

# VERMILION ELEMENTARY SCHOOL

*Excellence Begins Here*

## 2018 - 2019 PARENT - STUDENT HANDBOOK

### Message to Families...

This handbook can be a very useful tool in answering your questions about our elementary school program, policies, and procedures. Please feel free to contact our school if you are unclear about specific information contained in this handbook or have questions that the handbook does not address.

I strongly encourage you to attend student events at school, participate in the Parent-Teacher Organization (PTO), attend parent-teacher conferences and volunteer in your child's classroom. We use a number of methods of communicating with each child's home. You will receive timely information via the email address you supplied in Power School. The district and school website at [www.vermilionschools.org](http://www.vermilionschools.org) has a wealth of information and updated calendar information. You can also follow me on Twitter @bmeyer\_ves.

It is very clear that children who have parents or guardians who take an interest in their schooling do better in school. Whether or not you have a lot of education or had success in school is not the important factor. If you show your child that school is important and that you are concerned about him or her doing well, then good things will happen.

I look forward to working with you and meeting you at school.

Best wishes for a very successful and satisfying school year.

*Bonnie Meyer*

Bonnie Meyer, Principal

VES school phone: 440-204-1703	School fax: 440-204-1747	
Central office phone: 440-204-1700	Central office fax: 440-204-1771	
VES cafeteria phone: 440-204-1744	Bus garage phone: 440-204-1731	
VES school nurse phone: 440-204-1746	Bus garage fax: 440-204-1785	
School address: 1285 Douglas St. Vermilion, OH 44089		
School hours: 8:50am-3:30pm		
School doors open at 8:30am	Breakfast served until 8:45am	
Breakfast price: \$1.55	Lunch price: \$2.50	Milk or orange juice: \$.55
Reduced breakfast: \$.30	Reduced lunch: \$.40	Adult lunch: \$3.25

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## FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference. 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. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 1, 2014. If any of the policies or administrative guidelines referenced herein are revised after May 1, 2014, the language in the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available on the district website.

## EDUCATIONAL PHILOSOPHY

The Vermilion Local School System believes the principle concept of education, which remains eternally steadfast, is the acquisition and application of knowledge. We affirm our responsibility to encourage and assist each student in his quest to realize this concept.

We accept the opportunity, within the bounds of this school system, to assist all students to meet their needs, solve their problems, and extend their interests. We desire to assist all students to develop an understanding of, and respect for, the integrity, opinions, and ambitions of others as they come into contact with their own. We believe that equal educational opportunity is the right of all children without regard to race, creed, color, or national origin. It lies neither within our ability nor our desire to substitute for or supplant the guidance, motivation and love of the student's family.

We believe that the educational process should develop a feeling of self-worth and accomplishment. This is best achieved when students become involved in learning experiences meaningful to their lives in today's world.

We further believe education should develop habits, attitudes, understanding, and the basic skills necessary for a productive, self-actualizing life in a democratic society. Each child should be helped to understand the duties and privileges of responsible citizenship as it relates to him or her as an individual and to the world community. We request the advice and support of the citizens of the community and especially the professional staff as we endeavor to develop the attitudes and abilities demanded in this age of rapid change.

## SCHOOL DISTRICT GOAL AND OBJECTIVES

The goal of the Vermilion Local School District is to facilitate the development of each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our democratic way of life.

The objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into short-and long-range plans for the school system.

1. To enable each student to develop proficiency in basic academic skills.
2. To enable each student to develop a feeling of self-worth and accomplishment.
3. To enable each student to become an effective contributing, productive member of family and society.
4. To enable the development of meaningful interpersonal relationships among students, staff, and community.
5. To enable each student to develop the capacity to recognize and cope with the problems of an unknown future.
6. To provide for staff, students, and parents the opportunity to participate in the development and evaluation of programs and policies that meet the educational needs of our community.
7. To strive for maximum efficiency in the allocation of material resources.
8. To strive for maximum efficiency in the allocation of human resources.

## VERMILION LOCAL SCHOOL DISTRICT'S ACADEMIC PLAN FOR EXCELLENCE

<u>COMMITMENT:</u>	<b><i>The student is the focus of every decision we make.</i></b>
<u>MISSION:</u>	<b><i>Make every student college and career ready through personalized instruction</i></b>
<u>VISION:</u>	<b><i>Inspiring Students to be Leaders and Lifelong Learners</i></b>
<u>VALUES:</u>	<b><i>Personalization – High Expectations – Innovation – Communication - Relationships</i></b>

## GENERAL INFORMATION

### SCHOOL HOURS

School begins at 8:50 A.M. and ends at 3:30 P.M. The building opens for students at 8:30 A.M. Upon entering the building, students are to immediately report to their homeroom area. They may then go to breakfast or take care of morning errands such as using the restrooms, putting money into their lunch account, or organizing supplies and materials.

### GENERAL ADMISSION

Children moving in to the Vermilion Local Schools attendance area are to register by completing an on-line registration form located on the school website ([www.vermilionschools.org](http://www.vermilionschools.org)) and attending a scheduled meeting with the District Registrar at the Vermilion Board of Education Administrative office. Parent(s) or legal custodial guardian must accompany their children for registration and bring proof of age, immunization records, social security number, proof of residence, legal custodial parent(s)/guardianship records, and records from previous school attended. 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, or unless enrolling and paying tuition. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

A student who has been 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 who has been 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 schools 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.

### SCHOOL SAFETY PLAN

A comprehensive school safety plan has been developed. This plan incorporates a protocol for addressing serious threats to the safety of school property, students, employees, or administrators; and a protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators.

All visitors and volunteers must enter through the front door and sign in at the office. A person is stationed at the main entrance of the building to greet visitors and guide them to the office at the start of each school day. All doors are locked during school hours and all visitors must be "buzzed" in once the front office has verified their business at the school. A visitor or volunteer badge will be given to each visitor and must be worn while inside the school or on the playground. Only those visitors who have a scheduled appointment with a staff member will be admitted into the building between 8:30 A.M. and 3:30 P.M. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

#### Fire, tornado and safety drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an intermittent horn. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Lock down drill procedures are also practiced with students during the school year in accordance with State law.

### VOLUNTEERS

Board of Education policy requires that all volunteers who supervise or tutor students while not under the direct supervision of a teacher complete a BCI background check including being fingerprinted. Forms and instructions for this are available at the Administration Office.

### VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Parents who wish to eat lunch with their child should call the office before 9:30 A.M. or send a note to school with their child. We ask that visitors do not bring lunches from fast food restaurants. Students may not bring visitors to school without prior written permission from the principal.

### KINDERGARTEN REGISTRATION

A child may enter kindergarten if the age of five (5) years is attained on or before September 30th. If the child's birthday occurs between September 30 and January 1, admittance is based upon testing by the school psychologist, and review by the Early Entrance Team. By state law, students who apply to Vermilion Local Schools through Open Enrollment must meet the kindergarten enrollment deadline for their district of residence.

A Kindergarten Screening is held for children entering kindergarten in the spring. Children are assessed using a research based diagnostic tool – DIAL-4 and have a vision and hearing screening. Screening is not intended to determine whether a child should attend Kindergarten but rather aids in the placement of students in classrooms as well as informs the teacher of the students' strengths and weaknesses.

Kindergarten Registration is completed on-line via the district website: [www.vermilionschools.org](http://www.vermilionschools.org). A Kindergarten Information Night is held in the spring. Parents of incoming Kindergarten students are welcome to call the school office for specific information regarding registration and enrollment.

### ASSIGNMENT, PROMOTION, AND RETENTION OF STUDENTS

Children shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would not cause an undue social and emotional adjustment.
3. Retention would have a reasonable chance of benefiting the child totally.

Whenever such retention is being considered, the teacher shall confer with the principal, counselor and additional staff members that serve the student. A research-based tool will be used as a guide to determine if retention is in a child's best interest. The parents shall be invited to a meeting with the team for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability.

The recommendation for retention shall be made jointly by the child's teacher(s) and parent. Additional information may be provided by support staff personnel. In the event that a mutual decision cannot be reached, the principal's recommendation shall prevail. Any decision may be appealed to the superintendent.

### UPDATING STUDENT RECORDS

Parents are required to update student information on-line via Power School Information Update. Additionally, it is the parent's responsibility to report any changes in address, phone number, or custody to the school office as soon as possible throughout the year. In cases where court action has been taken to determine child custody, Ohio law requires that a certified copy of the child custody order or decree be presented to the school at the time of admission to school. The law further requires that the school office personnel be provided with copies of any modifications or new decrees as they occur.

### WITHDRAWING FROM SCHOOL

When it is necessary for a child to withdraw from school, the following procedure must be followed:

1. Notify the building administration at least two days in advance, so that the child's achievement, attendance, and health records can be updated.
2. Parent(s) or legal custodial guardian must sign the withdrawal form for all students under the age of 18.
3. All books and school materials must be turned in to the student's teachers. A written form must be initialed by all of the student's teachers and the librarian and returned to the principal prior to withdrawing.
4. Official records will not be released until all books are returned and all bills are paid.

### IMMUNIZATION

An immunization record must be kept on file for all students. At the beginning of each school year, or at a pupil's initial entry, a pupil must present written evidence that the pupil is in compliance with the state school immunization law.

1. A pupil in grades Kindergarten through twelve is in compliance with the State Immunization Law if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles rubella and mumps. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccines required.
2. A pupil is also in compliance if the pupil submits written evidence, signed by a physician, that immunization may be detrimental to the child's health.

3. A pupil is also in compliance if the pupil submits a statement, signed by a parent/legal custodian that immunization is objectionable on religious or other grounds. Such parents/legal custodian are notified that the pupil is subject to exclusion from school in the event of an outbreak of the aforementioned communicable diseases, and that this exclusion may last for the duration of the outbreak, which could extend over a period of several weeks.
4. A pupil is also in compliance if the pupil is "in the process" of receiving required immunizations. To be "in the process" the pupil must submit satisfactory written evidence that he has already received a minimum of one dose of measles and rubella vaccine and one dose of DTP or Td vaccine, one dose of polio vaccine and one dose of Mumps vaccine. The pupil ceases to be in compliance at such time that he fails to receive further required immunizations in a medically sound and timely manner.

#### HEALTH RECORDS AND SERVICES

If your child has a health problem, ask your physician to put it in writing for the child's school records. Update the information at regular intervals so we may be up-to-date with any changes. Mutual understanding about health problems will help us to better care for your child. We suggest that you schedule a conference with us to discuss the matter. If your child contacts a communicable disease, please call the school office. It will help us protect the other children. In case your child becomes ill at school, we will call the home so you may come and get your child. Please file emergency numbers with us in case we cannot reach you at home. The school is allowed to give only minor first aid in the event of an injury. For anything more serious, we will call your home or emergency contact numbers provided by parent(s).

#### EMERGENCY MEDICAL AUTHORIZATION

A complete emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is part of the on-line registration or information update processes.

#### ADMINISTERING MEDICATION IN SCHOOL

The school staff is aware that for some students, regular attendance at school is possible only as long as the child receives special medication. Parents should first consult with their child's prescriber to see whether the medication schedule can be adjusted to avoid administering medication during school hours. If in-school medication cannot be avoided, school personnel will administer the prescribed medication in accordance with the instructions written by the doctor on the "Request for the Administration of Medication in School". Both the doctor and the parent must sign this form. Such forms must be filed annually and as necessary for any change in the medication. All medication brought to school must be registered in the office or clinic and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist. For the safety of all children, students are not permitted to keep medication in their possession while at school. This includes oral medication and injectable medication. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. All medication taken by students must be done under adult supervision. School nurses are not permitted to administer non-prescribed "over the counter" medications. This includes cough drops. 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.

If the school nurse or administrator deems a parent or legal custodian request for administering medication at school to be inappropriate, they may refuse the request.

During the school day, time is provided to give youngsters a chance for fresh air and exercise. Every child will participate in the outdoor activity with his class unless he has a *documented* health problem. Your doctor must give us instructions *in writing* to excuse a child from outdoor recess or physical education activities.

## ATTENDANCE

All students arriving after 8:50 A.M. must report to the office so they will not be marked absent. Students must be accompanied by a parent/guardian when arriving late to school.

### **District Attendance Policy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

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

Repeated infractions of Board policy on attendance may result in suspension or expulsion. The State of Ohio and the Board of Education considers the following absences to be **excused**:

1. Illness of child (after 30 hours, the school requires a written statement from physician or medical health professional)
2. Illness in the family requiring presence of the child (requires written statement from physician and explanation)
3. Quarantine of the home (limited to three days unless reasonable causes may be shown)
4. Death of relative (limited to three days unless reasonable causes may be shown. Appropriate documentation must be provided.)
5. Medical or dental appointment (requires written statement from physician or dentist)
6. Observance of religious holiday (for purpose of observing a bona fide religious holiday)

Note: Family travel and vacations are **unexcused** absences

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

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

**ADDITIONAL ATTENDANCE LANGUAGE DUE TO HB 410**: A student will be considered habitually truant if the student is absent without a legitimate excuse (see 1-6 above) for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

A Student will be considered to have "excessive absences" when the following occurs with or without a legitimate excuse:  
Absent 38 or more hours in one school month OR Absent 65 or more hours in one school year.

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

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

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

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

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

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

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

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed E. and receive credit for the work, if completed;

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

#### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. Family vacations that do not coincide with school vacation days result in the loss of valuable learning time for students. Days taken for vacation are considered "unexcused" and will count towards the number of unexcused absences allowed before court referral. The teacher may be able to give the student some assignments to complete while on vacation if given ample notice. Students should expect to have to make up lost instructional time by giving up free time at school upon their return.

#### OPEN HOUSE/ORIENTATION

Open House is held once a year in the fall for each grade level. Parents have an opportunity to meet with the teachers at this time. Orientation for parents and Kindergarten students takes place prior to the start of school.

#### PARENT/TEACHER CONFERENCES

In an effort to keep parents informed of their child's school progress, a minimum of two (2) planned parent conferences are scheduled into the school calendar. The teachers send notices home to each parent to schedule conferences.

#### PARTIES AND GIFTS

There are three class parties scheduled each year: Halloween, Christmas and Valentine's Day. Teachers will contact parents about helping at parties. Parents may bring/send in birthday treats for their child if they receive permission in advance from their child's teacher and have enough treats for each student in the class. Students are asked not to bring gifts to the staff.

#### STUDENT VALUABLES/ELECTRONICS/TOYS

Students should not bring items of value and/or toys to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft, loss, or damage. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. This includes iPods, tablets, video games and the like. Likewise, students should not bring "toys" to school as they may cause a distraction to the educational process.

#### SCHOOL CLOSINGS

If the conditions are such that the closing of school is necessary, the district will notify families using an automated phone message. Parents are responsible for notifying the school office of any phone number changes.

### BREAKFAST AND LUNCH PROGRAM

All Vermilion schools serve a hot breakfast and lunch each day. The cafeteria supervisor plans a 5-week cycle menu according to state and Federal rules. Application forms for free and reduced price lunches are part of the online registration process and the information update completed in the summer. Families must reapply each year. All students will be assigned an account number in the cafeteria's computerized system. Children will access their accounts during their lunchtime using their student I.D. card. Parents are encouraged to send checks rather than cash and to pay in advance on a weekly or monthly basis for their child's meals or to pay on-line at the school website. Students who have lost or forgotten all or part of their lunch money may charge their lunch. Parents will be notified when a student's account is too low to purchase a full lunch.

### CAFETERIA STANDARDS

Adults monitor students in the cafeteria. Students are expected to listen to the monitor and do the following:

1. Be quiet when they are not seated in the cafeteria – in the food line, lining up for recess or class
2. Use quiet voices and raise their hand if they need help
3. Walk, not run.
4. Ask permission to leave their seat.
5. Clean up after themselves.
6. Use proper table manners.
7. Not throw food, take food from others, place/pour items onto other students' lunch trays.

### RECESS AND PLAYGROUND EQUIPMENT SAFETY RULES

During the school day, time is provided to give youngsters a chance for fresh air and exercise. Every child will participate in the outdoor activity with his class unless he has a health problem. Your child's doctor must give instructions in writing to excuse a child from outdoor recess or physical education activities. Students must follow the directions of the playground monitors and stay in the designated playground area. Students are expected to treat each other with respect while on the Safety rules should be followed at all times as described below:

#### Swings

1. Only one on a swing at a time.
2. "Hooking on" between swings is not permitted.
3. Push from the rear only.
4. Swing back and forth without twisting.
5. Stay clear of those children swinging.
6. Do not climb up the slanted supporting poles.
7. Do not kick stones or wood chips.
8. Do not jump off the swing while it is in motion.

#### Climbing Apparatus

1. Absolutely no pushing, pulling, or shoving is allowed.
2. Students are not permitted on TOP of horizontal ladders.
3. Be careful to place your feet on the bars and not on someone's fingers.
4. Stay clear of people on bars.
5. Do not kick or throw surface material.

#### Ball Games

1. Tackle, flag, or hard body contact ball games are NOT permitted at any time during school hours.
2. All balls must be kept away from climbing apparatus and slides.
3. Students who repeatedly play too aggressively and injure other students will be restricted from such games and will be disciplined in accordance with the conduct code.

#### Slides

1. One person at a time down the slide.
2. Do not slide head first, on stomach or flat on back
3. Do not climb up slide—use the ladder.
4. Do not kick or throw surface material.

### STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Likewise, trading of personal items or collectibles is not to be done at school or on the school bus.

### LOST AND FOUND

The lost and found area for large items and clothing is in the cafeteria. Students who have lost items should check there and may retrieve their items. All other lost or found articles should be reported or turned into the secretary in the main office. We strongly suggest that parents label all clothing and any item brought to school so that, if found the school can return the article to the child immediately. Unclaimed items will be given to charity monthly and at the close of the school year.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. Students who violate school rules may lose the privilege to go on field trips.

### GRADING SYSTEM

Students in grade K-3 are "graded" using standards based assessments. This means that rather than receiving a "grade" for each subject, a description of the performance on each standard is given. This provides parents, students and teachers with much more information regarding a child's learning, which, in turn, allows for a more personalized education. Parents will have access to this information by logging onto Power School and viewing their child's progress in all areas. This log in information will go home early in each school year.

The performance descriptors for all grade levels are as follows:

M – Mastery of grade level standard (90% - 100%)

P – Progressing towards mastery of grade level standard (70 – 89%)

N – Needs support to master grade level standard (0 – 69%)

Report cards are issued at the end of each grading period. Report cards are issued in an on-line format except at semester and year end. Those report cards are sent home with students.

### CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES/TELEPHONE MESSAGES

In accordance with District police, and in order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from possessing/using cellular telephones, and electronic communication devices (ECDs) on school property, at school sponsored events, and on school buses or other vehicles provided by the District. Prohibited ECDs include watches that can send texts or calls, laser pointers and attachments, paging devices/beepers, and any other devices designed to receive and send an electronic signal. There will be no expectation of privacy for any stored text or voice message once a cellular telephone or other ECD is confiscated. Parents will be notified when a student's item is confiscated and must come in to the office to retrieve it.

Telephone messages to a child or groups of children will be handled only under emergency situations. If you find it necessary to have a message delivered, please call the school secretary at least one hour before school is dismissed. We cannot assure that messages received after this time will be delivered. Between 3:15 P.M. and 3:40 P.M. each day, all phone calls are directed to the voice mail due to the outstanding volume of business to be handled in the main office during that time.

## TRAFFIC AND DROP OFF/PICK UP PROCEDURES

Your child's safety is our top priority. Bus and car traffic is separated to secure a safe pick up and drop off area for your child.

**CAR RIDERS:** If you are transporting your child to and/or from school, please familiarize yourself with the following procedures:

### **Drop off procedures in the morning:**

All student drop off by car between 8:25-8:50am must be via the drive-thru in the East parking lot. Cars can enter from the drive off Douglas St to the north of the school or from Sailorway Dr to the South. All cars will pull through the drop-off lane and all cars will exit onto Sailorway Dr. School staff members are on duty at 8:25am in this area.

Cars may not drop off students in the drive in front of the school. This area is for busses only. If you have a morning meeting, you may park in the visitors' spaces in this area. If your child is tardy (after 8:50am) you must park in one of the visitors' spaces and walk your child into the school to sign him/her in.

### **Pick up procedures in the afternoon:**

Due to the high volume of car traffic in the afternoon, most Kindergarten students are to be picked up in the drive-thru area on the Douglas St side of the building. All other students will be picked up in the East parking lot via the drive-thru as explained above.

#### **KG drive-thru procedures:**

Enter the drive-thru from the Douglas St. south entrance and stay to the left forming a line near the parking spaces. Do not park in the parking spaces as you will be unable to exit. The first car in line should pull up to the sign indicating the drive-thru. Buses will pull up in the lane between the cars and the curb. Kindergarten students will be dismissed once the buses have pulled away. Do not get out of your car to retrieve your child. Staff members will load children in the cars. Print the child's FIRST AND LAST name clearly on the card provided and put it in your window. If you are transporting additional students in grades 1-3, send in a signed note indicating that they will be picked up in the KG drive-thru.

#### **Grades 1-3 drive-thru procedures:**

Cars enter from Douglas St or Sailorway Dr and follow the line up around to the pick up area. Staff members will assist in directing vehicles. Cars are **not** permitted to pull through the center lane and park. Do not get out of your car to retrieve your child. This procedure is for the safety of our students and staff members. Only those students who are actually walking home from school – not to a car parked somewhere – should be met at the exit door of the building. Follow the directions of the staff members who are moving students to cars. Print the child's FIRST AND LAST name clearly on the card provided and put it in your window.

For safety reasons, DO NOT park your car on Douglas St or Sailorway Dr. and walk to the building to pick up your child.

### **WALKERS:**

If you are walking to the school to pick up your child, keep in mind that, for safety reasons, all walkers will be dismissed after the bus and car traffic has cleared out. You may meet your child at the exit near the East parking lot or at the main doors on Douglas St. You may **not** park your car in a designated parking spot and walk to the door to pick up your child. Kindergarten students must be "handed off" to an adult designated on the emergency card.

### **BUS RIDERS**

Students who live outside the one mile radius of the school are provided bus transportation to and from school. A "Variation Request Form" must be completed each year if a child is riding to or from a babysitter/daycare. Variation Request forms are available at the bus garage or can be downloaded from the district website. Buses will pick up and drop off students on Douglas St in front of VES. Bus riders must ride the bus to which they are assigned and may get on and off at their assigned stop only. Please call the bus garage at 204-1731 if you have questions regarding bus assignments.

### **Changes to transportation**

If a parent needs to change a child's afternoon transportation, such as bus to car rider, they must send in a SIGNED note. That note must state the date which this will take place and what the change is so that we know exactly when the student's parents are relieving the Vermilion Local Schools of all responsibility (and liability) for transporting that child home. A child's word that they are not to take the bus home cannot be accepted. Unless we have a signed note that a child is not to take the bus home, the child will be placed on his regular bus and taken to his assigned stop. Telephone calls regarding dismissal procedure will **NOT** be accepted.

## PICKING CHILDREN UP EARLY FROM SCHOOL

Children may be released to parents during the school day in case of doctor's appointments or special circumstances. You will be asked to show identification when picking up your child. No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming 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 written permission signed by the custodial parent(s) or guardian. Under no circumstances are parents permitted to go to the classroom to get their child. Parents should write a note to the teacher giving the day, time and reason a child will be leaving school early. Students will be released from class when the parent or guardian arrives and signs

them out. Parents who habitually sign their child out prior to dismissal without a doctor's note may be referred to attendance court. If you are picking up your child close to dismissal time (prior to 3:20pm), pull your car along the curb. The Kindergarten drive-thru will block your car if you park in a parking space. After 3:25pm you will need to use the drive-thru procedures outlined above.

#### USE OF BUILDINGS

The top priority for building use belongs to the local schools; however, many community organizations may use the buildings for their activities. If your organization is interested in using the schools, please call the Board of Education Office (204-1700) and make your requests known to the superintendent's administrative assistant. The building use policy will then be explained and every attempt will be made to accommodate your group.

#### CARE OF SCHOOL PROPERTY

Books, classroom furnishings and cubbies are loaned to students and should be protected and kept clean at all times. Furniture, restrooms and materials in common areas are the property of the school and should be treated with respect. Cubbies and desks are the property of the Vermilion Board of Education and, therefore, are subject to inspection by authorized school personnel at any time.

#### CITIZEN OF THE MONTH CHARACTER PROGRAM

Guiding children to become strong and productive members of our community is a goal of all Vermilion schools. A long-standing program for the elementary students is *Citizen of the Month* which rewards students who demonstrate the qualities of good character. This program is part of the *Character Counts* nationally recognized initiative.

At the end of the month, each Homeroom teacher chooses one student who best exemplifies the character traits of Responsibility, Respect, Citizenship, Caring, Fairness, and/or Trustworthiness. These students become the Citizens of the Month. They are invited to have lunch with the principal, to attend the monthly Board of Education meeting to lead the Pledge of Allegiance, receive a badge and certificate, and have their pictures displayed in the school and on a poster at a local business. Additionally, these "Citizens of the Month" become VES Ambassadors and represent their class in various activities throughout the month. It is truly a well-deserved honor!

## STUDENT INFORMATION

### EQUAL RIGHTS TITLE IX

Title IX is the portion of the Education Amendments of 1972 that prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The governing regulations - effective July 21, 1975 - cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Vermilion Local School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. In a further effort to comply with Title IX, the Vermilion Local School District has appointed the Assistant Superintendent to coordinate its Title IX effort. He can be reached at the Vermilion Board of Education, 1250 Sanford St., or by calling 204-1704.

### NOTIFICATION OF RIGHTS UNDER FERPA (Family Educational Rights and Privacy Act)

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.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- (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.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### DUE PROCESS

The requirements of procedural due process apply only to the deprivation of interests encompassed within the Fourteenth Amendment protection of liberty and property; when protected interests are implicated the right to some kind of prior hearing is absolutely essential.

HB 421 became law on June 4, 1976 in an attempt to meet the procedural due process mandates from recent court action requiring our schools to implement safeguards for student rights in a removal, suspension or expulsion action by school authorities. Ohio Amended Substitute House Bill Number 421 and Provisions on the Law in O.R.C. 3313.66 and O.R.C. 3313.661 delineate these details.

The Vermilion Board of Education has adopted a code regarding suspension, expulsion and removal specifying the types of misconduct for which a pupil may be suspended, expelled, or removed from school. No pupil shall be suspended, expelled or removed except in accordance with the code adopted by the Board.

### STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. This policy is adopted pursuant to Section 3313.66 Ohio Revised Code.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.

3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance.

### CODE OF CONDUCT

The teachers and staff at Vermilion Elementary School take their responsibility as educators seriously. They recognize that the most important activity taking place at our school is the teaching and learning that occurs throughout the day. *Nothing should interfere with that activity.* We want your child to look forward to coming to school each day ready to learn ...ready to grow. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Parents should remind their children that in today's society, there are certain words and phrases that should not be used. Comments about having a bomb, threatening to kill or injure, or planning to vandalize, burn, or destroy, even if made in jest, will be taken seriously and may result in referral to the police. Please do not joke about these. Fighting, hitting, throwing items, threatening, or any other form of assault that could result in injury is prohibited and will not be tolerated. Parents should note and remind their children that fighting is prohibited...Period!! Punching another child is not an acceptable means of "defending" yourself.

The staff and administration do recognize that some conflicts between students begin mutually while others are the result of intimidating behavior shown by an individual or a group of students. In these cases, discipline can be expected to fall more severely or completely upon the child identified as the aggressor or instigator. It should be noted in all cases, however, that a staff member is always available and within seconds of intervening in any conflict. Any student who feels threatened should go immediately to the nearest staff member for assistance.

CLASSROOM ENVIRONMENT: It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class
- All students in the class the opportunity to learn

CARE OF PROPERTY: Students are responsible for the care of their own personal property and property of the school. Damage or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The Ohio Department of Education requires districts to implement PBIS to aid in teaching social competencies and in development of safe and effective school environments. PBIS is a broad range of systemic and individual strategies for achieving important social and learning outcomes in school communities while preventing problem behaviors. At its core is the teaching of positive behaviors for each school and classroom setting. Consistency in acknowledging expected behaviors and correcting behavior errors is provided through active supervision, proactive scheduling, incentives and reinforcement and logical consequences with clear referral procedures. The VES Promise, which our students recite each day, speaks to this positive environment:

#### VES PROMISE

I AM a Proud Sailor.  
I AM Respectful of others.  
I AM Responsible for myself.  
I AM Safe in my actions.  
I AM here and I AM Ready to learn!

## **STUDENT CODE OF CONDUCT:**

The following code sets forth rules prohibiting certain types of conduct by students of the District. This code specifies the activities that may subject a student to suspension, expulsion, or removal from the school, school bus or other school related activities. Additionally, the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined. 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. A student can be suspended from school transportation for infractions of school bus rules.

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.

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

### Informal Discipline

Informal discipline takes place within the school. It includes:

- time out
- change of seating or location;
- lunch time detention;
- In-school discipline. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### Formal Discipline

#### Definitions:

Suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days, but not exceeding beyond the current semester, of permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period.

Expulsion is defined as the denial to the student for a period exceeding ten (10) school days but not extending beyond the current semester, of permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in an activity for such a period.

Emergency Removal is defined as the denial to the student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding seventy-two (72) hours, or permission to attend school and to take part in any school function.

Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular activity for less than twenty-four (24) hours.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement.

## **VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN DISCIPLINARY ACTION, INCLUDING BUT NOT LIMITED TO EMERGENCY REMOVAL, SUSPENSION AND/OR EXPULSION:**

1. **Truancy** is declared when a student is absent from the school building without authorization during such time the student would be expected to be in school. Tardy is declared when a student is late to school or a class without school authorization. Off-schedule is declared when a student is in the school building, but whose whereabouts are unaccounted for according to school procedures. Repeated violations may result in referral to the Juvenile or Municipal Court.
2. **Behavioral Problems**
  - a. *Class Disruption*—A student shall not be involved in any actions that disrupt the educational process of the other students in a classroom activity or other organized functions of the school.
  - b. *Harassment*—Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student or staff member is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

c. *Computer Network Violation*—A student shall not use school-owned equipment or personal equipment to gain unauthorized access to school records or commit any violation of the Computer Network Activity policy.

d. *Extortion/Complicity*—Students shall not use or attempt to use or express an implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property or favor.

e. *Falsification of school work, identification, forgery*—Falsifying signatures or data, or refusing to give proper identification of giving false information to a staff member is prohibited. This prohibition includes, but is not limited to forgery of hall/bus passes and excuses as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

f. *Gambling*—Gambling (i.e., playing a game of chance for stakes) including casual betting, betting pools, organized-sports betting and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from that school activity.

g. *Insubordination*—Students are expected to comply with reasonable directions of staff. Insubordination includes willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

h. *Obscene Language/Sexual Misconduct*—A student shall not use profanity or obscene language, either written or verbal. No student shall participate in inappropriate or indecent behavior. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. Public display of affection is also prohibited.

i. *Trespassing*—Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in district vehicle or unauthorized access or activity in a district computer, district school or staff computer files, school or district file server or into a network is prohibited. When a student has been removed, suspended, expelled or permanently excluded from school, the student is prohibited from being present on school property without authorization from the principal.

j. *Violation of Bus Rules*—Students shall not violate the district bus rules. Students are subject to school discipline for misconduct on the bus.

3. **Assault/Battery/Fighting** A student shall not threaten, cause physical injury or behave in such a way which could cause physical injury to another person. “Self defense” is not an acceptable excuse for striking another student. No form of violent, disruptive or inappropriate behavior will be tolerated.

4. **Vandalism** A student shall not cause or attempt to cause damage or destruction to school property including buildings, grounds, equipment, vehicles, or materials or any private property on the school premises at any school activity on or off school grounds. Students who disfigure property or do damage to school or personal property or equipment may be required to pay for the damage that is done or replace the item, in addition to disciplinary action.

5. **Theft** Unauthorized taking of property of another person or receiving or possessing such property is prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from a teacher or principal. The school is not responsible for personal property.

6. **Use or Possession of a Gun** 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 using the guideline set forth in Board Policy.

7. **Use or Possession of a weapon** A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. 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, and jewelry. Possession and or use of a weapon or knife may subject a student to expulsion and possible permanent exclusion.

8. **Possession and/or use of Explosives and/or Fireworks** Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers) is prohibited.

9. **Use or Possession of Tobacco** It is prohibited by school policy to use, consume, smoke, or possess cigarettes, other tobacco products, or papers used to roll cigarettes. It is also prohibited by Ohio law for a minor to use, possess, pay for, or share in the costs of such products. The penalty for such offenses may include a written citation from the Vermilion Police Department. The citation may include mandatory attendance at a smoking education program, fines up to \$100 (or higher for subsequent offenses), community services, or suspension of driver’s license. School policy also prohibits the possession of cigarette lighters.

10. **Use or Possession of Alcohol** Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage is prohibited. If a building director has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing 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, s/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.

11. **Use or Possession of Other Drugs** Possessing, using, transmitting or concealing, or being under the influence of any 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 is prohibited. If a building director has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing 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, s/he will be advised that such denial leaves the observed evidence of drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
12. **Sale/Distribution of Weapons** Distributing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.
13. **Sale/Distribution of alcohol and/or Other Drugs** The sale or distribution of drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like. Many drug abuse offenses are also felonies.
14. **False Alarms/Bomb Threats** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held is prohibited. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.
15. **Violation of Rules** Students shall not violate the policies of the Board, school administrative guidelines, or classroom procedures. Such policies, procedures, and guidelines will be posted and/or incorporated in student handbooks.

### **Bullying**

Bullying will not be tolerated at Vermilion Elementary School. Harassment, intimidation, or bullying behavior by any student/school personnel in the Vermilion Local School District (district policy #5517.01) is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or "bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of.

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### **TITLE I COMPLAINT PROCEDURE**

1. Complaints shall be directed to the district's Superintendent of Schools.
2. Resolution of a complaint shall not exceed thirty (30) days. In accordance with regulations established by The Commissioner, the State Education Agency may extend the thirty-day limit due to exceptional circumstances.
3. The Superintendent shall appoint a hearing panel composed of a representative from the district Parent Advisory Council, the Title I Director, and any other person so designated.
  - a) It shall be the responsibility of the hearing panel to clarify the issues and attempt to resolve the problem.
  - b) The hearing panel must keep official records of all proceedings.
  - c) The complainant's representative will be given an opportunity to present evidence and question the parties involved.
  - d) A complaint that is not resolved to the complainant's satisfaction within 10 working days shall be referred back to the Superintendent.
4. Responsibilities of the District Superintendent of Schools:
  - a) The Superintendent must review the records, and if necessary, request additional information within 10 working days.
  - b) The Superintendent shall clarify the issues and attempt to resolve them.
  - c) The Superintendent shall notify, in writing, the complainant of his resolution of the complaint.
  - d) The complainant has the right to appeal the resolution of the complaint to the State Education Agency within thirty (30) days after receipt of the written decision.
  - e) Actual expenses incurred, in accordance with the local school district policies, may be a part of the local budget for the Title I subject to review and approval by the Director of the Division of Federal Assistance.

### DRESS CODE

It is the responsibility of parents and teachers to help each boy and girl develop a sense of pride in their appearance. This is the first step in developing pride in their work, work habits and ambitions. Parents are requested to supervise the dress of their sons and daughters so that the mode of dress does not distract from the learning process. Students should come to school neat and clean, dressed in appropriate, comfortable clothing. Any extreme modes of dress or grooming that may be distracting or not in good taste will be considered a violation of this policy. Parents will be called to bring appropriate clothing to school.

Children must be dressed for the weather each day as they will be expected to participate in the full activities of the school day including recess. Proper outdoor clothing for recess time is important so that your child can enjoy the recreation during Ohio's changeable weather. During the winter months, students must have a change of shoes from their outdoor, snow boots. Students must have sneakers for gym days. Parents are advised not to send children to school in expensive clothing that could be ruined by stains from food, paint, and grass or outside activities. Students are permitted to wear sandals/flip-flops during hot weather. Parents should use their own judgment in determining whether their child can navigate the halls, stairs and playground in the chosen footwear.

The Vermilion Elementary School Dress Code *prohibits* the following:

Inappropriate footwear that present a walking hazard - high or narrow heels, roller sneakers

Flannel/pajama pants or boxer shorts

Brief, revealing (includes crop tops) or excessively tight clothing

Make up

Hats/hoods – other than for medical or religious reasons

Vulgar, offensive messages that denigrate others on the basis of race, religion, creed, national origin, gender, sexual orientation or disability or that promote something that is prohibited to minors such as alcohol, tobacco or drugs.

### SCHOOL BUS TRANSPORTATION

Students should obey the following bus rules:

1. The driver is in charge of the bus as is responsible for orderly conduct. O.A.C. 3301-83-08(a)
2. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. Pupils are required to be at their bus stop approximately 5 minutes before the bus arrives. O.A.C. 3301-83-08(c) (1)
3. Behavior at the bus stop must not threaten life, limb or property of an individual. O.A.C. 3301-83-08 (c) (3)
4. Pupils will be assigned a “designated place of safety” at the bus stop. All students will stay at their “designated place of safety” until the school bus has departed. O.A.C. 3301-83-08 ( b ) (6)
5. Pupils must go directly to an available or assigned seat so the bus may safely resume motion. O.A.C. 3301-83-08 ( c ) (4)**Vermilion requires ALL students to be in assigned seats and the assigned seat may change at the driver’s discretion.**
6. Pupils must remain seated, keeping aisles and exits clear. O.A.C. 3301-83-08 (c) (5)
7. Pupils must observe classroom conduct and obey the driver promptly and respectfully. O.A.C. 3301-83-08 ( c ) (6)
8. Pupils must not use profane or indecent language. O.A.C. 3301-83-08 ( c ) (7)
9. Pupils must refrain from eating or drinking on the bus, except as required for medical reasons. O.A.C. 3301-83-08 ( c ) (8). Chewing gum will not be permitted on the bus at any time.
10. Pupils must not use tobacco on the bus. O.A.C. 3301-83-08 ( c ) (9)
11. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student. O.A. C. 3301-83-08 (c) (10)
12. Pupils must not throw or pass objects on, from or into the bus. O.A.C. 3301-83-08 ( c ) (11)
13. Pupils may carry on the bus only objects that can be held in their laps. Skateboards, flags for Flag Corps, large toys such as remote control cars, etc. will not be permitted on the bus. O.A.C. 3301-83-08 ( c ) (12)
14. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise. O.A.C. 3301-83-08 ( c ) (13)
15. Pupils must not put head, hands, arms or objects out of the bus windows. O.A.C. 3301-83-08 ( c ) (14)

#### After Leaving the Bus

1. Cross the road, when necessary, at least 10 feet in front of the bus, but only after looking to be sure no traffic is approaching.
2. Help look after the safety and comfort of small children.
3. Be alert for a danger signal from the driver.
4. When a pupil exits on his residence side, he should immediately move to a safe distance from the bus.

**Disrespectful behavior including, but not limited to, bullying, hitting, punching, yelling, screaming, insubordination will result in immediate referral to the principal for disciplinary action. These include:**

- a) Eating/ drinking/ chewing gum/ littering
- b) Inappropriate language/ rude gestures
- c) Legs in aisles, OR arms, hands, etc. out the windows
- d) Sitting in unassigned seat OR standing while the bus is in motion
- e) Talking at railroad tracks
- f) Throwing items in or off bus OR using sprays
- g) Violation of bus stop rules-Not in safety zone/ late to bus stop/ on or off at incorrect bus stop.

#### DISTRICT BUS DISCIPLINE POLICY

Students who take advantage of school transportation to and from school are expected to sit in their seat and speak quietly to those around them. When students follow these simple rules a safe riding environment is maintained for every student.

Prior to school starting the Transportation Department will provide all students and parents with a copy of the rules, with a description of penalties for disruptive behavior. When school begins, School Bus Drivers will give each student a second copy of the rules, and will review them a second time. The Principal and Superintendent will reinforce these rules at the beginning of the year.

The following behaviors are considered to be extremely disruptive to the driver, and create an unsafe environment for all students:

1. Disrespectful behavior – hitting, punching, yelling, screaming, failure to obey the driver
2. Vulgarity – inappropriate language or rude gestures to other students, drivers or the public
3. Disruption at the railroad tracks – Ohio law requires students to be silent at railroad crossings until the bus is safely across the tracks.
4. Inappropriate behavior, including, but not limited to throwing items within or outside the bus, using sprays on or near others, vandalism (writing on or damaging seats, floors, walls, etc.)

Principals and bus drivers will be strictly enforcing these rules. Violations will result in immediate removal from the bus with progressive steps for additional violations up to and including expulsion from the bus. The following behaviors are safety rules that are put in place by the Ohio Department of Education Transportation Section, and will be enforced by the driver and administration:

5. Eating / Drinking / Chewing gum / Littering
6. Legs in aisles or arms, hands, etc. out of the windows
7. Sitting in an unassigned seat or standing while the bus is moving
8. Violation of bus stop rules: not in safety zone / repeatedly late to bus stop / on or off at incorrect bus stop without permission.

Violation of these rules will result in a letter being sent home by the transportation department. Additional violations will be referred to the principal for action up to and including suspension from the bus.

Safety is the #1 priority of our Transportation Department. We maintain a high standard of training and accountability for our bus drivers and mechanics. Our goal is to work with students, parents and school officials to provide our drivers with as little disruption as possible as they navigate their buses throughout our community. Enforcement of rules is one tool in reaching this goal.

#### PRIVACY OF STUDENT RECORDS

The Vermilion school district maintains many student records including both directory information and confidential information. Directory information includes a student's name, address, telephone listing, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. A copy of the appropriate form is included in Appendix C of this handbook.

Other than directory information, access to all other student records is protected by the *Family Education Rights and Privacy Act* (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

### HOMEWORK

Students in grades one through three are expected to read for twenty minutes each night with the assistance of a family member or other adult as needed. Other homework may be assigned by the teacher to enhance student learning, to provide practice in the skills taught during the school day and to communicate to the parents what is being taught in class. Homework is also part of the student's preparation for diagnostic tests and unit tests. Homework helps students develop organizational and study skills and involves parents directly in supporting their child's learning.

### REPORT CARDS

Reports are available to parents of all students at the end of each marking period (approximately 9 weeks) indicating the progress a student is making towards mastering each content standard in English Language Arts, Math, Science and Social Studies. Reports on the student's social development and study skills are also included. Students in grades 1-3 are also formally assessed in Art, Music, Physical Education and Library. Teachers may send progress reports at any time during the grading period. Electronic access to student progress through Power School is available on-line through the district website.

### STUDENT ACCIDENT INSURANCE

Student accident insurance is available for a modest one-time premium at the beginning of each school year. It affords protection from the time a student leaves home in the morning until he returns home from school.

Application forms are sent home with the students. Application is made directly to the insurance company and the one time premium is paid at the same time. The parents have the responsibility of filing any claims directly with the insurance company claims office. The school will assist you in the matter if requested to do so.

## **EDUCATIONAL PROGRAM INFORMATION**

### TUTORING SERVICES ON BASIS OF PHYSICAL HANDICAP

A child is eligible for tutorial services if a physician certifies that the child's physical condition is such that it precludes school attendance for an extended period of time. Forms are available in each building to request the service. Contact the school counselor to obtain the proper forms.

### SPECIAL CLASSES AND SERVICES

The Vermilion Local Schools, Northpoint Educational Service Center and the Lorain County Board of Education provide an extensive number of special classes and services. These services and classes include: Home Tutoring for Physically Handicapped, Psychological Services, Remedial Reading Classes, Speech and Language Therapy, School Nurse and Health Services, Learning Disabilities Classes, Gifted and Talented Enrichment Classes, Developmentally Handicapped Classes, Orthopedically Handicapped Classes, Hearing Impaired Classes, Severe Behavioral Disturbed Classes, Vision Impaired Classes, Multiple Handicapped Classes. Parents who feel a need for special classes or service for their child should discuss the matter with the building principal or counselor.

### GROUP TESTING PROGRAM

All students in grades K-3 participate in the NWEA MAP or MAP Primary testing in Reading and Math. These on-line tests are administered three times per year and are used to assess student growth in those academic areas. Students in grade 2 are assessed in the Spring for academic giftedness using the Terra Nova test in ELA and Math and the CogAT for cognitive ability. Additionally, students in grade 3 participate in the state testing program by taking the OST ELA in the fall and the OST ELA and Math in the Spring.

### DISTRICT POLICY AND PLAN FOR THE IDENTIFICATION OF CHILDREN WHO ARE GIFTED

The District uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts. The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted using the process outlined in the Information for Parents brochure available at your district offices.

Also available are

- *Identification of Children Who Are Gifted*, describing the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and

- *Assessment Instruments used by the District for Gifted Identification*, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. For further information regarding gifted identification, contact your building principal.

#### LIBRARY MEDIA SELECTION AND RECONSIDERATION PROCESS

The selection of materials involves librarians, administrators, curriculum personnel, teachers and students. The professionally trained librarian coordinates the selection process. Selection is based upon current priorities that take into consideration the existing collection, the school program, the abilities, needs and interests of the students, broad knowledge of available materials and equipment and fiscal considerations.

General Criteria for the selection of Materials:

1. Educational significance - appropriateness of material for the educational objectives and curriculum.
2. Authority - qualifications of persons responsible for creating the material.
3. Scope - overall purpose and coverage.
4. Format and Technical Quality - physical makeup of material should be appropriate to its content.
5. Authenticity - is valid, reliable, complete, and up-to-date and the degree of bias or objectivity presented.
6. Treatment and Arrangement - material should be clearly presented in a well-organized fashion.
7. Aesthetic Consideration - artistically acceptable.
8. Price - must be seen in relation to existing budget.
9. Special Features - characteristics that make item under consideration unique, for example, an unusual approach to subject matter, presence of usage guides, sets of questions and answers or list of suggested follow-up activities.

In spite of the qualifications of the persons and the process of selecting materials for student use, objections to particular materials might be made by the public, parents, groups, students and others. All requests for reconsideration of library material should be made to either the building principal or the librarian. The person or persons making the request will be asked to complete the form "Citizen's Request for Reconsideration of Material." Once this form is completed and returned to the building principal, the Director of Curriculum will appoint an "ad hoc" committee composed of teachers, librarians and administrators to:

1. Examine the material named in the complaint.
2. Re-check reviews of the material. Source and dates of the reviews should be listed on the follow-up form (see back of Citizen's Request for Reconsideration of Material form).
3. Discuss the material as a whole, the values, faults and then make recommendations.
4. Fill out the follow-up form to the Citizen's Request for Reconsideration of Material. A copy of this report will be filed with the original complaint and submitted to the principal, librarian, and Director of Curriculum.
5. The material in question will be handled in accordance with the recommendation in the report.
6. The Director of Curriculum will submit a copy of the complete report to the Superintendent of Schools who will determine any further consideration.

#### OBJECTION TO THE RELEASE OF VIDEO IMAGES OF STUDENTS

From time to time we videotape and photograph our students for a number of activities including yearbooks, the school website, assemblies, plays, and special student programs. Also, the media is invited to the school at times and may videotape and photograph children as well. Videotapes and photographs of children may become available to the public in newspaper articles, presentations at board of education meetings, cable TV, and on display throughout the school. Your child's picture may be used in conjunction with one of the above activities. If you do not wish your child's image to be published or available to the public please notify the office in writing. If you do not, it is understood that you agree to have your child photographed or videotaped.

