VERMILION ELEMENTARY SCHOOL

1285 Douglas St., Vermilion, OH 44089

Grades K-3

Sailors are safe, respectful, responsible, and ready to learn!

Student/Parent Handbook

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Vermilion Local School District

2026-2027

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INTRODUCTION

Welcome to Vermilion Elementary School. Our team is excited to be working with your family. We are committed to providing a safe and engaging learning environment for students, families, and staff. It is important that families and schools work together to allow our students to reach their full potential. Our hope is that Vermilion Elementary School is a place that all members of our school family feel welcome and eager to engage in the process of building strong connections between school and home. It is through our core values of communication and relationships that we can help our students be successful. We 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 several methods for communicating with each child's home. You will receive timely information via the email address you supplied in PowerSchool. The district and school website at www.vermilionschools.org has a wealth of information and updated calendar information. You can also follow us on the Facebook pages for Vermilion Elementary School, Vermilion Elementary PTO and the Vermilion Local School District.

Thank you for taking the time to become familiar with the important information in this handbook. This handbook is published by **t**he Board of Education annually to explain students' rights and responsibilities. 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.

We look forward to working together as one school community, to provide the best educational experience for our students.

Matthew J. Malear
Principal

Breanna Rebman
Assistant Principal

Adopted by the Board of Education July 2026.
Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education July 2026

FOREWORD

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 Vermilion Local School 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 policies and the school rules as of July 2026. This handbook supplements and does not supersede Board Policy or Administrative Guidelines. Where this handbook conflicts with Board Policy or Administrative Guidelines, the provisions of Board Policy and/or Administrative Guidelines shall prevail. Current copies of Vermilion Local School Board Policies and Administrative Guidelines are available on the district website. You may access a digital copy of this document on the district's website: www.vermilionschools.org by clicking on "Schools," then "Vermilion Elementary School" then "Parent-Student Handbook.

VISION OF THE SCHOOL

Our vision: Every adult helping every child succeed today, tomorrow, and beyond!

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officers:

Wesley Weaver
Superintendent
440-204-1700 x 194
wweaver@vermilionschools.org

Brittany Remaklus
Director of Special Education
440-204-1701 x 336
bremaklus@vermilionschools.org

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

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed**.** If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website.

Board of Education

Mark Benson
Jill Treece
Shelly Innes
Krystal Russell
Sara Stepp

District Administration

Wesley Weaver, Superintendent
Justin Klingshirn, Treasurer
Brittany Remaklus, Director of Special Education
Shawn Bergman, Director of Technology
John Parsons, Director of Operations

Elementary School Administration

Matthew Malear, Principal
Breanna Rebman, Assistant Principal

School Counselor

Monroe Austin

Administrative Office Staff

Shelly Wilson, Administrative Assistant to the Principal
Brianne Samblanet, Administrative Assistant

SCHOOL DAY

Office Hours: 8:00 am - 4:00 pm
Door Open for students - 8:30 am
Student Hours: 8:50 am - 3:30 pm

The building opens for students at 8:30 am. 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. School begins at 8:50 am and buses will depart at 3:30 pm.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to abide by school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their school counselor.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. The school may use mail, e-mail, or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

STUDENT WELL BEING

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

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

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

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.
A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- ☐ unless enrolling under the District's open enrollment policy

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-of-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's 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.

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

A. an updated copy of the student's transcript;
B. a report of the student's behavior while in DYS custody;
C. the student's current IEP, if one has been developed for the child; and
D. a summary of the instructional record of the child's behavior.

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

SCHEDULING AND ASSIGNMENT

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

KINDERGARTEN REGISTRATION

A child may enter kindergarten if the age of five (5) years is attained on or before the first day of Kindergarten. If the child's birthday occurs between the start date 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 each year. Children are assessed using the state required KRA (Kindergarten Readiness Assessment) and will 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. Kindergarten Families will have a meeting with the principal and teacher before the first day of school. Parents of incoming Kindergarten students are welcome to call the school office for specific information regarding registration and enrollment.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law.

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

IMMUNIZATIONS

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

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 provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

A. Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Principal’s Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. 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. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

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. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

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 completed 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 student.

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 will attempt to notify the parent and may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, parents will be notified and the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to, the following:

- ☐ Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- ☐ Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- ☐ Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or county health services. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- ☐ The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or county health services.

- ☐ The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- ☐ The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

NURSING STAFF

Nurses are assigned to the Vermilion Schools through the Erie County Health Department. These individuals are on duty in the school for a scheduled period each day.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
B. has a record of such an impairment; or
C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Brittany Remaklus at 440-204-1791 x 336 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Brittany Remaklus, at 440-204-1791 x 336.

CHILDREN AND YOUTH IN FOSTER CARE

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

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.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:
Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information, on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.
The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

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 “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by 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. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

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 building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.
Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;
B. mental or psychological problems of the student or the student's family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or the student's parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov
PPRA@ED.Gov

STUDENT FEES AND FINES

Students will be provided necessary textbooks for instruction without cost. Student fees for each grade level are $60.00. Student fees must be paid by the end of each quarter, which includes any fees that may have been owed from previous semesters or years. Refunds will only be given when all school fees are current and paid in full. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Any student who wishes to withdraw from school must pay all outstanding fees. Fees may be paid by check at the main office or online at https://www.payschoolscentral.com/. Students can avoid late fines by promptly returning borrowed materials.

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.

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.

MEAL SERVICE

All Vermilion schools serve breakfast $2.00 and lunch $3.00 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 https://www.payschoolscentral.com/. 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.

For information regarding meal charging procedures, see AG 8500D.

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.

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. 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.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by the Superintendent's office.

- ☐ Information concerning school closings or delays can also be found on the School's web page at https://www.vermilionschools.org/
- ☐ Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.
- ☐ Information concerning school closings or delays can also be found on the district's website, Facebook page, and Twitter.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS AND VOLUNTEERS

While we welcome and encourage visitors to the school, it is important for the safety of our students and staff that all visitors and volunteers follow the procedures below.

All visitors and volunteers must enter through the front door to be "buzzed" in, sign in at the office and state their business for being at the school. A Photo I.D. is required for all visitors. All doors are locked during school hours. 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 or who are attending lunch will be admitted into the building between 8:30 a.m. and 3:30 p.m. If you are planning on eating lunch with your child, please contact the school in advance. 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 loitering in or 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.

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.

USE OF THE LIBRARY

The library is available to students during specials throughout the school day. Books may be checked out for a period. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned promptly at the following weekly specials time.

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.

RESTROOM USE

Restrooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

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.

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 in to 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.

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES/ TELEPHONE MESSAGES

In accordance with District policy, 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, cell phone, laser pointers, paging devices/beepers, and any other devices designed to receive and send an electronic signal. Parents will be notified when a student's item is confiscated and must come to the office to retrieve it.

Telephone messages to a child or groups of children will be permitted 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 voicemail due to the outstanding volume of business to be handled in the main office during that time.

ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No 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 on to PowerSchool and viewing their child's progress in all areas.

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%)

Grades are issued at the end of each grading period. Grades are issued in an on-line format except at semester and year end. At the end of each semester, physical report cards will be sent home with students.

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 the student has:

A. In the opinion of the professional staff, they failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.
B. Scored at the below basic level on any State-mandated proficiency test.

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 relation 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. If a mutual decision cannot be reached, the principal's recommendation shall prevail. Any decision may be appealed to the Superintendent.

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.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District

supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response, as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.
B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit http://www.cyberbullying.ca

Cyberbullying includes, but is not limited to, the following:

- ☐ posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
- ☐ sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- ☐ Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
- ☐ posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

- ☐ Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
- ☐ Do not engage in personal attacks, including prejudicial or discriminatory attacks.
- ☐ Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
- ☐ Do not post information that, if acted upon, could cause damage or a danger of disruption.
- ☐ Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while

communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

- ☐ Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- ☐ Never agree to get together with someone you "meet" online without parent approval and participation.
- ☐ Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- ☐ Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify the teacher, principal, or staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal

N. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may

lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or other staff members.

T. Game playing is not permitted at any time.

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

For further information regarding gifted identification, contact your building Principal.

STUDENT ASSESSMENT

All students in grades K-3 participate in the NWEA MAP testing in Reading and Math as well as Acadience Early Literacy Assessments. These assessments are administered three times per year and are used to assess student growth in those academic areas. The MAP test also identifies students in grades 2 and 3 who qualify for gifted services by scoring above the 95th percentile. Students in grade 2 are also assessed in the Spring for academic giftedness using 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.

ACTIVITIES

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, GIFTS, and STUDENT BIRTHDAYS

There are three class parties scheduled each year: Halloween, Christmas, and Valentine's Day. Teachers will contact parents about helping at parties. Parents may elect to send in birthday treats for their child if they receive permission in advance from their child's teacher. Those items must have

ingredients listed and be in sealed packaging. Please check with your teacher for prohibited items due to allergies or other safety concerns. Parents may not send in presents, flowers, or balloon bouquets for students. Those items will be held in the office until they can be picked up. Students are asked not to bring gifts to the staff.

STUDENT CONDUCT

ATTENDANCE POLICY

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

- ☐ Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Absences for any reason, whether **excused** or **unexcused**, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session.

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.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)
B. appointment with a health care provider
C. illness in the family necessitating the presence of the child
D. quarantine of the home
E. death in the family

F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
G. Attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
I. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
J. Such good cause as may be acceptable to the Superintendent
K. Medically necessary leave for a pregnant student in accordance with Policy 5751
L. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5752
M. College visitation
N. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
O. Absences due to a student being homeless

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) days medically excused absences without a doctor's note, but with a phone call from a parent/guardian. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Notification of Absence

If a student will be absent, the parents must notify the School at (440) 204-1703 by 9:30 AM. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When a parent phone call or written excuse is not provided, the absence will be unexcused and the student will be identified as truant for that school day.

Tardiness

A student who is not in their assigned location by 8:50 am shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Parent Notification of Excessive Absences

When a student of compulsory school age is absent from school in excess of fifty (50) or more hours, the District or school shall notify the child's parent or guarding of the child's absences, in writing. Written notice will be sent within five (5) schools days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy listed in the policy may be taken.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse 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.

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 school certificate

The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the district or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school.

Tiered System of More Intensive Interventions and Supports

The district implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address

the root cause of student absences. More intensive interventions and support are provided to students with a greater number of absences.

Intervention Strategies

The term “chronically absent” means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement (1) or more of the following intervention strategies:

A. provide counseling to the student
B. request or require the student's parent to attend a parental involvement program
C. request or require a parent to attend a truancy prevention mediation program
   take appropriate legal action
D. assign the student to an alternative school
E. Other

Students shall not be suspended, expelled or otherwise prevented from attending school because of the student’s absences.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. The teacher may be able to give the student some assignments to complete while on vacation if given ample notice. All graded assignments will be made up when the student returns to school.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students shall be provided “released time” during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

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 must 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 3:20 p.m.), pull your car along the curb. The Kindergarten drive-thru will block your car if you park in a parking space. After 3:25 p.m., you will need to use the drive-thru procedures.

VES STUDENT CODE OF CONDUCT

The Vermilion Elementary School Code of Conduct is in effect while students are under the authority of school personnel, or are involved in any school activity, or are on school property. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off School District property but is connected to activities or incidents that have occurred on School District property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of an official or employee.

The Principal at Vermilion Elementary School reserves the right to determine the appropriateness of any student action or item in a student's possession. School authorities may search the person or property 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. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action:

1. **Off-schedule**

Is declared when a student is on school grounds, but whose whereabouts are unaccounted for according to school procedures.

2. **Disruption**

Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable.

3. **Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

4. **Obscene Language**

Obscene language refers to words, expressions, or gestures that are highly offensive, vulgar, or indecent.

5. **Theft**

Unauthorized taking of property of another person or receiving or possessing such property. 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 the principal. The School is not responsible for personal property.

6. **Display of Affection**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

7. **Disrespect**

Disrespect is the act of treating someone or something without courtesy, reverence, or proper regard. It involves behavior that is rude, dismissive, or offensive, reflecting a lack of consideration for someone's dignity, boundaries, or authority.

8. **Dress Code Violation**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

9. **Excessive Tardiness**

Habitually late for school or class.

10. **Bus Rule Violation** (see Section V – Transportation)

11. **Failure to Serve**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

12. **Cheating/Plagiarism**

Plagiarism and cheating are forms of falsification and will subject the student to academic penalties as well as disciplinary action.

13. **Forgery**

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

14. Disruption of Property/Vandalism

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property. 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.

15. Violation of Acceptable Use Policy (see Section II - Computer Technology and Networks)

16. Horseplay

Horseplay refers to rough, boisterous, or rowdy play.

17. Harmful/Unsafe Behavior

Harmful or unsafe behaviors refer to actions that increase the risk of physical injury, psychological harm, or property damage.

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Boardowned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. 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 of the Principal.

19. Verbal Aggression

Verbal aggression is using harsh or insulting language.

20. Use/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 using the guideline(s) set forth in Board Policy 5611.

(A) Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

(B) Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.

21. Use/Possession of a Weapon

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. 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.

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 at the time the threat is made may result in expA 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.

22. Use/Possession of Explosives/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). Additionally, possessing 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.

Unauthorized igniting of matches, lighters and other devices that produce flames.

23. Use/Possession of Poisonous Gas

The possession, manufacture, introduction, storage, or use of poisonous, toxic, or hazardous gases on school property or at school-sanctioned events is strictly prohibited.

24. Use/Possession of Drugs/Alcohol/Substances

Possessing, using, transmitting, concealing, showing evidence of used, having used or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

25. Use/Possession of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, cigarettes, vaping paraphernalia, papers used to roll cigarettes,
or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extracurricular 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. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

26. Sale/Distribution of Drugs/Paraphernalia/Alcohol/Tobacco

Students are strictly prohibited from the use, possession, distribution, manufacture, sale, or intent to sell any of the following items:

- Alcohol: All alcoholic beverages, regardless of the student's age.
- Drugs: All illegal drugs, controlled substances, synthetic cannabis, and unauthorized prescription or over-the-counter medications.
- Paraphernalia: Any equipment, product, or material used or intended to be used to manufacture, consume, conceal, or distribute prohibited substances.

Tobacco: All tobacco and nicotine products, including electronic cigarettes, vapes, and inhalant delivery systems.ulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger 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 and will subject the student to disciplinary action.

27. 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 at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger 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 and will subject the student to disciplinary action.

28. Threaten/Induce Panic

Includes verbal comments, physical gestures, written notes, or electronic communications (such as social media or text messages) that threaten the health, safety, or well-being of any student, teacher, or staff member.

Covers any act or communication that knowingly creates a false alarm or causes an evacuation, serious public inconvenience, or severe alarm on school grounds.

29. Fighting

Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior). Arranging or recording a fight is also prohibited.

30. Assault

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion. Recording an assault is also prohibited.

31. Gambling

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

32. Extortion/Complicity

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Complicity is being involved with others in wrong doing (being an accomplice).

33. Repeated Acts of Misconduct

Engaging in multiple acts of misconduct or exhibiting a pattern of persistent misbehavior.

34. Gang Activity

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

35. Possession of Obscene Material

Possessing, distributing, or attempting to acquire sexually explicit material.

36. 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.

37. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

38. Verbally Threatening

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

39. Stalking

Stalking is a pattern of repeated, unwanted attention, harassment, or contact directed at a specific person that would cause a reasonable person to feel fear or emotional distress.

40. Racial Slur

The intentional use of derogatory terms, racial epithets, or slurs, or the display of racist symbols, caricatures, or offensive materials.

41. Misconduct Against a School Official or Employee, or the Property of Such a Person

The Board prohibits misconduct committed by a student against a school official or employee including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

42. Misconduct off School Grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

43. Sexual Conduct

Sexual conduct refers to physical interactions or behaviors of a sexual nature.

44. Driving/Parking Violation

Driving recklesslessly such as excessive speed or ignoring stop signs is prohibited. Students must have a paid parking pass visibly displayed. Students must park in designated student parking areas.

45. Harassment/Intimidation

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties, 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. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms including, but not limited to, the following:

A. **Verbal**:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. **Nonverbal**:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. **Physical**:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that they are the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties, should contact the District's Anti-Harassment Complaint Coordinator(s): **[**list from Administrative Guideline 5517**]**

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or intercede informally on behalf of the student.

The student may report their concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting their concerns, the student should provide the name of the person(s) whom the student believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

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

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

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State and/or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

DRESS CODE

It is the responsibility of parents and teachers to help each student 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 child 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 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:

Students are expected to dress in a respectful way that indicates a readiness to learn.
Tops and bottoms must overlap, avoiding any exposure of the student's torso. Clothing must cover undergarments and private parts in both seated and standing positions.

All clothing and accessories are to be free of obscene, offensive, or harmful images and language. The school administration reserves the right to determine what constitutes acceptable and appropriate clothing and accessories. Students will be asked to change for dress code violations, and when necessary, contact a parent to bring appropriate clothing to school.

The Board of Education prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student, or other students, from achieving his or her own educational objectives because of obstructed vision, hearing, or restricted movement.

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 includes 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

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

EQUAL RIGHTS TITLE IX

Vermilion Elementary School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including employment.

Inquiries about Title IX may be referred to Vermilion School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Vermilion School's Title IX Coordinator contact information is below.

Vermilion Elementary School's nondiscrimination policy and grievance procedures can be located at Board Policy 2266: https://go.boarddocs.com/oh/verm/Board.nsf/goto?open&id=D223L50756DF

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to:

Title IX Coordinator(s)

The following individual(s) serve as the District Title IX Coordinator(s) and are responsible for overseeing and coordinating the District's efforts to comply with Title IX and its implementing regulations:

Brittany Remaklus
Director of Special Education
1250 Sanford St.
Vermilion OH 44089
440-204-1701 Ext. 336
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The Title IX Coordinator(s) reports directly to the Superintendent. Questions about Policy 2266 and/or this Administrative Guideline should be directed to the Title IX Coordinator(s).

BOARD POLICY ON 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. Each student of the District is required 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. Students who continue to have discipline problems may be referred to court.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Violation of the Code of Conduct may result in the implementation of disciplinary measures, in accordance with Board Policy, including but not limited to an oral or written warning, referral to school counselors, parental contact or conference, in-school detention, behavioral counseling/ instruction, lunch detention and time out. Serious violations may require the following: emergency removal, referral to law enforcement agencies, suspension, or expulsion.

DUE PROCESS RIGHTS

Before a student is 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 meeting, or be subject to appeal.

Suspension from School

Suspension is the temporary exclusion of a student by the building administrator from the district's program for a period not to exceed ten school days, provided that the student has been given written notice of his/her suspension and the reasons therefore, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. **Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school**. When a student is suspended, they may make-up schoolwork, however, in order to receive full credit, the work must be turned in on the day of return. In addition, any tests or quizzes given on the day of return must be taken. Examples of behavior that may result in suspension include bullying, harassment, drug/vape possession and/or use, fighting or contributing to fighting, and other potentially dangerous, violent acts.

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days (72 hours) after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

Expulsion from School

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in Board policy 5610 and the Student Code of Conduct. The Superintendent may expel a student from school provided the student and his/her parent(s)/guardian(s) have been given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the superintendent to answer the charges within three (3) to five (5) days after the notice has been given, unless the superintendent grants an extension of time.

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. 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 be removed immediately. A 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 hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's 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 be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within three to five 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. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Depending upon the results of an expulsion hearing, a Vermilion High School student may still be allowed to complete school work for credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the

expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days the suspension or expulsion, the superintendent may apply the remaining period to the following school year. Expulsion may result in the loss of credit for courses being taken at Vermilion High School, at EHOVE Career Center, or at any college or university, whether under an Education Option, CCP, or at the student's own expense.

Suspension / Expulsion Appeal Process

The student or his/her parent/guardian may appeal a suspension or expulsion The request for an appeal shall be made within seventy-two (72) hours in writing. The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parent(s)/guardian(s).

If the appeal is heard by the Superintendent, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's 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.

Alternative Schools

Students may be assigned to an alternative school under Ohio Revised Code 3313.533 for those students "who are on suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems". Should a student be assigned to an alternative school, a written plan will be developed to address academic or behavioral concerns.

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.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1)

school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;
B. possessing deadly weapons onto school property or at a school function;
C. carrying a concealed weapon onto school property or at a school function;
D. trafficking in drugs onto school property or at a school function;
E. murder, aggravated murder on school property or at a school function;
F. voluntary or involuntary manslaughter on school grounds or at a school function;
G. assault or aggravated assault on school property or at a school function;
H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

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 be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

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

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or 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 are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.
Anything that is found in the course of a search 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 that have been confiscated.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. Please refer to Board Policy 5771 for more information.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated

guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent. Every Board official and employee of the Vermilion Local School District is required to immediately report knowledge or suspicion of child abuse or neglect to a public children's services or law enforcement agency in accordance with Board Policy 8462.

STUDENT RIGHTS OF EXPRESSION

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

1. Material cannot be displayed if it:
    a. is obscene to minors, libelous, or pervasively indecent or vulgar;
    b. advertises any product or service not permitted to minors by law;
    c. intends to be insulting or harassing;
    d. intends to incite fighting; or
    e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The Ohio Department of Education requires districts to implement PBIS to aid in teaching social competencies and in the 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!

As of September 2021, Ohio law requires school districts to provide yearly notice to parents about their procedures related to the requirements of positive behavior intervention and support (PBIS) and the emergency use of physical restraint and seclusion, including the local complaint process. Part of this law requires that parents in Ohio's public schools must be given the following information at least one time per year:

- What is PBIS and how does it apply to a child
- Tiered supports that are universal, targeted, and/or individual (Multi-tiered systems of support)
- Definition and appropriate use of physical restraint and/or seclusion
- Prohibited practices in restraint and seclusion
- Parental notification of any restraints or seclusions
- Grievance procedures

Information regarding the districts PBIS and Restraint and Seclusion Policy can be found at http://go.boarddocs.com/oh/verm/Board.nsf/goto?open&id=CBWQSJ67744E

VES EXPECTATIONS

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.

	Respectful	Responsible	Safe
HALLWAY	★ Level 0 Voice ★ Silent wave to friends ★ 0 touch of walls/work	★ Help others be safe in line ★ Be a role model ★ Go straight there and back	★ Walking feet ★ Hands at sides ★ Face & Feet Forward
RESTROOM	★ Level 1 Voice ★ Hands and Feet to Self ★ Respect privacy of others	★ Wait my turn ★ Use 1 or 2 pumps of soap ★ Flush and wash my hands ★ Clean up a mess	★ Report problems to an adult ★ Quick and quiet ★ Use tools correctly
CAFETERIA	★ Level 2 Voice at table ★ Raise your hand for help ★ Use manners	★ Keep the cafeteria clean ★ Pick up your space/floor ★ Level 0 Voice as you line up to leave	★ Follow directions ★ Stay seated until dismissed ★ Walking feet
PLAYGROUND	★ Listen to monitors as you would a teacher or principal ★ Hands to self - gentle touches ★ Share swings and equipment with friends	★ Stay inside the fence ★ Clean up recess equipment and return it to the toy box when done ★ Line up quickly and quietly the first time	★ Sit on bottoms on swings and slides ★ Down the slide, Up the stairs ★ Be aware of others

CAFETERIA EXPECTATIONS

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 EXPECTATIONS

During the school day, time is provided to give students 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 and follow the safety rules 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 headfirst, on your stomach or flat on your back.
3. Do not climb up the slide – use the ladder.
4. Do not kick or throw surface material.

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 linked to the PBIS goals here at VES.

At the end of the month, each Homeroom teacher chooses one student who best exemplifies the character traits. 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.

TRANSPORTATION

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 students dropped off by car between 8:30-8:45 a.m. must be via the drive-thru in the east parking lot. Cars can enter from the drive off Douglas Street to the north of the school or from Sailorway Drive to the south. All cars will pull through the drop-off lane and all cars will exit onto Sailorway Drive. School staff members are on duty at 8:30 a.m. in this area.

Cars may not drop off students in the front of the school. This area is for buses only. If you have a morning meeting, you may park in the visitors' spaces in this area. If your child is tardy (after 8:50 a.m.), 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, Kindergarten students are to be picked up in the drive-thru area on the Douglas Street 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 Street 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. Each child will be provided a name card. This card must be displayed in your car window at pick up. 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 Street or Sailorway Drive 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. Each child will be provided a name card. This card must be displayed in your car window at pick up. For safety reasons, DO NOT park your car on Douglas Street or Sailorway Drive 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 Street. 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 Street 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.

BOYS AND GIRLS CLUB AFTERCARE:
If your child is attending the Boys and Girls Club for aftercare programming, you will have to determine what days you will use the service. We will not accept changes to the Boys and Girls Club roster daily.

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. 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/her regular bus and taken to his/her assigned stop. Telephone calls regarding the dismissal procedure will NOT be accepted. We need a signed note for changes.

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned buses and must 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 Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- ☐ be on time at the designated loading zone
- ☐ stay off the road at all times while walking to and waiting for school transportation;
- ☐ wait until the school transportation is completely stopped before moving forward to enter;
- ☐ refrain from crossing a highway until the driver signals it is safe to cross;
- ☐ properly board and depart the vehicle;
- ☐ go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip:

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Video cameras and audio are installed on school buses to monitor behavior and footage may be used as evidence as needed.

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

1. Disrespectful behavior - bullying, hitting, punching, yelling, screaming, failure to obey the driver
2. Vulgarity - inappropriate language or rude gestures to other students, driver, or the public
3. Disruption at 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, and vandalism (writing on or damaging seats, floors, walls, etc.)

Principals and drivers will strictly enforce these rules. Violations may result in denial of bus riding privileges.

The following behaviors are safety rules put in place by the Ohio Department of Education Transportation Section and will be enforced by the driver and administration:

1. No eating, drinking, chewing gum, littering

2. No legs in aisles and/or arms, hands, etc. sticking out of the windows
3. No sitting in an unassigned seat or standing while the bus is moving
4. No violation of the bus stop rules, including not remaining in the safety zone, repeatedly being late to the bus stop, and getting on or off at an incorrect bus stop without permission

Violation of these rules will result in a letter being sent home. Additional violations will be referred to the building principals for action up to and including suspension of bus riding privileges.

Exiting the school vehicle

Each student shall:

- ☐ remain seated until the vehicle has stopped;
- ☐ cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- ☐ be alert to a possible danger signal from the driver.

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

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras with audio on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

USE OF BICYCLES, MOPEDS, AND MOTOR VEHICLES

The Board regards the use of bicycles, mopeds, and motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Board will not be responsible for bicycles, mopeds, and motor vehicles which are lost, stolen, or damaged while on school property.

OTHER: BICYCLES, SKATEBOARDS, HOVERBOARDS, ETC.

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and rollerblades should be stored in the main office until the end of the school day. The school accepts no

responsibility for bikes, skateboards, scooters, rollerblades, or other equipment that is stolen or damaged. In addition, if use results in destruction of school property or endangerment of the student body, appropriate discipline will be enforced and police involvement may occur.