

Clear Fork Valley Local School District  
Bellville Elementary School  
Student Handbook  
2020-2021



195 School Street  
Bellville, Ohio 44813  
Office Number 419-886-3244  
Fax Number 419-886-3851

[www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us)

Janice Wyckoff-Superintendent

Stacey Swank-Principal

Carla Bailey-Secretary

# MISSION STATEMENTS

## CLEAR FORK VALLEY LOCAL SCHOOLS

Exceeding Expectations

### BELLVILLE ELEMENTARY SCHOOL

At Bellville Elementary we are problem solvers, respectful, kind to all and ready to learn. Go Colts!

*All parents, volunteers and other visitors are welcome. All volunteers will need to contact the Board of Education to schedule an appointment to be fingerprinted and have a background check completed. Once approved, we ask that you sign in and out at the office for the safety of our children.*

**Principal's Welcome**

August 2020

Dear Parents and Students,

Welcome to Bellville Elementary School! We are honored that you chose us to educate and serve your precious children! We are committed to providing a safe and enjoyable experience for your family. Our goal is for every student to learn and grow through problem solving, cooperation, respect for ourselves and others, and taking responsibility for our actions.

This handbook includes vital information about our school day and procedures. We encourage you to spend a few minutes reading through it and keeping it as a guide throughout the school year. Please find a sign off sheet on the last page. We ask that your child return this to school to let us know that you and your child have reviewed the handbook together.

It is our hope that your child is as excited about this school year as we are! Please feel free to contact me with any questions or concerns as you are a crucial member of our educational team! We are looking forward to an educational and exciting school year!

Sincerely,

Stacey S. Swank, Principal  
(419) 886-3244  
swanks@clearfork.k12.oh.us

**DISTRICT PHONE NUMBERS**

	<b><u>Long Distance</u></b>	<b><u>Local</u></b>	<b><u>Fax</u></b>
<b>Board Office</b>	<b>877-464-8355</b>	<b>419-886-3855</b>	<b>419-886-2237</b>
<b>High School</b>	<b>877-650-2601</b>	<b>419-886-2601</b>	<b>419-886-4749</b>
<b>Middle School</b>	<b>877-915-3111</b>	<b>419-886-3111</b>	<b>419-886-4749</b>
<b>Bellville Elementary</b>	<b>877-883-3244</b>	<b>419-886-3244</b>	<b>419-886-3851</b>
<b>Butler Elementary</b>	<b>877-650-3451</b>	<b>419-883-3451</b>	<b>419-883-3395</b>
<b>Bus Garage</b>	<b>877-880-3491</b>	<b>419-886-3491</b>	<b>419-886-5023</b>
<b>Clear Fork Information Line</b>	<b>877-552-2962</b>	<b>419-886-2962</b>	

## SCHOOL HOURS

**OFFICE HOURS** – 7:30 a.m. – 3:30 p.m.

**STUDENT HOURS** – 7:55 a.m. - 2:40 p.m.

**DOORS OPEN AT 7:25 A.M. FOR STUDENTS TO ENTER BUILDING**

**Two Hour Delay Days Students may enter the building at 9:25 a.m.**

## SCHOOL INFORMATION

### SCHOOL FEES

**School Fees are \$55 for K-5 if paid by September 30<sup>th</sup>, and \$65 if paid after September 30<sup>th</sup>.** This includes a **\$15 Technology Fee**. School fees are to be paid as soon as possible at the beginning of the school year. For families experiencing financial difficulty a payment plan can be arranged by calling the building principal. Students who qualify for free lunches can have their fees waived if you check “Yes” on part 5 of the Free and Reduced Price School Meals Family Application form. Failure to pay school fees may result in the following: withholding final grade card including Progress Book being locked. You may pay school fees on-line at [www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us) by clicking and registering at “Pay For It.”

\*Please note school fees are carried over from year to year. Prior to graduation, students are required to pay off any outstanding fees before being awarded their high school diploma.

### REFUND OF FEES OR FINES

If your child is due a refund of fees or fines, the amount of the refund will be applied as follows: First to any outstanding fees or fines for this child or a sibling; Secondly to any unpaid cafeteria charges for this child or a sibling; and lastly it will be applied to fees for the next school year for this child or a sibling. If you do not have any other children attending in future years, the refund will be sent to you following the last day of classes for the current school year.

### CANCELLATION OR DELAY OF SCHOOL

Cancellation or delay of school takes place during circumstances such as extreme weather, equipment failure or public crisis. You will also find the information on the WVNO website, WMFD.com and on Channel 68. There is an updated list of media sources at [clearfork.k12.oh.us](http://clearfork.k12.oh.us). You can also call the Clear Fork Information Line at 419-886-2962 and listen for your options. **Please do not call the school to check on cancellations.**

### DEPARTURES AND RETURNS DURING SCHOOL HOURS

If your child arrives to school after 7:55 a.m., a parent/guardian must bring the child into the office to sign him/her in.

For safety reasons, a child may not leave the school premises without the permission of the principal. The school day begins at 7:55 a.m. and ends at 2:40 p.m. When given permission to leave the school premises, the student **must** be signed out by a parent, guardian, or designated person. On the day the student needs to leave for appointments, the student must bring a note that is written by his/her parent or guardian that specifies the reason for leaving. This note should be given to the child’s teacher and will be sent to the office in the morning. Please sign your child in/out by using the sign-in/out sheet in the office. This procedure assists us with attendance and safety concerns for your child. Upon the child’s return to school, please provide a medical excuse or other documentation.

If at all possible, please make dental or medical appointments for times when school is not in session (before or after the school day). Regular attendance is very important.

### **ADDRESS CHANGE**

Please notify the school immediately of any changes in residence and/or home or work telephone numbers.

### **GETTING MESSAGES TO YOUR CHILDREN**

Please try to get messages communicated to your children before they come to school. If it is necessary to call, please do so **before 2:00 p.m.** After this time, we cannot guarantee that the message will be delivered. Please contact the office or e-mail your child's teacher. **Parents/Guardians are not to go to their child's/children's classroom during the day unless arrangements have been made in advance. This is to protect the integrity of our instructional time.**

### **COMMUNICATION WITH YOUR CHILD'S TEACHER**

Communication with your child's teacher is vital. Please plan to attend Parent/Teacher Conferences. They will be held in the fall and in the spring. Additional meeting times between you and your child's teacher can also be arranged. Please call or e-mail your child's teacher to resolve concerns before contacting the principal.

### **VACATION**

Vacation forms must be submitted to the classroom teacher and building principal at least two weeks prior to a leave of school for vacation. The forms can be found at our office and submitted to your child's teacher.

### **BELLVILLE ELEMENTARY PARKING**

There is parking available for parents to pick up and drop off students at the front entrance of the building or when volunteering in the building. The only exception is classroom party days. On these days, all parents who are volunteering must park in the rear of the building.

### **FIRE AND TORNADO DRILLS**

Monthly fire drills are required and documented. A signal will be given via the P.A. system and teachers are to take students to the designated areas. Doors are to be closed and all students are to proceed **Quietly and Quickly** to their area.

With regards to tornado drills, please proceed **Quietly and Quickly** to designated area when the signal is given. Directions for exiting the area are posted near the doorway in each room. If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass.

### **LOCKDOWN PROCEDURES**

At different times throughout the school year we will be conducting lockdown drills in coordination with the Clear Fork School District and Bellville Police Department.

### **ELECTRONICS, TOYS**

CD players, radios, tape players, I-Pods, cell phones and all other electronic devices are not to be used for games, but can be used as part of a class assignment when permission is given by the teacher. Students are not permitted to use tik tok, snapchat, text message, phone calls, camera, video or any social media. All toys such as cars, trucks, dolls and trading cards that are special should be left at home.

### **CELL PHONES/SMART WATCHES**

We prefer that cell phones remain with an adult during the school day or at home. Any cell phone that is brought to school must be turned off during school hours. Students **are not** to use cell phones to make personal calls. When permitted by the teacher, if the phone is a "smart phone" it may be used for educational purposes, but cell phones/smart watches are never permitted to be used during any kind of testing.

### **TELEPHONE CALLS/USAGE**

The office telephone is a business phone and should not be used by students except for emergencies. Forgotten items do not constitute an emergency. Permission from a teacher and the office are required before students may use the telephone.

### **TEXTBOOKS**

You have been assigned certain textbooks for your use. These same books must be used by others next year and in the years to follow. Treat these books accordingly. If any text is lost or shows unnecessary abuse and wear, you will be charged.

### **LOCKERS**

Students in certain grades will be assigned a locker and will be responsible for the locker during the school year. Students must use only lockers assigned to them. The lockers are the property of the Clear Fork School System and are subject to inspection by authorized personnel. At Bellville Elementary, we do not use any kind of lock on our lockers. You are cautioned against having anything of VALUE in your locker. The school is not responsible for items stolen from lockers. **Students are not permitted to share their locker space with other students.**

### **BAND**

At Bellville Elementary our fifth grade students have the opportunity to participate in band. Once a student has started band they **will not** be permitted to leave the program for that school year. However, certain arrangements can be made in order to ensure the success of the student. For any questions, please contact Mr. Jason Brasure at email (brasurej@clearfork.k12.oh.us) or call (419 886-2601).

### **SCHOOL AND PERSONAL PROPERTY**

The school property is here for your convenience and benefit. Considerable efforts have been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

### **LOST AND FOUND**

Lost and found articles are turned in at the office. We will dispose of any articles that have not claimed within a reasonable time period. You can help prevent articles from becoming lost by putting your name on them – especially shirts, purses, lunch boxes, and jackets.

### **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher.

### **BELLVILLE ELEMENTARY PTO**

The Parent Teacher Organization meets each month. Dates, time and location are to be determined and are open to all parents of Bellville students.

### **SALES PROJECTS**

The Bellville PTO sponsors sales events during the year. Money is raised to enrich the educational programs for our students. If your child participates, please meet the deadlines for returning the money collected from your child's sales.

### **STUDENT ASSEMBLIES**

Student assemblies will be held at intervals during the school year. They are held to supplement the regular school program and educate as well as entertain the students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges and/or other disciplinary action. Seating will be determined by the principal.

### **PARENT-TEACHER REQUESTS FOR THE FOLLOWING YEAR**

Please do not request a specific teacher for your child. Much thought and planning goes into the make-up of the classes based on the learning needs and social interactions of the children. If a specialized situation exists, please notify the building principal in writing by **April 1st. No written requests will be guaranteed.**

### **PARENT VOLUNTEERS**

Here at Bellville Elementary we encourage parents to come in to assist and volunteer in the classroom. **All volunteers must be fingerprinted for a background check.** Fingerprinting is available at the board office for a nominal charge. You are not permitted to volunteer until the background check is complete. If you wish to meet with your child's teacher to discuss any issues, please contact the school to set up an appointment. **Please remember all parent volunteers are at the teacher's discretion.** The only exception to this is classroom parties. Since parents will be in the classroom, and will never be left alone with a child, parents are not required to be fingerprinted for classroom parties.

### **STUDENT INSURANCE**

Each year, parents are given the opportunity to purchase a "Student Accident Insurance Policy" which has been selected by the Board of Education. Forms are sent home the first week of school.

### **GIFTED IDENTIFICATION POLICIES**

Clear Fork Valley Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students in second and fourth grade with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts

You will be notified by the school if your child qualifies. If you have questions/concerns about the Gifted program, contact the Gifted Intervention Specialist, Mrs. Kathy Quickle at 419-886-3244 or [quicklek@clearfork.k12.oh.us](mailto:quicklek@clearfork.k12.oh.us).

### **STUDENT ORGANIZATIONS**

**STUDENT COUNCIL:** Representatives in grades 4 and 5 are chosen by classroom in the fall by voting. Meetings are called as needed by the Student Council advisors. Students participate in a fall fundraiser and help plan and prepare for the end-of-year school activities.

**NEWSPAPER:** Bellville has both a paper and on-line newspaper that will keep you informed of upcoming events and re-cap school gatherings. We offer weekly meetings and trainings for those members on the team, guest speakers and an excellent opportunity for students to gain communication, writing, editing and collaboration skills. Interviews take place in the fall for grades 3-5. Meetings are every Wednesday after school.

**PURPLE STAR AWARD:** During the 2017-2018 school year Bellville Elementary School was awarded the Purple Star Award from the Ohio Department of Education. The Purple Star Award for military-friendly schools recognizes schools that show a major commitment to students and families

connected to our nation's military. We were very honored to receive this award and will continue serving our military families to the best of our abilities.

Throughout the year many different activities are planned to help serve and thank our military families.

A few of these events are:

- Monthly Military Kid's Lunch Bunch – students from military families meet for a special luncheon with Mrs. Twedt. During this time the students are able to get to know one another and share stories and experiences their families are currently going through. This has turned into a huge support system for the students and families.
- Veteran's Day Appreciation Breakfast
- Military Family Board – this is a bulletin board in the main hallway which honors a different military family a month.
- Letter writing to deployed service men and women
- Deployment care packages – these are sent out to family members of our students

Ashley Twedt is the Military Liaison for the building and can answer any questions one might have. She can be contacted at [twedta@clearfork.k12.oh.us](mailto:twedta@clearfork.k12.oh.us).

### **TEACHER QUALIFICATIONS AVAILABLE**

In accordance with federal law (No Child Left Behind) parents may request information about the certification/licensure and qualifications of the teachers of their children. Parents interested in seeking this information should contact the Board of Education.

### **SPECIALIZED PROGRAMS** **TITLE VI, TITLE IX, SECTION 504**

Pursuant to the requirement of Title VI, Title IX and Section 504, the Clear Fork Valley Local School District has a policy of non-discrimination that extends to students, staff, the general public and individuals with whom it does business. The policy of non-discrimination applies to race, national background, religion, sex, economic status, age and handicap.

The district has formal procedures for reviewing any concerns in these areas. The Title VI, Title IX and Section 504 Coordinator is Ms. Janice Wyckoff, Superintendent of Clear Fork Valley Local Schools, telephone number 419-886-3855.

### **DIRECTORY INFORMATION**

Ohio Revised Code Section 3319.321 (B) provides that "No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending public school without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.

Ohio law working within the confines of the Federal Family Educational Rights and Privacy Act, prohibits release of student records of any kind if the student's parent, or 18 year old student, informs the district that they do not consent to release of any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

It is the policy of the Board of Education to maintain confidentiality of information regarding all our students. Only directory information is released. Directory information is that information used to publish athletic programs, school musicals, and award programs. Parents who desire to have the school withhold even directory information may contact the school to formally make that request.



## **ARRIVAL PROCEDURES**

Walkers: Students are to walk to school via the school alley across from the main entrance of the building. Walkers are to arrive to school between 7:35 and 7:55 a.m.

Car Riders: All vehicles will drop students off at the front entrance of the building between 7:35-7:55 a.m. Vehicles are to stay in a single file line, and are not to pass cars dropping off children.

Bus Riders: Students who arrive by bus will be dropped off at the rear of the building and will enter the cafeteria entrance.

## **DISMISSAL PROCEDURES**

Walkers: Students will be released from classes at 2:40 when the bell rings. Students are to immediately exit the building using the front entrance and walking to the alley across from the front exit of the school building.

Car Riders: All vehicles are to be in a single file line at the front of the building using the drive off of School St. Students will exit the building in family groups and will walk to vehicles, carefully entering the vehicle on the passenger side. Please make sure your child is wearing his/her seat belt, or is buckled into their booster seat before leaving the driveway.

Bus Riders: Students who ride the bus will load buses at the rear of the building.

## **CLEAR FORK TRANSPORTATION (BUS) RULES**

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose:

1. While riding the school bus you are on school property – all school student handbook rules apply to you and the CODE OF STUDENT CONDUCT in accordance with the O.R.C. 3313.66.
2. While riding the school bus the driver has complete authority.
3. Students shall meet the bus promptly at the assigned stop. Drivers will not wait when students are late arriving to the bus stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
4. Drivers may assign seats to bus students. No student will take a seat other than the one assigned to him/her unless reassigned by the driver.
5. Normal conversation is permitted while riding the bus. Here is a list of other common sense bus rules:
  - Keep arms inside the bus
  - Use quiet, appropriate language
  - Do not throw articles
  - Do not take items that do not belong to you
  - Be respectful and in your seats at all times
6. Eating food/drinks is not permitted while riding the bus and students shall refrain from littering the floor with paper or other items or from causing damage to the bus by marking on or tearing seats or other surfaces.
7. No student shall be permitted to disembark from the bus at a place other than the normal stop for that person except when written permission is furnished from the parent to the office and a bus pass is issued to be given to the driver.
8. Students must follow bus pick up / drop off procedures (next page).
9. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to and from school.

### **WAITING FOR THE BUS**

1. Be careful going to your bus stop.
2. Be at your stop 5 minutes before the bus schedule time.
3. Wait for the bus ten feet back from the roadway in a place of safety on the residence side of the road.

**IT IS OF THE UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINARY ACTION BE AWARE THAT THE STUDENT IS ON SCHOOL PROPERTY WHEN RIDING THE BUS AND THE PARENTS ARE LIABLE FOR ANY AND ALL PHYSICAL DAMAGE CAUSED BY THE STUDENT. DEPENDING ON THE SEVERITY OF THE STUDENT'S ACTION(S), OTHER DISCIPLINE ACTION MAY BE TAKEN (I.E. school suspension, etc...).**

### **FOR STUDENTS SAME SIDE PICK UP**

1. Stay away from the bus and at your designated place of safety until the red lights are on and you see the door is open.
2. Make eye contact with the driver and watch for the bus driver's HAND. When the driver signals with their hand, check for traffic, enter the bus, and be seated.

### **BUS PICK-UP PROCEDURES**

#### **FOR STUDENTS WHO CROSS IN FRONT OF THE BUS**

1. Wait in designated place of safety. Make eye contact with the driver.
2. Watch for the bus driver's HAND in the window.
3. Students do not cross until driver's HAND is dropped.
4. Check traffic before crossing.
5. STAY FAR IN FRONT OF THE BUS SO THE DRIVER CAN SEE YOU AND YOU CAN SEE THE DRIVER!!! (At least 10 feet or steps).
6. IF THE HORN HONKS, IT MEANS WARNING - DANGER. Check for traffic, then the driver.

### **BUS DROP OFF PROCEDURES**

#### **FOR STUDENTS CROSSING THE ROAD**

1. All students will remain seated until the bus is STOPPED.
2. Upon exiting the bus, walk 10 feet or steps in front of the bus along the roadside until you clearly see the driver and the driver sees you. Watch the drivers hand in the window.
3. When the driver drops their hand, go to the middle of the road – STOP.
4. Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.
5. IF THE HORN HONKS, IT MEANS WARNING – DANGER. CHECK FOR TRAFFIC AGAIN. If it is clear watch the driver for instructions, then cross and go to the designated place of safety.

### **RIGHT SIDE OF ROAD DROP OFF**

1. All students will remain seated until the bus is STOPPED.
2. Check for traffic, then walk to the designated place of safety and remain there until the bus leaves.

## **CLEAR FORK TRANSPORTATION ELEMENTARY DISCIPLINE PLAN**

### **BUS DRIVER:**

**Incident 1 - Verbal Warning**

**Incident 2 - Placement in the "Safety Zone"**

**Incident 3 - Bus write-up to building administration**

## **ADMINISTRATOR:**

**Write up 1 - Building consequence**

**Write up 2 - 3 days off**

**Write up 3 - 5 days off**

**Write up 4 - 10 days off**

## **FIELD TRIPS**

For the safety of the students, they are required to ride the bus on field trips. Parents/Guardians are not permitted to transport their child to and from field trips without prior permission from the building administrator or in the event of an emergency.

## **BUS PASSES**

Students will only be permitted a bus pass in emergency situations and/or with prior permission from the building administrator. In the event of an emergency the office must receive a note or a phone call explaining the severity of the situation.

## **LUNCH**

All students are to eat their lunch in the school cafeteria. Students are to line up in the cafeteria and use the serving line of the kitchen. No food is to be taken out of the cafeteria and no cutting into the serving line will be permitted. Family's experiencing financial difficulties should inquire about the free/reduced lunch program that is available. Applications are available in the school office and on the district website at [clearfork.k12.oh.us](http://clearfork.k12.oh.us). Application information is considered confidential and will be used only to determine eligibility.

Students are expected to use good manners. The privilege of eating in the cafeteria may be lost through improper lunchroom conduct. Please leave the table and your area in a neat clean condition for the next students.

Candy and other food items are not to be sold before or during school hours by any organization. Only packed or purchased lunches should be eaten during the school's "closed" lunch period. Students are not permitted to bring soda or energy drinks to school for lunch.

### **Clear Fork Valley Local School District Cafeteria Charge Policy**

**The food service department is pleased to offer:**

BREAKFAST and LUNCH to all students.

Breakfast price: Grades KDG – 5<sup>th</sup> \$1.00 Grades 6<sup>th</sup>-12<sup>th</sup> \$1.50

Lunch price: Grades KDG – 5<sup>th</sup> \$2.75 Grades 6<sup>th</sup>-12<sup>th</sup> \$3.00

Reduced Pricing is available to those who qualify.

Breakfast - \$.30 Lunch - \$.40

Free/Reduced Price applications are available at each school office and can be filled out ANYTIME during the school year! Applications can also be accessed online at the school website,

**[www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us). Applications must be turned in every single year in order to be considered for this benefit.** Benefits do expire each school year after a 30 day grace period. We encourage EVERY FAMILY to fill out an application!

All students with a balance of \$3 will receive notification of the charge. **\*Students in grades K-5 may accumulate no more than 7 charged meals. \* Students in grades 6-12 may accumulate no more than 4 charged meals.** Students who meet this threshold will be given an alternative lunch and the account

will be charged for the meal (1/2 price of current charged lunch) until the balance is paid in full. Students with money in hand will not be denied a regular meal despite an outstanding balance.

Balances on lunch accounts fall into the category of debt including library fines, class dues and other categorical dues/fines. Failure to pay debt could result in loss of student parking privileges, field trips and other student activities.

Charges are NOT PERMITTED for a la carte items with the exception of milk for packed lunches. Students wishing to purchase a la carte items with money in hand and have a balance of \$10 or more will not be permitted to purchase such item.

\*You may check your child's cafeteria balance by using the Payschools Mobile App found in your app store. Reminder: Free/Reduced applications are accepted throughout the entire school year and reapplying is encouraged when income decreases or family size increases.

### **BELLVILLE ELEMENTARY PLAYGROUND RULES**

1. **No** tackle football. If any game of football, basketball, soccer, or other games gets too rough the privilege of playing will be taken away.
2. Play in the designated recess areas.
3. **Do not** wrap swings around the poles.
4. Use the playground equipment appropriately. Climb on only what is meant to be climbed upon. Do not jump from playground equipment.
5. Stay on the cement area during inclement weather.
6. Children staying inside must have a supervising teacher.
7. Games are not to be played in a rough manner. Students are to exhibit good sportsmanship and treat each other with respect.

### **LIBRARY POLICY**

#### **CHECK OUT PROCEDURE**

All library materials must be checked out before a student leaves the library.

**Students must use their own library card to check out a book. They should not let anyone borrow the books they check out. The student checking out the book is the one responsible for any damages.** Books are checked out for two weeks. Items may be renewed if there are no other requests. Renewals must be made in person with the item to be renewed. No more than three books may be checked out at a time.

#### **OVERDUE LIBRARY MATERIALS**

1. Students need to return books by the due date.
2. All financial obligations regarding library costs/fines must be satisfied by May 15<sup>th</sup> for that school year.
3. If a library book is lost, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback).
4. An Accelerated Reader book must be replaced with the same title.
5. Other books must be replaced with another book (in good condition) of the same subject, ie: baseball for baseball, dinosaur for dinosaur. Otherwise, the book must be paid for at the current replacement cost.

#### **LIBRARY RULES**

Your library is available for reading and research Monday through Friday. A quiet atmosphere is expected. Do not bring food, drink, or backpacks to the library. School rules also apply when in the library.

## STUDENT ATTENDANCE POLICY

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school that is outlined within the Ohio Revised Code Section 3221.04. These rules and regulations are binding upon the authorities empowered to issue excuses from attendance.

The following, taken from the Ohio Revised Code, indicates the regulations governing excused from past absence from school.

- A. The explanation of each past absence shall be made by the parent to the Superintendent of Schools or to the person designated by him to approve or disapprove past absences.
- B. An excused absence from school may be approved on the basis of one or more of the following conditions:
  - 1. Personal illness. The approving authority may require the certificate of a doctor if he/she deems it advisable.
  - 2. Illness in the family.
  - 3. Quarantine in the home.
  - 4. Death of a relative.
  - 5. Act of God
  - 6. Observance of a religious holiday.
  - 7. An emergency or set of circumstances that prevents a student's attendance. The principal shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendations in fairness to the student and the policy.
  - 8. Students are required to complete a request for absence form **in advance** if they will be absent for any of the following reasons: family vacation, funerals, religious observance, family member in the service, athletic event in which Clear Fork is participating, or other as approved by the principal.  
Students must have this form signed by a parent/guardian and return it with a letter of explanation five days prior to the absence, when possible. When it is returned to the office, it will be approved by the principal and returned to the student to present to his or her teachers in order to receive assignments. The completed assignment sheet must be returned to the office prior to the absence.
- C. Unexcused Absence  
Unexcused absences are those not approved by the school or the State code. Unexcused absences usually consist of, but are not limited to: oversleeping, missing a ride, shopping, car trouble, non-medical appointments, and jobs. Needed at home is not an excused absence. Personal business must be specified to the administration. All unexcused absences will result in a grade of zero for all missed work.
- D. Absences shall be construed to mean anytime a student is not physically present in the building, other than school business such as:
  - 1. Illness.
  - 2. Vacations – Parents and students are urged to take their vacations during the scheduled times on the school calendar. If this is impossible, the student must present a note signed by the parent or legal guardian two weeks prior to the time of absence and fill out the necessary form to take to the teacher. If the principal approves the vacation, all work can be made up. It is the student's responsibility to make arrangements with teachers for the makeup of work.
- E. Any time a student is absent from school or class because of a school function (field trips, career days) he or she will not be counted absent.
- F. Early dismissals must be approved by the principal prior to the beginning of the school day. If a student is needed at home, the parent (prior to the absence) must fill out the appropriate form. An early dismissal is anything after 1:30 p.m. Leaving before 1:30 will be considered ½ day absence.
- G. Students must be in attendance at least ½ day to participate in after school activities. One half day of school is defined as A) 7:50 to 10:40 or B) 10:40 to 2:40.

- H. The Board of Education feels that in order for a student to be an effective learner, the student must be in attendance in the classroom to receive the benefits of a teacher’s instruction.
  - 1. School sends notice of medical status at ten days. Students without a medical excuse will be counted as unexcused. Students will receive zeros for every day missed without a medical note.
  - 2. Tardies are defined as arrival at 7:55 or after.

**I. State Sponsored Athletic Tournaments**

A student will be excused to attend state sponsored athletic tournaments in which Clear Fork is competing, provided that the student has parent/guardian permission as evidenced by an advance request for absence and is in compliance with the attendance policy.

**RICHLAND COUNTY COURT  
OF COMMON PLEAS  
SCHOOL/JUVENILE COURT ATTENDANCE  
TRUANCY PROCESS**

- I. **WARNING LETTER** – School to send warning letter after 12 hours of unexcused absences.
- II. **ATTENDANCE/TRUANCY EDUCATION PROGRAM (TEP)**– Parents will be sent a letter to attend the program after the student has 65 hours (or 30 consecutive, or 38 in a month) unexcused hours..
- III. **OFFICIAL COMPLAINT (Informal Court Conference)** - To be scheduled for any student whose parent does not attend the Truancy Education Program (TEP) and/or for any student who has attended the program in the past and has accumulated additional unexcused absences after 72 hours (or 30 consecutive or 42 hours in a month).
- IV. **OFFICIAL HEARING** – To be held against any student/parent who does not attend the Informal Court Conference and/or has failed to comply with the Informal Court Conference plan. Parents may also be held accountable through the Richland County Juvenile Court for failure to send their student to school.

**TARDY TO SCHOOL**

Students must be to school and in class on time. Tardiness is defined as not being in school prior to 7:55 a.m.

**ATTENDANCE NOTES**

Parents must call the school to notify us of a student’s absence. Please call 886-3244 (during school hours) before 8:30 if possible or 419-886-2962 (anytime during the day). Upon returning to school a student must have a written note explaining the reason for the absence. **ALL STUDENTS REGARDLESS OF A CALL FROM A PARENT, ARE CONSIDERED UNEXCUSED UNTIL A NOTE IS RECEIVED.**

**CODE OF STUDENT CONDUCT**

In accordance with O.R.C. 3313.66

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises, which directly affect other students or the school, and to conduct at school functions of any kind. Any conduct which causes, or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose or creates a likelihood that it will interfere with the health, safety or well-being of the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas, which may lead to suspension, expulsion, detention, or other forms of disciplinary action.

They are:

- 1. Stealing, causing damage to or destroying school or private property including damage to school personnel’s property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.

2. Threatening or intimidating, hazing, coercion, or attempting to cause physical injury or harm to any student, teacher, or any other person.
3. Disruption of or interference with curricular, co-curricular or extra-curricular activities.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
5. A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain, chemical, look alike, or club. Other more commonplace devices, which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, he will be considered in violation of the rule on weapons and will be treated accordingly. This guideline applies:
  1. On the school grounds during and before and after school hours.
  2. Off the school grounds on a school bus or rental carrier, at any school activity, function, or event.

**Penalty:** Student is suspended not to exceed 10 days from school pending the processing of the recommendation for expulsion. The weapon will be confiscated.
6. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person, included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
7. Gambling on school premises or at school events.
8. Failure to comply with the directions of teachers, school aides, principals, or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls, which will aid in efficiency. **Students must promptly comply with any request made by a teacher.**
9. No student shall possess, consume or show evidence of having consumed or offer for sale, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in the school building, or on school premises, or at any school activity.
10. Failure to comply with attendance procedures.
11. Truancy from classes, study halls and/or lunch period. Not signing in or out on form in the office.
12. Persistent disobedience, or gross misconduct, cheating.
13. A student shall not possess, handle, transmit or conceal fireworks, explosives, or detonative devices.
14. Being out of an assigned area.
15. Public display of affection.
16. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
17. Immature acts – pushing in the halls, running in the halls, throwing objects in the classroom.
18. Interference with members of the staff in the discharge of their duties.
19. Habitual tardiness to school or class.
20. Extortion.
21. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.
22. Failure to comply with board approved school dress code.

Bellville Elementary School has **no tolerance toward violence**. Students involved in fights or who make verbal or written threats of a violent nature, or makes gestures of a sexual harassment nature will be disciplined.

### **ANTI-HAZING POLICY/BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and the appropriate discipline is administered.

## **SUSPENSION PROCEDURES**

### **(Board Policy JGD)**

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
  1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.  
*NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*
  2. Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:
  1. The reasons for the suspension.
  2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspended was provided.



3. The right to be represented in all appeal proceedings.
  4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
  5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
  6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.
- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

## **EXPULSION PROCEDURES**

### **(Board Policy JGE)**

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:
1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

**NOTE:** *Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*

2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify student and the student's parent, guardian, custodian, or representative of the new time and place to appear.
- F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:

1. The reasons for the expulsion.
  2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
  3. The right to be represented in all appeal proceedings.
  4. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session
  5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
  6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
  7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

## **EMERGENCY REMOVAL PROCEDURES**

### **(Board Policy JGDA)**

- A. 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 within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
- G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply.

## **STUDENT DRESS CODE**

Students should dress for school in a modest manner that displays respect for themselves, their peers, their school and community. It is the belief of the school that some dress or attire may cause a distraction to the school day and the learning process or be a safety hazard. Furthermore, it is a belief that schools are a direct reflection of the standards and expectations of the community. To demonstrate that these standards and expectations are followed, the following guidelines will be enforced for the school day and school sponsored events. Students have the right to wear clothing and have an appearance that is comfortable and displays their personality as long as it fits within the following guidelines:

1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings. There are to be no alcohol, drug reference or references to weapons and/or violence on any item of clothing. Clothing and appearance may not be used to intimidate or create tension amongst the population.
2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn. Jeans with holes must have leggings or material underneath.
3. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing, sitting and when raising hand. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.
4. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as have a top or skirt/shorts that are at least fingertip length long. Items that are NOT school appropriate include pajama pants, flannel pants, sweats, yoga/spandex pants, and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible
5. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals with an ankle strap. Footwear that is not appropriate includes slippers, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.
6. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building. Backpacks, purses and other unnecessary items kept in their lockers.

The 3x3x3 rule (three inches for shoulder, neckline and shorts/skirts) will be measured by using a 3x5 index card to verify that clothing is within guidelines.

Students who do not comply with the dress code regulations will be subject to disciplinary action and may be sent home to change. Time from school will be unexcused and make-up work will not be accepted. The decision regarding the appropriateness is at the discretion of the principal.

## **SCHOOL AND PERSONAL PROPERTY**

The school property is here for your convenience and benefit. Considerable efforts have been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

**Positive Behavior Intervention and Support (PBIS)**

The students at Bellville Elementary learn about school-wide behavioral expectations. These expectations have been developed by the staff as an effective way to be proactive in managing behaviors. Visit the Bellville website ([www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us)) to access more information about PBIS. “COLTS RULE” by remaining respectful, responsible, and ready in various areas in and around their school.

**Colts Rule**

	 Respectful	Responsible 	Ready 
In the Hallway	<ul style="list-style-type: none"> <li>• Keep hallways clean.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a single file line on the right side of the hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Face forward.</li> <li>• Use walking feet</li> <li>• Keep your hands and feet to yourself.</li> </ul>
On the Bus	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> <li>• Listen to the driver</li> <li>• Watch for your stop.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself.</li> <li>• Before you get off the bus be sure you have your stuff.</li> </ul>	<ul style="list-style-type: none"> <li>• Face forward.</li> <li>• Stay in your seat.</li> <li>• Stay out of the aisle.</li> </ul>
In the Cafeteria	<ul style="list-style-type: none"> <li>• Wait your turn.</li> <li>• Use quiet voices.</li> <li>• Use please and thank you.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line.</li> <li>• Raise your hand for help.</li> <li>• Make sure your area is clean before you leave the table.</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet.</li> <li>• Keep hands and feet to yourself.</li> <li>• Report or clean up spills.</li> </ul>
In the Restroom *Rule of 2*	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Wash your hands.</li> <li>• Pick up any trash.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself.</li> <li>• Take care of business quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet.</li> <li>• Take care of you.</li> </ul>
During Dismissal	<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Listen for your name.</li> <li>• Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in assigned area.</li> <li>• Exit the building quietly.</li> <li>• Keep your things with you.</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet.</li> <li>• Wait patiently.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>• Listen to adults on duty</li> <li>• Line up quickly and quietly</li> <li>• Be Kind!</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately report problems</li> <li>• Use equipment safely</li> <li>• Take your things with you</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Be a good sport</li> <li>• Encourage others to join in</li> </ul>

## MEDICAL CONCERNS

JHCD\_R (4)

### MEDICATION ADMINISTRATION OF NONPRESCRIPTION MEDICATIONS:

In compliance with policy JHCD: Medication Administration to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. Parent-recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. **The medication shall be in its original container with its original label.**
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication, dose, or time.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits/consequences of the medication when it is parent-prescribed.

Reviewed 04/12/11

### LIFE THREATENING ALLERGIES:

Parents are responsible for informing the school of their child's allergies; especially life threatening allergies to bee stings and peanuts or other foods.

In the case of ALLERGIES, the **PARENTS ARE RESPONSIBLE** for providing the school with the allergy medication and a doctor's statement about how the medication is to be administered.

In the case of allergies requiring an EPI-PEN or Antihistamine, the **PARENTS ARE RESPONSIBLE** for providing the school with the medication and doctor's orders for administering the medication.

### EMERGENCY MEDICAL AUTHORIZATION FORM

These forms are sent home the first week of school. Parents are required by law to have this form on file at school. If any information changes, please keep us informed.

## IMMUNIZATIONS

In order to comply with the state law, students are required to have the following immunizations upon entering school:

**MMR'S – 2 doses**

**DTP/DtaP injections – 5 doses**

**POLIO VACCINE – 4 doses**

**HEPATITIS B – 3 doses**

**VARICELLA – 2 doses**

Children who do not have evidence of proper immunizations will be excluded from school after **15 days**. Students must have TB Test on record after the age of four.

Immunization exemption forms are available in the office for medical, philosophical or religious objections to immunizations.

### **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS**

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

**CHICKEN POX:** A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over. Usually 5-7 days after the appearance of the first crop of blisters.

**COMMON COLD:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**COVID-19:** Temperature above 100., cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, loss of taste or smell. Symptoms can range from mild to severe, and appear 2-14 days after you are exposed to the virus. Seek medical care for the most accurate diagnosis.

**FEVER:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**FLU:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

**HEAD LICE:** Pediculosis, head lice, is classified as a nuisance condition and is not known to transmit infectious disease person to person. The primary goal of identification and notification of lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Current research on head lice does not support that conclusion that enforced exclusion policies result in reduced transmission of head lice. In fact, The American Academy of Pediatrics, The Centers for Diseases Control and The National Association of School Nurses advise that schools abolish the "no nit" policy.

#### **School Based Head Lice Control Practice**

The following guidelines will be adopted for school attendance after a student has been identified with head lice.

1. Any student found to have nits will remain in the classroom and go home at the end of the school day. The parent or guardian will be notified by telephone and/or letter of the need for treatment before returning to school. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.
2. The parent/guardian will be notified to pick up a child found to have live lice. At the discretion of the school nurse, building principal; a child may remain in class with live

lice. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.

3. Treatment is expected the day of discovery of nits/lice. Treatment and nit removal can be accomplished overnight with the expectation the student will return to school the following day. A parent/guardian is expected to accompany the student to school the following morning. The school nurse or trained staff will examine the child's head and determine if treatment has been done to stop the active infestation. If it is identified there is NO active infestation and there IS progress in nit removal, the child may remain in school. If there is presence of live lice and NO progress in nit removal, the child will go home for further treatment and lice/nit removal.
4. If the child has missed more than 2 days in a row because of head lice issues and the parent/guardian is not complying with treatment recommendations; the following measures will be put into place:
  - Review of attendance policies and truancy guidelines.
  - Conference with the school nurse and building principal to develop a plan for treatment and return to school.

**IMPETIGO:** Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**PAIN:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

**PINKEYE:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

**SKIN RASHES:** Skin rashes of unknown origin should be evaluated by a physician before your child goes to school.

**STREP THROAT AND SCARLET FEVER:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until they are without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

**VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until they are without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night he/she should **not** be sent to school the following day.

**CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS**

# Bellville Elementary School

2020-21 School Year

## SCHOOL-PARENT/GUARDIAN COMPACT

*Bellville Elementary School, and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards.*

*This school-parent/guardian compact is in effect during school year 2020-2021.*

### **REQUIRED SCHOOL-PARENT/GUARDIAN COMPACT PROVISIONS**

**Bellville Elementary School will:**

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- ❖ Year Two of Implementation with OSU frameworks;
  - Literacy Collaborative
  - Math Literacy Initiative
- ❖ Each elementary building has a ½ time literacy coach, and a ½ time math coach for the elementary buildings.
- ❖ Schoolwide Title I, Reading Recovery, and LLI building.
- ❖ Summer Camp opportunities for Literacy and Math are offered at no charge to District families. This five day half day format allows students the opportunity to work in small groups on the Literacy Collaborative and Math Literacy Initiatives, and allows extra practice during the summer months.

**2. Hold parent/guardian-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

- ❖ October
- ❖ February
- ❖ Conference arranged at a mutually agreeable time

**3. Provide parents with frequent reports on their children's progress.**

- ❖ Title I meeting to be held in September.
- ❖ Nine Week Grading Periods
  - October
  - December
  - March
  - May
- ❖ Interim Reports
  - September
  - November
  - February



- April
- ❖ Benchmark Assessment System (BAS) done 3 times a year.
- ❖ Notebook/Planners/Texts/Emails/Phone Calls for ongoing communication with families.
- ❖ Students in Response to Intervention (RTI) Process meet with team members every 6-8 weeks.

**4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

- ❖ Notebook/Planners/Texts/Emails/Phone Calls for ongoing communication with families.
- ❖ Staff members readily available before and after school or during planning times.
- ❖ Use of REMIND or DOJO

**5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

- ❖ Attend Open House- August
- ❖ Attend a Reading Recovery and/or LLI Lesson
- ❖ Volunteer Opportunities in classrooms, field trips and school events.

**Parent/guardian Responsibilities**

**We, as parents/guardians, will support our children’s learning in the following ways:**

- Monitoring amount of television/screen time on school nights.
- Volunteering in my child’s classroom, if possible.
- Participating, as appropriate, in decisions relating to my children’s education.
  - Open House
  - Parent/Guardian/Teacher Conferences
  - Title I Meetings
  - RTI Meetings
  - ETR Meetings
  - IEP Meetings
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent/guardian representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

School	Parent(s)	Student
Date	Date	Date

**(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)**

## **COMPUTER/ON-LINE SERVICES** **(Acceptable Use and Internet Safety)**

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

To view this policy in its entirety please visit the following website:

<https://www.clearfork.k12.oh.us> Navigate to: District Tab, Board of Education Policies, Section E Support Services, Policy EDE.

Reference: Clear Fork Valley Local Schools Board Policy 9.094

ACCEPTABLE USEAGE POLICY AUTHORIZATION FORM  
CLEAR FORK VALLEY LOCAL SCHOOLS

I will abide by the Acceptable Use Policy established by the Clear Fork Valley Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined in the AUP is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined in the Acceptable Usage Policy found on the Clear Fork webpage under Student Resources.

Student First Name (printed): \_\_\_\_\_

Student Last Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Graduation Class of: \_\_\_\_\_

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Clear Fork Valley Local School District.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Deny Photograph Use**

If you do not wish to have your child photographed for the use of blended learning, newsletters, the web page or other media sources, then you will need to submit a letter to the school office yearly.

Please complete this form if you **DO NOT** wish your child's name to be submitted to the news media for events such as honor roll or receiving special awards or other recognition.

I do **NOT** want my child, \_\_\_\_\_, to have  
**(print first & last name)**

His/her name submitted to any news media for the 2020-2021 school year.

Parents' signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**MY CHILD AND I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS HANDBOOK. THIS MUST BE TURNED INTO THE SCHOOL FOR STUDENT'S FILE.**

Print Student's Name \_\_\_\_\_  
(First and Last Name, Please)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_