, or special dietary considerations for meals served at school. A doctor's excuse may be required if a student has excessive absences or a previous record of attendance problems.

## **GIFTED STUDENTS**

### **Gifted Child Eligibility Criteria**

Gifted students will be identified and served in accordance with Board Policy. The policy is available on the district website.

## **INDIVIDUALS WITH DISABILITIES**

Students will be identified and served per the Federal and district guidelines.

## **MAKE-UP WORK**

When a student misses school, they are expected to complete all missed assignments. The students will be given a timeline, scheduled by the teacher, equal to the number of days missed to complete all assignments (vacation days and weekends can be included in the timeline). Extended illnesses (more than five days) will be considered on an individual basis. The teacher will provide lists of assignments for absent students, but it is the responsibility of the student/parents to pick-up and complete all missed assignments. If a student does not make up work in the allotted time, they may be assigned a before or after school detention.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25 for lunch and \$ .50 for milk for elementary students. Ala carte items are available. Breakfast is provided to all students free of charge.

Applications for the School's Free and Reduced-Priced Meal program are on the district website and can be picked up in school office.

## **THIRD GRADE READING GUARANTEE**

No student will be promoted to the fourth grade if he or she has not attained the minimum score set by the state on the reading section of the Ohio AIR Reading Test.

## **STUDENT FEES, FINES, AND CHARGES**

School property and equipment damaged, lost or taken by a student will result in a fine for loss incurred.

Unpaid school fees will carry over to the next year and each year until the student leaves the Licking Valley district. All unpaid fees will accrue and must be paid before the student graduates.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from staff members, and members of the community in accordance with school guidelines. No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this *policy* may lead to disciplinary action.

## **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 District Services at 763-3775. Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Transportation Supervisor.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change, and the principal approves.

### **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.

The following behaviors are expected of all students:

- Pupils shall arrive at bus stop 3 to 5 minutes before the bus is scheduled to arrive.
- Pupils must wait at their designated place of safety.
- Pupils must go directly to assigned seat.
  
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating, drinking, or chewing gum on the bus except as required for medical reasons.
- Pupils must not use any tobacco products on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medications required for a student.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps. Rule 3301-83-20 letter J-states: Equipment such as musical instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.
- Firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance.

- Pupils must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Any transfer student violating rules/laws may lose transfer privileges.
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
- Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver's attention.
- When any bus is stopped for any railroad crossing, all passengers must remain silent until the crossing is completed. A signal for silence shall be given by the school bus driver approximately three hundred (300) feet from the crossing.
- Minor Bus Infraction: The driver will work with the individual student(s)/parent (s) and shall keep written documentation.
- Major Bus Infraction: The driver will work with the individual student(s) for major infractions or when reasonable warning has failed to bring action, the student(s) will be brought to the principal's office. School bus drivers shall report, in writing, to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension, or expulsion. Pushing, shoving, fighting, changing seats, messing around, throwing objects, damaging the bus in any way, hanging objects out bus windows etc. are not permitted. Any violation of the rules shall be enforced by any building principal at Licking Valley, C-TEC, or any Catholic school whose students ride Licking Valley buses. Students who violate rules shall be denied transportation and parents will be required to transport those students to school.
- Balls carried on bus must be in a bag or contained in some manner.
- Glass containers are not permitted on the bus.

### **Videotapes on School Buses**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

## **STUDENT RECORDS**

### **CHILD CUSTODY REGULATIONS**

In cases of divorce/separation, a copy of the portion of the decree/separation agreement or court order which stipulates the custodial/residential provisions must be provided to the school. Until this legal record is received, the noncustodial parent has the same legal rights as the custodial parent. It is extremely important that we receive the proper legal paperwork. This information will assure that the school is releasing the student to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation, it is the **parent's responsibility** to notify the principal and provide the proper court documents.

### **CONFIDENTIAL RECORDS**

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, or the adult student. The only exception is to comply with state and Federal laws that authorize the release of such information without consent.

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 cost may be charged to the requestor. To review records, please contact the building administrator in writing, stating the records desired.

### **DIRECTORY INFORMATION**

Directory information consist of students' names only, per Board Policy 8330. The school classifies the following information as "directory information" and as such it will be disclosed without prior consent: student's name, address, telephone number, date/place of birth, dates of attendance, awards received, and most previous educational agency or institution attended.

Parents must complete the Denial of Release form or contact the school office within the first two weeks of the beginning of the school year or within the first two weeks of enrolling at Licking Valley Local Schools to request that the school not release any of the above information about the student.

### **FEDERAL RIGHTS AND PRIVACY ACT (FERPA)**

As a practical matter, conferences generally focus on student performance as reflected in school records. **Since records are disclosed during the conference, the Federal Education Rights and Privacy Act (FERPA) prohibits disclosure to any non-parent and would generally require non-parents be excluded.** So, FERPA would exclude a neighbor, stepparent, relatives, or significant other that a parent might want to bring to the conference. A custodial stepparent, who is present in the home on a day-to-day basis, may have records access rights under FERPA as long as the following criteria is met: The custodial parent is away for long periods of time (i.e., long-haul truck drivers); the custodial parent must leave written documentation for the school noting who is authorized to have parental rights while absent. Another exception to this general exclusion would be for special education students, inasmuch as the Individuals with Disabilities Act expands the definition of parent to include virtually anyone who has an interest in the well-being of the child.

## **STUDENT SUPERVISION**

### **CAFETERIA RULES**

All students eat their lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. The following rules will be enforced:

1. Students will enter the cafeteria in a quiet, orderly manner.
2. Students will sit in area assigned by supervisor.
3. Students will remain seated until they are dismissed.
4. Students will talk in quiet classroom voices.
5. Students will not throw food.
6. Students are responsible to clean up the area where they are sitting.
7. Students will use proper table manners at all times.
8. Food and juice drinks must be consumed in the cafeteria.
9. Opened drink containers and packages of food and items such as straws, silverware, etc. cannot be taken from the lunch room. An exception is made for students that brought their lunch; they can place unconsumed drinks and food back in their lunch container.

## **HALLWAY RULES**

1. Students should proceed through hallways in a quiet and orderly fashion.
2. All students not accompanied by a staff member must have a hall pass when traveling from place to place.

## **PLAYGROUND SAFETY RULES**

1. Show respect at all times to whomever (teacher/aide) is on duty.
  - A. Obey requests by the teacher/aide to follow rules and procedures.
2. Be considerate of others.
  - A. Keeps hands and feet to yourself.
  - B. Do not use inappropriate language.
3. Play in designated areas only. Permission must be given by the teacher/aide who is supervising the playground for a student to leave the playground and the student will be given a hall pass.
4. Use playground equipment correctly. Playground rules will be covered in P.E. classes.

## **RECESS**

All students are expected to go outside for recess, weather permitting. Students should wear appropriate clothing for outside activities according to the season and weather. All recess rules are to be obeyed at all times. Indoor recess will be held on days of inclement weather or when the temperature or wind chill factor is below 20 degrees.

## **SUPERVISION OF STUDENTS WHEN SCHOOL IS IN SESSION**

Supervision begins within the building when the student enters the building at 8:25 a.m. from the parent drop-off location\*. Supervision ends for students that are signed out by the parents or their designee during the school day or at dismissal. Supervision of students that ride the morning bus begins when the students board the bus. The supervision of students that ride the afternoon bus ends when the students exit the bus to their designated drop off point. Parents assume responsibility for supervision of their child at the bus stops (before they board the bus and after they exit the bus).

For students that do not ride the bus, the parents assume responsibility for the supervision of their child until he/she enters the building at 8:25 a.m.\* (unless prior arrangements have been made for a student to enter the building before 8:25 a.m.) and after dismissal – after the student has been signed out by the parents/guardian or their designee.

School staff will supervise the students for any school-related activities during the school day (this includes field trips). The school staff will also supervise the students involved in school-sponsored after school activities. Once the after school activity is over, the parents/guardian assume the responsibility to provide transportation and supervision of their child.

\*(This time will change on days the school is on a delayed starting schedule – one hour delay is 9:40 a.m.; two hour delay is 10:40 a.m.)

**7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY** Policy and forms available on the district website and is provided in the first day of school materials.

**MEDICAL INFORMATION ALL BOARD POLICIES PORTRAYING TO MEDICAL ISSUES CAN BE  
FOUND ON DISTRICT WEBSITE**

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

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 highly-transient pest, such as lice. Students must be nit free and checked by the school nurse or secretary for admission back into school.

Any removal will be only for the contagious period as specified in the school's administrative guidelines. Students need to be **fever free for 24 HOURS** with no medication before returning to school.

**CONTROL OF NONCASUAL-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 ensure 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 members 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 disease 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.

**EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form available to every parent at the time of enrollment. The parent is responsible for updating this information as necessary.

**IMMUNIZATIONS**

Each student must 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 exclude the student from class or require compliance with a set deadline. This is for safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the District Nurse, Melissa Queen.

**IMMUNIZATION EXCEPTIONS**

Students may be exempted from the immunization requirements if:

1. A signed statement is submitted from their physician stating that immunization is detrimental to the child's health.
2. A signed statement is submitted from the parents/guardian that objects to immunization for cause, including religious convictions.

**IMMUNIZATION REQUIREMENTS**

Students attending school in the Licking Valley Local School District are required to be immunized against the following diseases as specified by the State of Ohio:

- **5 doses of Diphtheria/Tetanus/Pertussis (DTap/DT, Tdap/Td) if the fourth dose was given prior to the fourth birthday.**
- **4 doses of Poliomyelitis (OPV, IPV) if the third dose was given prior to the fourth birthday.**
- **3 doses of Hepatitis B**
  - Second dose 28 days after the first dose
  - Third dose 16 weeks after the first dose and 8 weeks after the second dose
  - Last dose must not be given before the age of 24 weeks
- **2 doses of Measles, Mumps, Rubella (MMR)**
  - First dose on or after the child's first birthday
  - Second dose given at least 28 days after the first dose
- **2 doses Varicella (chicken pox) vaccine**
  - Must be administered prior to entry
  - Dose 1 on or after first birthday
  - Second dose should be administered at least three (3) months after dose one (1)

PEDICULOSIS (HEAD LICE)

Head lice are a universal problem and are particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of no nits as a criteria for return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

Adopted 5/14/12

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**PEDICULOSIS CAPITITIS (head lice) – INFORMATION SHEET**

Signs of head lice include frequent head scratching. Modes of transmission are head to head contact with a person who is infested or by sharing combs, brushes, other hair grooming aids, and by sharing beds or bed linens. Head lice can also be transmitted by sharing hats, caps, coats, or comingling such items at home, school, church, or other places.

Head lice are elongated insects about (--) long, and reddish brown in color. Head lice crawl very quickly, but do not fly, hop, or jump. The nit (lice egg) is tear shaped, and attached with a water-proof, cement-like substance to the side of the hair shaft. A nit is about (/) in size, and varies in color from white to yellowish brown. Clusters of nits may be found in any section of the hair, so careful examination of the entire scalp is necessary. Nits cannot be washed or brushed out of the hair like dandruff or other particles in the hair. It takes 7-10 days for a nit to hatch, and 7-10 days for a mature head louse to lay eggs.

Should your child become infested with head lice and/or nits, the following recommendations are made:

1. Check all family members (household and close associates) for lice infestation. Do not treat anyone unless you find they have head lice or nits. If you do find evidence of head lice, treat all affected family members at the same time.
2. You may choose to treat your child with a head lice killing product. Lice killing products are pesticides. Check with your doctor or pharmacists before treatment. When the person involved is pregnant, nursing, has allergies, asthma, epilepsy, or has other pre-existing medical conditions, a doctor or pharmacist should be consulted. Never use lice treatment on or near the eyes, eyebrows or eyelashes. Do not use lice killing products on babies. When using a head lice killing product, follow the package directions exactly. Use the product over the sink, and always keep the eyes covered. The National Pediculosis (head lice) Association advises parents to discontinue the use of lice killing treatment at the earliest sign of treatment failure. Manual removal is suggested. Overuse of the lice killing treatment could be hazardous and is to be avoided.

3. Remove all nits and lice before readmission to school. This helps control re-infestation and the spread of head lice. Nits can be removed from each strand of hair by using the finger nail. A lice removal comb, good lighting, sectioning the hair, and a magnifying glass are helpful.
4. Wash bedding and recently worn clothing, including hats and coats in hot water and dry in a hot dryer. Give the hot water heater time between loads to reheat. Soak brushes, combs, and hair grooming aids in hot water for 15 minutes. Bag and seal non-washables such as stuffed animals or pillows for 3-4 weeks, then open outside, and shake vigorously outside.
5. Furniture sprays for head lice are not necessary and not recommended. Vacuuming is the safest and best way to remove lice from furniture, rugs, carpet, or car seats. After vacuuming, remove the sweeper bag and dispose outside in the trash.
6. Notify your child's school, and other close associates. Continue to check your child's hair daily for at least two weeks to make sure the problem does not return. Do not retreat with the lice killing product if there is no evidence of reinfestation.
7. Call your doctor, pharmacist, health department, or school nurse. The National Pediculosis (head lice) Association information number is 1-781-449-6487, or ([www.headlice.org](http://www.headlice.org)) on the internet.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. All appropriate staff have been trained to administer medication and treatment to students.

### PRESCRIBED MEDICATIONS

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed annually with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's Office.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or other means on or about his/her person. *An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.*  
  
*If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.*
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other students.

### Nonprescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student without parental authorization.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. **ALL MEDICAL FORMS AVAILABLE UPON REQUEST IN OFFICE AND ON DISTRICT WEBSITE.**



