

Student Code of Conduct Policy for



**SYMMES VALLEY  
ELEMENTARY K-8**

**2020-2021**

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**Viking Pride ...  
Valley Wide**

## **SYMMES VALLEY SCHOOL PHILOSOPHY**

In order that each student derives the maximum benefit from time spent in the classroom, the Symmes Valley Board of Education has adopted the following philosophy of discipline. Every student has the right to a classroom, which is orderly and has an atmosphere conducive to learning. No student has the right to disrupt this atmosphere by his/ her actions, poor manners, or lack of consideration for others. All rules and regulations are instituted and shall be equally enforced with this in mind.

## **MISSION STATEMENT**

The Mission of the Symmes Valley Elementary School is to academically prepare all students to become lifelong learners.

## **NON-DISCRIMINATION POLICY STATEMENT**

Symmes Valley Local School District complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. Symmes Valley Schools do not discriminate on the basis of race, color, sex, handicap, political affiliation, religion or admissions, education policies, curriculum, selection of textbooks, scholarship and loan programs, educational opportunities and employment.

## **ZERO TOLERANCE POLICY**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Symmes Valley School District must conform with school regulations and accept directions from authorized school personnel. The Board of Education has "zero tolerance" of violent, disruptive or inappropriate behavior by our students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board of Education directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location in each building.

## **CODE OF CONDUCT**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Students are to address all teachers in a respectful manner. Disrespectful mannerisms and obscene gestures will not be tolerated. Violation by a student of one or more of the following rules of conduct will result in disciplinary action or actions such as assignment of detention, parental contact, suspension, expulsion, permanent exclusion, community service, and/or referral to juvenile or municipal court.

## **NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

Rule 1: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous or illicit drug, narcotic, or mind-altering substance, including highly caffeinated drinks, while under the jurisdiction of the school. Medication may not be taken except under school policy (see Medical Forms policy).

### **Definitions:**

- Student any person enrolled in Symmes Valley Local School.
- Drug Abuse any narcotic, barbiturate, amphetamine, hallucinogen, intoxicant or any alcoholic beverage.
- Sale includes barter, exchange, gift, or offer thereof and each such transaction made by any person.
- Dispense means sell, distribute, leave with, give away, dispose of or deliver.

Any student, while on school property or attending a school function found to be in possession of, sale of, or use of any drug, shall be suspended from school with possible referral to the county court. Possession of alcohol or drugs for the apparent purpose of distribution or circulation may be dealt with more severely.

Drug Dogs supervised by the Lawrence County Sheriff's Department may conduct random searches on school property. The deputy and drug dog will also visit the younger students for educational purposes.

### **DISRUPTION OF SCHOOL**

Rule 2: A student shall not, by the use of violence, force, coercion, threat, harassment, any form of insubordination, or by other such means, cause disruption of or obstruction to the educational process. This applies to and includes curricular and extracurricular school activities and events. Bomb threats are considered a serious violation of student conduct.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends as necessary into the next school year.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and the relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

### **VIOLATIONS OF THE LAW**

Rule 3: A student shall not violate any law or ordinance when he/she is on the school property or while in attendance at school-sponsored activities

### **TRUANCY**

Rule 4: Students shall not be absent from class or from school without the permission of either the authorized school personnel or the parents or legal guardians.

### **DAMAGE TO SCHOOL PROPERTY**

Rule 5: A student shall not cause or attempt to cause damage to school property or private property while on the school premises or while attending school-sponsored or related events and activities. Students who damage school property shall be required to pay for the same, as per Board Policy.

### **INAPPROPRIATE BEHAVIOR**

A student shall not display affection such as holding hands, fondling, kissing, etc. at school, on school buses, or at school-related activities.

### **SCHOOL DRESS CODE**

Rule 6: A student shall not dress or appear in fashion which either (1) interferes with the student's health and welfare or that of other students or (2) causes disruption or interferes with the educational process. Students whose appearance is degrading or distracting to the educational system will not be permitted to attend classes, and parents may be called to bring a change of clothes.

#### **The following items are not permitted:**

- Color-streaked or unnaturally colored hair
- Obscene or suggestive clothing, slogans, or accessories
- Writing or lettering across the seat of pants, shorts or skirts
- Clothing with violent content
- Clothing or Accessories that promote alcohol, illegal drugs, or tobacco
- Sleepwear, unless approved for special school activities
- Body piercings (excluding ears)
- Halter tops, belly shirts, tube tops, spaghetti straps, crop top and shirts with sides out
- Oversize clothing, saggy or baggy pants
- Sunglasses, hats, caps and hoods are not to be worn in the building
- Obscene, sexually suggestive, vulgar, offensive garments or clothing suggesting violence.

Students should be dressed comfortably, for the weather conditions, and appropriate for daily activities.

#### **K-2 General Guidelines:**

- Footwear with soles must be worn at all times. Tennis shoes are encouraged.
- Shorts are permitted to be worn the entire year. However, it is recommended they not be worn on cold temperature days.

**3-5 General Guidelines:**

- Bottom of skirts, shorts, and skorts must be no shorter than the tip of the fingertips, unless garments are worn underneath (ie: tights, leggings, etc.)
- Shorts are permitted to be worn the entire year. However, it is recommended they not be worn on cold temperature days.
- Clothing should not have rips or holes making bare skin visible above the fingertips.
- Tops and bottoms must overlap at all times, including when arms are raised.
- Cleavage or undergarments are not to be visible at any time.
- Footwear with soles must be worn at all times.

**6-8 General Guidelines:**

- Bottom of skirts, shorts, and skorts must be no shorter than the length of a standard dollar bill (6 1/8 inches long) from the top of the knee.
- Pants with holes, (measuring the length of a standard dollar bill above the knee) that expose skin, undergarments, pockets, etc. are not to be worn.
- Tops and bottoms must overlap at all times, including when arms are raised.
- Cleavage or undergarments are not to be visible at any time
- Tank tops without a shirt or blouse as a cover up are not permitted. Sleeveless tops must have material/strap that is no less than 2 inches wide (approx. the width of a credit card).
- Footwear with soles must be worn at all times.
- School Dress applies to all dances and in-school activities, unless otherwise stated.
- Form fitting pants are permitted if the frontside and backside are covered evenly.
- Shorts are permitted to be worn the entire year. However, it is recommended they not be worn on cold temperature days.

**CONSEQUENCES**

Pod-Reps will decide if General Guidelines are met and record offenses.

**1st Offense:** If clothing is available at school, students will be asked to change, if there is not clothing available, parents will be called to bring appropriate clothing for students to change into.

**2nd Offense:** Parents will be called to bring appropriate clothing; one day of detention will be assigned.

**Additional Offenses** will result in After-School Detention.

**FALSIFICATION**

Rule 7: A student shall not falsify in writing, or any other means, the name of another person or falsify times, dates, grades, addresses or other data on school forms or correspondence directed to or from the school.

**STEALING (THEFT)**

Rule 8: A student shall not steal nor be in the possession of stolen property .

**GAMBLING**

Rule 9: A student shall not gamble for money or other valuables during school, on school property, or at any curricular or extracurricular event.

**INSUBORDINATION**

Rule 10 : A student shall not refuse to obey or fail to respond to or carry out a reasonable request or command by authorized school personnel. This will be considered insubordination. Excessive occurrences could result in discipline that is more severe.

**FIGHTING/ASSAULT**

Rule 11: Fighting at school or at any school-related activity will not be tolerated. Students shall not use threats of physical violence to intimidate or to gain favors from other students. Also, students shall not provoke fights with other students or between and/or among other students. Fighting will result in suspension from school, suspension for K-5 students and alternative school for 6-8 students.

Fighting at school is a completely unacceptable form of social behavior. No excuses will justify a student participating in a fight at school. Students involved in retaliation or causes a fight are subject to the same penalties as listed below. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant.

Students that physically attack another student, employee, or other persons in what may be considered as an assault may be suspended for up to 10 days, or placed at the Alternative School. A second offense will result in additional days of

suspension and possible court action. Assault with a weapon or threatened assault with a weapon will result in a 10 day suspension, expulsion and court action.

### **TOBACCO**

Rule 12: Students shall not use or have in their possession tobacco, in any form, in the buildings, in other unauthorized areas during school, on the buses, or while attending school-sponsored or related events and activities.

### **PROFANITY AND/OR OBSCENE LANGUAGE**

Rule 13: A student shall not use profanity or obscene language, either written or verbal, in communication.

### **SEXUAL HARASSMENT AND UNREASONABLE PERSONAL CONTACT**

Rule 14: A student shall not cause sexual harassment or any type of harassment to another student, school employee or other persons. Unacceptable sexual behavior of any kind is prohibited.

Sexual harassment of any kind will not be tolerated at Symmes Valley Elementary School. Sexual harassment is defined as a continuing pattern of unwelcome sexual advances, request for sexual favors, or physical contact of a sexual nature by students, staff, administrators, or any other person having contact with the student at Symmes Valley Elementary School.

“Dirty jokes,” sexual innuendos, and sexual gestures are inappropriate in a school environment. Therefore, a student who continues to exhibit these behaviors after a verbal warning to stop, will be subject to detention, suspension, expulsion, or other penalties deemed necessary.

If you feel uncomfortable or embarrassed by the sexual content of a situation, immediately tell a teacher, the guidance counselor, or administrator about the situation. Tell your parents. It’s important that these situations are not allowed to continue.

### **LOCKER USAGE - LOCKER SEARCHES**

Rule 15: Although school authorities will respect the rights of students in their locker and property, it should be made clear to all that lockers are the property of the school.

A reasonable search of lockers may be conducted to repossess school property. A search in the absence of student notification may be made in cases where a suspected item(s) poses a clear and present danger to health and safety. A locker may be searched if there is probable cause to believe that a crime has been or is about to be committed or a school rule has been broken. If notice is properly posted, the principal may conduct a random locker search. Items which may be used to disrupt or interfere with the educational process may be removed from student possession. Students shall not use their lockers for illegal or unauthorized purposes or for storing illegal or unauthorized materials. Students shall not use their lockers or property in such away as to interfere with school discipline or normal operation of the school. This includes the unauthorized possession or storage of other’s property. Students should not use their lockers or property to endanger the health and safety of other persons.

### **BOOK BAGS AND SUPPLIES**

Purses may be used, but must be no larger than/or about the size of a piece of notebook paper, and about 5 inches thick. If a purse is large enough to carry books, then it is considered a book bag. Backpacks, book bags or book satchels are to be placed in the student’s locker at the beginning of the day and remain there until the end of the school day. Book bags are not to have rollers/wheels and should be a size easily handled by your child when containing books. Book bags are only permitted in grades K-5. Book bags are no longer permitted in grades 6-8. After school bags will be in a secured/locked area upon arrival to school. Students will not be permitted into the bags until the end of the day, unless a staff member is present.

### **LOCKER GRADES 6-8**

Students are issued a locking locker for their books, coats, and personal items. Lockers must be kept neat and locked at all times. Students are NOT to leave their books, coats, or personal items in classrooms without a staff member’s permission.

### **CONDUCT**

Rule 16: Orderly conduct is required of all students while on school grounds, on school buses or off the school grounds at a school activity, function, or event. (This includes community activities such as biddy league, scouts, etc.)

### **CHEATING**

Rule 17: Cheating and aiding of cheating will not be permitted. Any party involved in cheating may be subject to disciplinary measures. Cheating on any test is prohibited. Cheating on assignments or projects is not permitted.

### **HAZING**

Rule 18: Hazing activities are not consistent with the educational philosophy of the school district and are prohibited at all times. Students are not to be harassed, either written, verbally, or physically, by another student or students. Definition of hazing: “to harass by abusive and humiliating tricks”.

### **HARASSMENT/INTIMIDATION/BULLYING**

Rule 19: The Symmes Valley Local School District will not tolerate any harassment, intimidation, or bullying of any student. Definition of harassment, intimidation, or bullying: any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- (1) causes mental or physical harm to the student;
- (2) is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for the other student

If this occurs, the student should report this to a teacher or principal. Parents or guardians of any student involved in a prohibited incident will be notified to the extent permitted by law. The disciplinary procedure for any student guilty of harassment, intimidation, bullying, which shall not infringe on any student's rights will follow the code of conduct set forth in this Student Code of Conduct.

Bullying is an extremely difficult matter to prove. Bullies often deny they are doing so, and it is hard to prove. We encourage parents and students to be diligent and continue to report to school personnel again and again matters they consider bullying. Just remember, please, that bullying is not when one student will not be friends with another student. Throughout the school year, we will address bullying with assemblies, professional speakers and our own counseling services.

### **EXTORTION**

Rule 20: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

### **DEMONSTRATIONS, TRESPASSING OR LOITERING**

Rule 21: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of any activity, function, or the educational process.

### **FALSE ID**

Rule 22: A student will not use or attempt to use false identification to mislead school personnel.

### **BREAKING AND ENTERING**

Rule 23: A student will not break and enter, or attempt to break and enter, a school or private property either on school grounds or at any school activity, function or event off school grounds.

### **SCHOOL STRIKE**

Rule 24: Students who provoke, incite, or encourage a school strike, shall be liable for expulsion from the school for the remainder of the school year up to eighty (80) days.

### **MISCELLANEOUS**

Rule 25: Failure to abide by other rules that may be established from time to time by the Board, Superintendent, or Principals or failure to abide by rules described in student handbooks provided by the District, will result in consequences.

### **DANGEROUS WEAPONS**

The Symmes Valley Board of Education is committed to providing the students of Symmes Valley with an educational environment, which is free of the dangers of firearms and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a look-alike) which will, or is designed to, or may readily be converted to, expel a projectile by action of an explosive; (as defined in 18 U.S.C.A., Section 921-924). Students are prohibited from bringing a firearm or bullets on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm or a look alike on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel this student from school for a period up to one calendar year.

The Superintendent may grant an expulsion reduction after fully investigating the circumstances surrounding the possession of the firearm or dangerous weapon. Reasons for reducing the penalty may include mitigating circumstances beyond the control of the pupil, threats of bodily harm, or loss of life, and unintentional possession.

Any student expelled for weapons violations may be referred to the criminal justice or the juvenile justice system.

A pupil or parent, guardian, or custodian may appeal the expulsion to the board of education or its designee. The pupil or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee.

Knives of all kinds are considered dangerous weapons and as such are not permitted on school property or at school sponsored events or in a school vehicle. Students who violate the knife ban may be subject to the same penalties concerning firearms violations.

### **DISCIPLINE PROCEDURES**

Our goal at Symmes Valley Elementary (K-8) is to promote positive behavior. Boys and girls are expected to learn their school and classroom rules as well as the everyday procedures. Tangible reinforcements for following these rules may

include: incentive trips, reward parties, certificates, stickers, team or class rewards and of course, praise. However, if a child misbehaves, there will be consequences. The good news is that the consequences for student misbehavior or being disruptive will start over each grading period.

### **Consequences for grades K-2**

Steps 1-4 start new each day:

If offenses are severe or continual, then steps may be skipped

Step 1 - Verbal Warning

Step 2 - Warning - Yellow Card

Step 3 - Lose Recess - Wall time (in increments of 5-10-15 min.) - Orange Card

Step 4 - Lose Recess - Detention - Red Card - Parent Contact

Step 5 - Lose Recess - Detention - Parent Contacted - Referred to Guidance Counselor

Step 6 - Lose Recess - Parent Contacted - After School Detention (1 hour)

Step 7 - Lose Recess - Parent Contacted - After School Detention (1 hour)

Step 8 - Referred to Principal - Suspension

### **Consequences for grades 3-5**

Steps 1-4 start new each day:

If offenses are severe or continual, then steps may be skipped

Step 1 - Verbal Warning

Step 2 - Lose Recess - Wall Time

Step 3 - Lose Recess - Wall Time (in increments of 5-10-15 min.) Parent Contacted

Step 4 - Lose Recess - Parent Contacted - Referred to Guidance Counselor

Step 5 - Lose Recess - Parent Contacted - After School Detention (1 hour)

Step 6 - Lose Recess - Parent Contacted - After School Detention (1 hour)

Step 7 - Lose Recess - Parent Contacted - After School Detention (1 hour)

Step 8 - Referred to Principal - Suspension

### **Consequences for grades 6-8**

Step 1 - Warning - Noon Detention

Step 2 - Noon Detention (1-3 days)

Step 3 - Noon Detention - Parent Contacted, Next offense lose 9 week Incentive

Step 4 - Noon Detention - Parent Contacted - Referred to Guidance Counselor - lose 9 week Incentive

Step 5 - Parent Contacted - After School Detention (1 hour)

Step 6 - Parent Contacted - Next offense is Alternative School

Step 7 - Referred to Principal - Alternative School

These steps are intended solely as a guide and may be altered.

## **SUSPENSION**

### Types of suspension include:

1. ISS-In School Suspension: Students will spend the entire school day under direct supervision of a staff member. The student will work on classroom assignments but shall remain isolated from other students at all times. Credit will be given for work assigned to the student during ISS. Students will be counted present.
2. OSS-Out of School Suspension: Students will be suspended from the school for a specified period of days. Students will not be able to make up work missed while suspended and will receive zero credit. Students will be counted absent.
3. Alternative School: Students will be sent to the Alternative School for a specified amount of time. Credit will be given for work assigned to the student during their placement at the Alternative School; however, any work not completed will result in zero credit.

Any student suspended will not participate in any extracurricular activities or field trips for the duration of the suspension. This rule applies to any student involved in a youth organization that utilizes our school facilities. Suspension may be either in-school or out of school at the discretion of administration.

## **APPEAL PROCEDURE**

It should be noted that students will be given every opportunity to present an explanation of their behavior before any disciplinary action is taken. At times an action taken by the school may be disputed, misunderstood or incorrect. In such cases each student has the right to appeal these decisions, provided they are accompanied by his/her parents or guardians, and shall be made in the following sequence:

1. Building Principal
2. Local Superintendent



3. Board of Education or Designee
4. Court of Common Pleas

## TRUANCY POLICY LAWRENCE COUNTY SCHOOLS-ATTENDANCE POLICY

The educational program offered by the Lawrence County Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

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

Repeated infractions of Board policy on attendance may result in additional consequences for the student and the parent/guardian of the school-age student.

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. Illness in the family necessitating the presence of the child
- c. Quarantine of the home
- d. Death in the family
- e. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f. Observation or celebration of a bona fide religious holiday
- g. 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. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- h. Such good cause as may be acceptable to the Superintendent
- i. Medically necessary leave for a pregnant student

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

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

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is 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 schooling certificate.

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

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

In order to address the attendance practices of a student who is habitually truant, initially determined by absence of the student without an excuse for thirty (30) or more consecutive hours; forty-two (42) hours or more in one month; or seventy-two (72) or more hours in one school year; the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request the student's parent to attend a parental involvement program

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

Chronic absenteeism percentage that is less than five (5%) percent, as displayed on the school district's most recent report card, would be exempt from the requirement. Chronic absenteeism over five (5%) percent would require the school district to assign habitually truant students to an absence intervention team as stipulated in ORC 3321.191. The Lawrence County Juvenile Court has created a checklist as a guide to comply with prior to the referral of the habitually absent student to the court. See attachment.

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

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

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

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

If a student transfers from one Lawrence County School to another, the student's absence record will follow the student and all appropriate policies and laws will apply.

For credit to be earned in classes with excessive absences, hours must be made up during summer school.

Again, all excuses must be turned in to the office within three days of returning to school.

Absence policy for missing due to lice – After one day per case, absences will be unexcused.

When students move to other schools within the county, all absences will follow.

This policy is subject to change based upon state legislation and or changes to ORC.

Written Documentation is required, dated and collected in a timely fashion.

In the event the student's bus does not run, it is the responsibility of the parent to send a dated note to the school explaining the cause of the student's absence from school. Please include the date(s) the bus did not travel your route and the name of the driver or number of the bus.

Students are considered absent if they arrive at school after 11:15 a.m. or leave prior to this time. A full day for athletic/extracurricular purposes is from 8:00 a.m.-2:47 p.m.

A Perfect Attendance Award will be given to any student missing 0 days and an Outstanding Attendance Award will be given to any student having 5 or fewer EXCUSED absences.

### **WITHDRAWAL FROM SCHOOL**

In the event that a child is to be withdrawn from school, his/her parents should stop at the elementary office to sign the necessary forms and to clear the student's school records.

### **TARDINESS**

A student will be considered tardy if they are not in class at 8:00 a.m. After three tardies to school per nine weeks, the teacher will confer with the student. After the fourth tardy, school detention will be assigned to the student, and then referred to the office for each tardy thereafter.

Promptness to class is very important. Students are to be in their seats and ready to work when the period begins. The teacher will confer with the student after class or after school concerning tardiness. On the fourth tardy to a class per nine weeks the teacher will assign either study hall or detention to the student, and then refer to the office for each tardy to class after.

### **PLAYGROUND AND BUILDING RULES**

Playground and building rules will be discussed with the students and posted. These rules will be developed by the faculty and administration of each Pod. There shall be no group punishments.

### **PLAY PERIODS/PE**

If a child has been ill and should remain indoors for recess and/or PE, a note should be sent to the teacher indicating the length of time the child should stay in. If the child is not to participate in PE or go outdoors for recess for three or more days, a doctor's excuse must be provided. Excuse for a particular physical condition must be accompanied by a doctor's excuse. No one is to be on the gymnasium floor in street shoes. A separate pair of gym shoes or non slip socks is suggested for students K-5 and a separate pair of gym shoes is required for students 6-8. No food, drinks, or gum in the gym. No jewelry is to be worn during 6th-8th grade PE classes and should be secured in their locked lockers.

### **BUS TRANSPORTATION**

Students are to ride their assigned bus to and from school. If pupils are not to ride their assigned bus home, a note with the parent's signature must be submitted to the office by the morning the child is to change buses. Phone calls to change buses will only be accepted in emergency situations.

Once you step on the bus the school is legally responsible for you. There is to be no tobacco at any time on the bus and no liquids (especially drinks) unless sealed. Students are not to possess drugs at any time on the bus. This includes illegal substances as well as over-the-counter and prescription medications. Marking on or cutting up seats is considered a serious offense. Students should remain seated at all times. Students who disrupt the bus and cannot behave in an acceptable manner will be dealt with appropriately. All rules and conduct that apply while on school premises applies to the bus as well.

In the event that the student's bus does not run and the parent brings their child to school, the parent is also responsible for providing transportation home.

**NO BUS PASSES WILL BE TAKEN OVER THE PHONE, UNLESS IT IS AN EMERGENCY.**

### **MORNING DROP OFF AND EVENING PICK UP PROCEDURES**

#### **Morning Drop Off Procedures**

- All students who are dropped off in the morning should be dropped off at the **BACK DOORS** by the gym no earlier than 7:30. There will be a teacher on duty to ensure students safely enter the building. Please do not park and walk them in unless it is totally necessary. Parking is limited and numbered spots are assigned to staff and high school students.
- Please **DO NOT** drop students at the front of the building unless you are dropping them off late and it is after 8:00 a.m.
- The back doors will be locked at 8:00 a.m. If there is no orange cone sitting out or there is not a staff member on duty, school has begun and students will need to be taken to the front and signed in tardy at the office.

#### **Evening Pick Up Procedures**

- **NO PICK UPS FROM THE OFFICE AT THE END OF THE DAY.** If you must sign them out early it will be counted as an Early Dismissal. If it is absolutely necessary, then you must find a parking spot or double park. For **SAFETY** purposes, no cars will be allowed on the lot while buses are present.
- All students will be dismissed at the same time, 2:47.
- The evening pick up location will be at the back entrance of the gym, near the picnic table.
- Parents can line up, in their cars, and there will be two staff members there at 2:50, or as soon as possible to begin dismissing students.
- If your child is going to be a regular daily pick up, please complete a pick up form and return it to the office immediately.
- If your child is on the list to be picked up regularly and will not be picked up one day, please call or send a note to your child's teacher.
- If your child is picked up daily and you will be later than 3:00, please call to let us know that you will be late. They will be waiting outside the office.

Teachers have a reporting time at the building: therefore, students must not be brought to school before 7:30 as there may be no supervision.

When a student is to be dropped off at school between 7:40-8:00 a.m., the parent should drop the student off at the rear entrance near the gym to avoid any interference with the buses in the front parking lot. A staff member will only allow students to enter these doors - all other visitors must check in the main entrance.

### **EMERGENCY DISMISSAL**

In case of inclement weather, listen to one of the following: WKEE Radio, WTCR Radio, WSAZ TV , WOWK TV; for news regarding the closing of school. When school is dismissed early due to inclement weather or other events, an automated call will be issued and written instructions provided by parents will be followed. Early dismissal forms will be sent home and it is the responsibility of the parent to fill them out and return to the homeroom teacher. If no early dismissal form is returned to the homeroom teacher, the child will be put on the regular bus and sent home. Parents are also responsible for providing an updated phone number for the automated system; simply give us a call.

**CAFETERIA RULES**

Proper conduct, good manners and eating habits are expected at all times. Trays and utensils are to be returned to their proper places. Students must clean up their tables and around their seats before leaving.

No food may be eaten anywhere other than the cafeteria or designated area.

No chewing gum.

**VISITORS/CONFERENCES**

When visitors enter our school, we want to treat them with friendliness and courtesy. You are encouraged to bring friends to our sporting events, programs, concerts, or other school-sponsored activities. Classroom visitors are welcome. However, permission must first be obtained from the administration before you are allowed to enter. This is a safety factor for the students and teacher. If you desire a conference with your child’s teacher, please call for an appointment.

Remember, whenever visiting the school, state law requires that you stop by the office upon entering the building. All entrances, except the Main Entrance to the building, are locked at 8:00 a.m. You will be asked to sign the visitor’s log and wear a visitor’s badge while in the building. Again, this is for your child’s safety.

**9 WEEKS INCENTIVE TRIP**

For Grades 6-7-8; Determined by Committee: Sponsor, Guidance Counselor and Pod-Rep

1. You have not missed more than 3 days (18.75 hours)
2. You have not had 4 or more discipline notices.
3. You have not been suspended (in-school or out of school)
4. You have not attended alternative school
5. You do not have an “F” on your report card

**ACADEMIC PROGRESS**

Progress reports will be issued in the middle of each grading period.

‘Progress Book’ is a web based program that enables parents to view their child’s progress during their school years. To access this site, you must have a username and password which you may obtain from our technology coordinator at the high school (643-2371) or obtain the form from our office.

**GRADING SCALE**

|    |          |
|----|----------|
| A  | 95-100   |
| A  | 92-94    |
| B+ | 89-91    |
| B  | 86-88    |
| B- | 83-85    |
| C+ | 80-82    |
| C  | 77-79    |
| C- | 74-76    |
| D+ | 71-73    |
| D  | 68-70    |
| D- | 65-67    |
| F  | BELOW 65 |

Standard-based report cards (based on Ohio Standards) are now used in Kindergarten, 1st and 2nd grades. An S or U will be given to students in grades 1 and 2 in the subjects of PE, music, handwriting, art, social studies, science, health and computers, to students in 3-5 in the subjects of PE, music, handwriting, art, and computers.

**HONOR ROLL**

Any student receiving a grade of B- (B Minus) or above in all subjects will be eligible for honor roll recognition. To calculate the yearly honor roll, a student must have accomplished an honor roll for (4) four grading periods. Grades 3-8 will have honor roll.

**RETENTION POLICY**

The retention policy is as follows:

**Kindergarten** - Retention shall be determined by the Retention Committee based on failure to meet 80% of the Kindergarten Standards.

**Grades 1-2** The Retention Committee based on the student's progress/mastery of grade level Standards shall determine retention

**Grades 3-8** Retention shall be based on:

Failure of 2 major subjects: Math, English Language Arts (ELA), Social Studies, and Science/Health.

\*If a student receives a cumulative F average for the year, this will constitute failure of that subject for the year.

The final decision to retain will be made on the basis of the retention committee recommendation. The committee will consist of the classroom teacher, principal, counselor, and other representatives as needed.

### TEXTBOOKS

All texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Should a textbook be lost or damaged, a new book will not be issued until payment is received on the lost or damaged item.

### MEDICAL FORMS

The following forms are required for medical purposes:

A. Emergency Medical Forms

For your child's sake, it is important that these forms be completed or updated and returned to school promptly.

B. Medication

If a child is to take an over-the-counter medication at school, a medication form must be completed and signed by a parent and on file at school.

If it is necessary for a child to take a prescription medication at school, the child's primary health care provider (i.e. doctor, nurse practitioner) must complete and sign a medication form or send a signed note, with office letterhead to school before medication can be administered.

A new form is required for each school year. Parents are required to bring in medications, as students may not carry them on the bus.

### NO MEDICATION WILL BE GIVEN WITHOUT THIS FORM

Medication must be checked in at the office. Medication will be given at school with completed medical form from the parent for short-term situations and permission from the parent and physician for a long-term situation. Medication brought to school must be in proper containers, labeled by the pharmacist or physician. All over-the-counter medication must be sent to the school in the container that it came in. Medications are not permitted to be given if the medication form is not filled out and the medication is not in a proper container.

### IMMUNIZATION REQUIREMENTS

In order for students to be admitted to school, parents must submit satisfactory evidence that immunizations against Polio, Diphtheria, Whooping Cough, Tetanus (DPT), Measles, Mumps and Rubella (MMR), Hepatitis B, and Varicella (Chickenpox) have or are in the process of being completed, or must file a letter of exemption.

**Fall 2016 Immunization Summary for School Attendance in Ohio as according to the Ohio Department of Health:**

1. DTap/DT/Tdap/Td (Diphtheria, Tetanus, and Pertussis): Kindergarten four (4) or more doses of any combination, unless the fourth dose was given before the 4th birthday, then a 5th dose is required. **Grades 1-12** four (4) or more of DTap or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-12** one (1) dose of Tdap vaccine must be administered prior to entry.
2. Polio: **Grades K-6** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. **Grades 7-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the 4th birthday, a fourth (4) dose is required.
3. MMR: **Grades K-12** Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be at least 28 days after dose 1.
4. Hepatitis B: **Grades K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The 3rd dose must be given at least 16 weeks after the first dose and at least 8 weeks after the 2nd dose. Third dose must not be administered before age 24 weeks.
5. Varicella (Chicken Pox): **Grades K-6** Two (2) doses of varicella must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after

dose one; however, if the second dose is administered at least 28 days after first dose, it is considered valid. **Grades 7-10** One (1) dose of varicella vaccine must be administered on or after the first birthday.

6. **MCV4 (Meningococcal): Grade 7** One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry to 7th grade. **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. A minimum interval of at least 8 weeks between dose one and two is recommended. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required.

These immunizations can be obtained from your primary health care provider or from the Lawrence County Health Department in Ironton, Ohio. **Failure to complete or show proof of the required immunizations will result in exclusion from school.**

### **HYGIENE**

Students must come to school neat and clean. Hands should be washed before lunch. When a student's personal hygiene problem is reported, a conference will be held with the student on the first reporting, parents will be contacted on the second, and Lawrence County Children's Service will be contacted on following reports if the problem continues.

### **COMMUNICABLE DISEASES**

1. Current guidelines from the Ohio Department of Health will be followed.
2. A parent/guardian or other responsible adult will be called to pick up the student from school. If unable to reach someone to pick them up, the student will be removed from the classroom.
3. Any questions about suspected communicable diseases should be directed to the school

### **LICE**

It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare.

The school nurse will conduct periodic/random head checks. Anyone found to have lice will.

1. A parent/guardian or other responsible adult will be called to pick up the student from school. If unable to reach someone to pick a student up, the student will be allowed to return to class until the end of the day. The student will be discouraged from being in close head contact with others.
2. The following must be done in order for the child to return to school/classroom following treatment:
  - a) Proof of treatment must be presented to the school nurse. (box top, bottle label)
  - b) School nurse must recheck students. If live lice are still present, parents/ guardians or other responsible adult will be called to pick up the student.
  - c) Child does NOT have to be nit-free to return to the classroom. However, further monitoring for signs of re-infestation is appropriate and further education with family members or a referral to the health department may be necessary.

Information on head lice is available from the school nurse as well as the Lawrence County Health Department and on the Centers for Disease Control and Prevention (CDC) website." References include the CDC "Head Lice Information for Schools" and the National Association of School Nurses Pediculosis Management in the School Setting" position statement.

### **FIELD TRIPS**

Any field trip is offered to augment the regular course of study. The teacher and an administrator may prohibit any student from attending any field trip for appropriate reasons: excessive discipline problems, poor citizenship, poor attendance, nonpayment of fees, etc.

### **ELECTRONIC DEVICES**

K-5: Electronic devices are not allowed unless the teacher or principal gives permission.

6-8: During the school day all electronic devices must be kept out of sight and in the "off" position. Students may use the devices with teacher permission for educational purposes. Electronic devices may also be used during special events with teacher and principal's permission. Use of electronic devices under any other circumstances will result in the following consequences.:

1st offense: Parent called

2nd offense: Detention

3rd and subsequent offenses: After School Detention

In cases where an electronic device is persistently used for non-educational activities or inappropriate social media use, disciplinary action may be necessary. This action may include detention, after school detention, alternative school, suspension, or expulsion. Severity of the infraction will be taken into account when consequences are required.

### **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

Any student not attending a full day of school, 8:00 a.m.-2:47 p.m., will not be permitted to participate in any extracurricular activity that day unless the principal gives pre approval, *including practices and games.*

Grades 7-8 Eligibility - *a student must have passing grades in five classes during the immediate preceding nine weeks grading period to be eligible.*

### **SCHOOL TELEPHONE**

Use of the school telephone is for emergency use only and requires the permission of a member of the faculty or administration.

### **PAY PHONE**

The pay phone is for after school use. Students are permitted to use pay phone during regular school hours, but must have permission from a teacher or principal. You will be permitted to use one of the office telephones to call home in case of emergency.

### **SCHOOL DEBTS AND LIBRARY FINES**

Debts incurred by students must be settled, under the direction of the building principal. School privileges may be revoked until debts are paid.

If a book is lost or damaged, the replacement value of the book will be charged. Older reference books only may be checked out. Unpaid fines may follow a student until graduation, when all fines must be paid.

Should a parent or legal guardian of a Symmes Valley Elementary School student object to any media in the Library, the proper procedure for making a complaint is:

Step 1. Contact the Librarian to resolve the matter. If you are not satisfied with the Librarian's decision, then...

Step 2. Contact the Principal or Assistant Principal to discuss the issue. If the matter is not resolved to your satisfaction, then...

Step 3. The Principal will give you the Reconsideration Form to be filled out, signed, and returned to the Principal. At this time the Administration will call for a meeting of the Reconsideration Committee to review the book or media.

Step 4. The decision of the Reconsideration Committee will be forwarded to the complainant and to the Superintendent.

### **STUDENT COUNCIL GRADES 6-8**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

Student Council members may be removed from council for excessive or severe discipline problems, excessive absences, failure to attend 3 consecutive meetings, or not having passing grades in 75% of major subject areas.

A student council member who is ineligible for the 9 weeks incentive (receiving an 'F' in any subject, absent more than 3 days, or receiving more than 3 discipline notices) will be on probation the following 9 weeks. If they are ineligible for an additional 9 weeks incentive, they will be removed from council.

### **PROCEDURE FOR FILING A COMPLAINT**

In the event a student, parent or guardian, or other person has a complaint against an employee or practice of the Symmes Valley Elementary School, the chain of command to resolve the complaint should be:

Step 1 - Contact the teacher or staff member involved for a conference to discuss.

Step 2 - Should the conflict not be resolved at Step 1, the complainant should ask for a conference with the building administration to discuss the issue.

Step 3 - If the complainant is still not satisfied with the building administrators' decision, then the complainant should schedule a meeting with the district superintendent.

Step 4 - If the complainant is not satisfied with the decision of the Superintendent, they may appeal to the Board of Education or its designee. The designee may be appealed to the Court of Common Pleas.

### **ACCEPTABLE USE POLICY**

Internet access is now available to students and teachers at Symmes Valley Elementary K-8 School. The goal of the school and the district is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Symmes Valley Elementary School will take precautions to restrict access to controversial materials.

However, it is impossible to control all materials. To help assure that students abide by the acceptable use policy of the Symmes Valley School District, an Internet Acceptable Use agreement with guidelines will be distributed to students before they are allowed to go "online." This agreement must be signed by the student and his/her parent/guardian and returned to the school.

No student will be penalized in any manner should the student or the parent/guardian not wish to participate in the use of the Internet.

Students who do not abide by the provisions set forth in the acceptable use policy will have their account terminated and future use may be denied. Other penalties may also be imposed.

### **VIRTUAL LEARNING ACADEMY (VLA)**

The Virtual Learning Academy is an online-based computer program of classes offered through the Lawrence County Educational Service Center. For more information, contact the Lawrence County Education Service Center at 740-532-4223.

### **LAWRENCE COUNTY ALTERNATIVE SCHOOL LONG TERM PLACEMENT WITH VIRTUAL LEARNING ACADEMY (VLA)**

To be enrolled in the Lawrence County Alternative School Long Term Placement Virtual Learning Academy, a student must be referred and approved by the Building Principal and Local Superintendent.

### **PERSONAL PROPERTY**

The school cannot be held responsible for personal property of students due to loss, damage, or theft. This includes phones. Therefore, if it is valuable, students are responsible! Personal items (example: trading cards, toys, dolls, cars, etc.) are not to be brought to school for show, trade, or sale.

Students are not to sell items at school unless approved through school activities.

### **SCHOOL COUNSELING SERVICES**

Symmes Valley Elementary provides a Comprehensive Guidance Program to meet the needs of all students. A professional school counselor is available to all students and is an integral part of the total educational program. The School Counseling Program is considered educational services for all students to be seen by the social and emotional development. The guidance program is designed to provide developmentally appropriate services to all students. The Program Framework is Services, Individual Planning, and System Support. Guidance Curriculum addresses topics such as self-confidence development, motivation to achieve, decision-making and problem-solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness and responsible behavior. Responsive Services address the immediate concerns of students with both prevention and intervention. The counselor will respond to students' needs, both individually and in small groups. Individual planning provides guidance to all students as they plan, monitor, and manage their own educational and career development. System Support includes activities and services that support the school based Guidance and Counseling Program. Students, teachers, and parents may refer a student for counseling services at any time throughout the counselors are encouraged for students, their parents guardians, and teachers when assistance or guidance is needed.

### **PARENT VOLUNTEER PROGRAM**

The Symmes Valley Elementary is fortunate to have a very successful Parent Volunteer Program and wishes to invite parents to contact the parent volunteer coordinator to become a volunteer. Not only would you assist staff in making copies, prepare for special events, and help prepare bulletin boards, it gives you the opportunity to eat lunch with your child on the day(s) that you are scheduled to volunteer. Each volunteer is required to be fingerprinted and attend an orientation/training with the coordinator.

### **PARENTS RIGHT TO KNOW**

We are using this format to inform parents that they may request information regarding the professional qualifications of the student's classroom teachers, including:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or provisional status;
- Baccalaureate degree major, graduate certification, and field of discipline;
- Whether the student is provided services by paraprofessional and if so, their qualifications.

District to provide:

- Information on the level of achievement of the student in each of the State's academic assessment;
- Timely notice that the child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not "highly qualified."

### **THE RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN**

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there;
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible;
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records;



- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education;
- Receive the same public education that is provided to other children, including pre-school.

# Notes



CONFIRMATION OF READING THE STUDENT HANDBOOK

I, the undersigned, have read and understand fully the information presented in this document. I intend to comply with any and all stipulations set forth in this handbook, and should I have any questions concerning school rules or guidelines, I will ask a teacher or administrator.

\_\_\_\_\_  
Student Signature    Grade    Date

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_







Monday, August 17 ..... Teacher In-Service Day (8 – 3)

Tuesday, August 18 ..... Teacher In-Service (12 – 5)

Wednesday, August 24 ..... First Day of School

Monday, September 7 ..... Labor Day (No school)

Friday, October 16 ..... End of 1st Nine Weeks (42)

Monday, November 2 ..... Parent/Teacher Conference 3:00 – 8:30 PM

Tuesday, November 3 ..... No School (Election Day)

Wednesday-Monday, Nov. 25-Nov. 30 ..... Thanksgiving break (No School)

Tuesday, December 1 ..... Classes Resume

Friday, December 18 ..... End of the 2nd Nine weeks (40)  
End of the first semester (82)

Monday, December 21 ..... Christmas Break begins (No School)

Monday, January 4 ..... Classes Resume

Monday, January 18 ..... King Holiday (No School)

Thursday, February 11 ..... Parent/Teacher Conference (3:00 – 8:30)

Friday, February 12 ..... Holiday (No School)

Monday, February 15 ..... \*President’s Day (No School)

Friday, March 12 ..... End of 3rd Nine weeks (47)

Friday-Friday, April 2 - 9 ..... \*Spring Break (No School)

Monday, April 12 ..... Classes Resume

Friday April 18 ..... No School – Good Friday

Friday, May 28 ..... Last day of School  
End of the 4th Nine weeks (49)  
End of 2<sup>nd</sup> semester (96)

178 Days of Instruction  
2 Teacher Inservice Days  
2 Parent-Teacher Conferences  
182 Total Calendar Days

**\*AS MANDATED BY HB 638 THE CONTINGENCY PLAN FOR THE SYMMES VALLEY LOCAL SCHOOL DISTRICT.**

