

**Clearview Local School District  
Vincent Elementary School**

**2020-2021 School Year**



**2303 North Ridge Road, East  
Lorain, Ohio 44055**

**440-233-7113  
Fax 440-233-7114**

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

**Mrs. Lynne Stark, Principal  
Mrs. Jennifer Fazio, Assistant Principal**

**Secretary: Mrs. Debbie Panchak**

## TABLE OF CONTENTS

GENERAL INFORMATION	
Introduction	3
S.A.I.L. Expectations	4
Vincent Elementary School Phone Numbers	5
Student Fees	5
School Day Schedule	5
Emergency Medical Form (EMF)	5
Clearview Local School Dates	6
Immunizations	7
Medications	7
Head Lice	7
STUDENT SERVICES	
Counseling	8
Breakfast and Lunch Programs	8
Acceptable Use Policy	8
Library	9
ORGANIZATIONAL INFORMATION	
Hooks/Cubbies/Desks	9
Textbooks	9
Fire/Tornado Drills/Lockdowns	9
Emergency Closing of School	9
Arrival of Students	10
Dismissal of Students	10
Supervision Before and After School	10
Walkers/Transportation Changes	10
Guests and Visitor	11
School Records	11
Deliveries/Phone Calls	11
STUDENT RESPONSIBILITIES	
Lost and Found	12
Dress and Appearance	12
ATTENDANCE	
State Information, Excused/Unexcused	12
Daily Absence	13
Intervention Plan	13
Tardiness to School/Early Dismissal	14
Sign out Procedures	14
Illness during School	15
Prearranged Absences	15
Make Up Work	15

Extended Absence	16
Withdrawals	16
<b>CURRICULUM</b>	
Grading	16
Progress Reports	16
Arranging a Conference	16
Homework Policy	17
Academic Dishonesty	17
Field Trips/Special Activities	17
<b>STUDENT DISCIPLINE</b>	
Behavior Expectations	18
Student Code of Conduct	19
Consequences (Recess, Classroom, School)	21
Suspensions	21
Expulsion	22
Physical Contact/Fighting	22
Bus Expectations/Consequences	23
Cell Phones and Electronics	23
Staff Authority	23
Hazing and Bullying Policy	23
Child Abuse	25
<b>APPENDIX A</b>	
Handbook Updates to Address COVID-19	26



# Vincent Elementary School

2303 North Ridge Road · East Lorain, OH 44055  
Phone: (440) 233-7113 · Fax: (440) 233-7114

Lynne Stark  
Principal

Jennifer Fazio  
Assistant Principal

## Vincent Elementary Student Handbook 2020-2021

August, 2020

Dear Vincent Elementary Parents and Students:

Welcome back! We are excited for another school year! We want to give a special welcome to our new Vincent students. At Vincent we pride ourselves on being a family. As part of our school community you are cared for and loved! This handbook was prepared in an effort to provide information regarding policies and procedures for the school, as well as the district. These policies/procedures are in place to provide a safe environment for all. Please take the time to discuss the content of this handbook with your child. The handbook is available on the Clearview website or you can request an additional copy through your child's homeroom teacher.

A very caring, dedicated and experienced staff assists all children on their quest for knowledge. The Vincent school vision is to nurture a strong community of students into lifelong learners and respectful citizens.

We are all here to support your child(ren)'s educational growth. Our mission is to provide a safe environment that encourages academic excellence by promoting a culture of independence, confidence, and ownership of learning. This can only happen with a strong partnership between home and school. Please let us know if we can assist you in any way.

We look forward to a successful school year!

# **At Vincent Elementary School**

**S**            **We are SAFE**

**A**            **We are ACCOUNTABLE**

**I**            **We have INTEGRITY**

**L**            **We are LEADERS**

**Phone Numbers:**

<b>Mr. Jerome Davis, Superintendent</b>	<b>233-5412 (1005)</b>
<b>Mrs. Lynne Stark, Principal</b>	<b>233-7113 (4003)</b>
<b>Mrs. Jennifer Fazio, Assistant Principal</b>	<b>233-7113 (4004)</b>
<b>Ms. Catherine Castor, School Counselor</b>	<b>233-7113 (4005)</b>
<b>Mrs. Susan Loper, School Nurse</b>	<b>233-7113 (4007)</b>
<b>Mrs. Debbie Panchek, Secretary</b>	<b>233-7113 (4001)</b>
<b>Mrs. Penny Hockey, Attendance Secretary</b>	<b>233-7113 (4002)</b>

**School Fees:**

School fees are due by the end of the first semester. If you are not able to pay the full amount we expect  $\frac{1}{4}$  of fees to be paid each grading period. Any student not having paid their fee will not receive a report card. All other fees such as library, latchkey, text damage, etc. must be paid by the end of the school year. We accept checks, cash, money orders, and credit cards. Checks and money orders need to be made out to Vincent Elementary. Report cards will be held at the end of the school year if all fees are not paid in full. These fees will follow students to the middle and high school. Participation will not be allowed in extra-curricular activities (sports, various clubs, etc.) if fees are not paid in full each school year. Please call the office and we can make payment arrangements if needed.

Kindergarten: \$1.35

1st Grade: \$4.95

2nd Grade: \$2.70

3rd Grade: \$5.80

4th Grade: \$19.30

**Vincent School Day Schedule:**

The general school day is six (6) hours and twenty (20) minutes. Classes begin at 8:55 a.m. Classes end at 3:15 p.m. Students are to be in their classrooms, ready to learn, by 8:55 a.m. All parents must use the car line drop off by the playground. Doors will open for students at 8:25 a.m. for breakfast. Only latchkey students should use the main doors and must be in the building prior to 8:25. If they arrive after 8:25, they need to follow the playground drop off procedures. Dismissal begins at 3:15. All students should be out of the building by 3:30 p.m. unless they are in latchkey or part of a scheduled club meeting.

**Emergency Medical Form:**

Emergency contact numbers must be updated immediately when situations change at home. **It is extremely important that we have a current working phone number.** Please inform the office if you change your address, phone, or employment in case of emergency. If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the

school office immediately. We use the online system, Final Forms. You have access to update information as needed using your login information.

### **CLEARVIEW LOCAL SCHOOLS IMPORTANT DATES 2020-2021 School Year**

August 18.....	Grades 1-4 Open House (3:30-5:00 pm)
August 17 & 18.....	Teacher's In-service Days
August 21.....	Kindergarten Open House (3:30-5:00 pm)
August 19.....	First Day of School Grades 1-4
August 24.....	First Day of School Kindergarten (½ of kindergarten)
August 25.....	First Day of School Kindergarten (½ of kindergarten)
August 26.....	First Day of School All Kindergarten
September 7.....	Labor Day – NO SCHOOL
September 11.....	Homecoming vs John Hay
October 9.....	NEOEA Day – NO SCHOOL
October 12.....	Teacher In Service Day – NO SCHOOL
October 19.....	End of 1st Quarter
October 20.....	2nd Quarter Begins
October 29.....	Parent/Teacher Conferences (NO SCHOOL)
November 2.....	Teacher In Service Day – NO SCHOOL
November 25 – 27.....	Thanksgiving Break
December 18.....	2nd Quarter Ends
December 21 - December 31.....	Winter Break
January 1.....	New Year's Day - NO SCHOOL
January 4.....	Teacher Records- NO SCHOOL
January 5.....	School Resumes
January 18.....	Martin Luther King Day – NO SCHOOL
February 15.....	Presidents' Day – NO SCHOOL
March 15.....	3rd Quarter Ends
March 16.....	4th Quarter Begins
March 19.....	Teacher In-service Day – NO SCHOOL
April 2.....	Good Friday- NO SCHOOL
April 5- April 9.....	Spring Break
May 10.....	Teacher Professional Development – NO SCHOOL
May 28.....	End of 4th Quarter/ Last Day of School
May 31.....	Memorial Day – NO SCHOOL
June 1.....	Teacher Records

### **Immunizations:**

Immunization records must be kept on file for all students. At the beginning of school, or at a student's initial entry, **a student must present written evidence** that they are in compliance with the State School Immunization Law.

### Who Is In Compliance?

A student in grades K -12 are in compliance with the State Immunization Law if the student meets or exceeds the minimum number of immunizations required for protection against Diphtheria, Tetanus, Pertussis (Whooping cough), Hepatitis B, Polio, Measles, Mumps, and Rubella, and Varicella. The State Legislature mandates what diseases students must be protected against. The Ohio Department of Health stipulated the number of doses or appropriate vaccines required. Students may be subject to **exclusion by the 14 day of school** if immunization record is not provided by the parent or guardian.

1. A student is also in compliance if the student submits written evidence, signed by a physician, that immunization may be detrimental to the child's health.
2. A student is also in compliance if the student submits a statement signed by a parent/guardian that immunization is objectionable on religious or other grounds. Parents/guardians are notified that the student is subject to exclusion from school in the event of an outbreak of any of the afore-mentioned communicable diseases and that this exclusion may be for the duration of the outbreak which could extend over a period of several weeks.
3. A student is in compliance if the student is in the process of receiving required immunizations. To be in the process, the pupil must submit satisfactory written evidence that he has already received a minimum of one dose of measles and rubella vaccine, one dose of DTP vaccine, one dose of Polio vaccine, and one dose of Mumps vaccine. The student ceases to be in compliance at such time that he failed to receive further required immunization in a medically sound and timely manner that could affect many other children in your child's classroom.

### **Medications:**

Any medication to be dispensed at school must have a doctor's authorization. The principal, nurse, or her designee cannot dispense any medication (including all **Over the Counter or OTC medications, such as Tylenol, Advil, cough drops, and even sunscreen**) without this form. Forms are available in the main office.

### **Head Lice:**

When we suspect head lice to be present, checking of suspected students will occur by our nurse. Parents will be notified that their child has been found to have lice/nits. Per ODH guidelines, students are not required to leave school on the day that the lice have been found but that student cannot return to school until an effective lice killing treatment has been completed; A student may return the next day if treated the night before. When returning to school, the child



must report to the office for screening. If evidence of head lice still exists, the student will be sent home again and not permitted entrance into the classroom until the inspection by the office is passed. If a student is found to have evidence of lice after the initial treatment and sent home a second time, bus privileges may be denied until the office inspection is passed or a doctor's note documenting treatment is presented to the office.

## **STUDENT SERVICES**

### **Counseling:**

The School Counselor is located in the main office. The school counselor is available to assist parents/students with problems involving:

school policies      family incidents      social issues  
grades                  personal matters      student conflict

Students interested in speaking with the counselor should notify their teacher. Parents can also call and ask to speak with the counselor directly.

A School Social Worker is available to our district students and families. The school social worker is able to assist students, parents, and educators, identify needs that may interfere with learning, and refer to appropriate services and resources. Other roles of the school social worker are:

advocate for students and families  
supportive counseling  
consultation  
prevention services

Parents interested in speaking with the school social worker may contact the main office.

Applewood Centers, Inc. is working with Vincent Elementary School to provide additional counseling opportunities for our students and families. Please contact the school counselor for more information and to request a referral form.

### **Breakfast and Lunch Programs:**

Clearview participates in the National Breakfast and Lunch Program which provides free meals to ALL students. Kindergarten will eat their breakfast in the cafeteria. 1st-4th grade students will grab their breakfast on their way in and eat in their classrooms. Students eating breakfast at school should arrive when the doors open at 8:25. Breakfast should be cleaned up by 8:55 at the start of morning announcements.

Students with doctor prescribed special diets should contact our school nurse to make arrangements. Please note that lunch menus are put out each month, but are subject to change on occasion. We typically have pizza on Fridays from Pizza Hut.

Students can choose to bring their lunch from home. No pop is allowed and we ask that students bring a balanced meal.

At lunch, open drinks and food are NOT to be taken out of the cafeteria. Milk is available for students who bring their lunch. Each student is responsible for disposing of his own refuse, returning appropriate materials to the cafeteria staff, and cleaning up after his/her own spills.

### **Acceptable Use Policy:**

Technology is available in many forms to assist students in the learning process. Teachers are able to build student engagement, target students' individual needs, and assess student learning. Laptop carts are available for each grade level as well as a few desktop computers in each classroom. In addition, students will go to the computer lab once a week to work on technology skills with our computer teacher. **No personal devices are to be brought to school** unless the teacher has scheduled a special activity in advance. Use of the computer and on-line technology is governed by a Computer Use Agreement signed by student and parent. Disregard of the regulations included in the signed agreement will be considered abuse of technology. **Abuse or misuse of any of the technology or equipment will result in disciplinary action, including loss of privilege, suspension and/or expulsion.** Clearview reserves the right to remove a user and their account on the network to prevent unauthorized activity or misuses of the system.

### **Library:**

Reading is so important at the elementary level. It is important that students have exposure to all kinds of books. We have an extensive library divided into student AR reading levels. Our students will pick new books each week as well as have the ability to use open library time to get new books. Students have the responsibility to take care of the books that they check out. Damage/loss of books will result in a replacement fee. Students will not be able to check out books until this fee is paid.

## **ORGANIZATIONAL INFORMATION**

### **Hooks/Cubbies/Desks:**

Each student is provided with a space to keep their coat/backpack and supplies. This space is the property of the Board of Education and is loaned to the students free of charge. Students will be fined for defacement/damage caused by negligence. School officials have the right to inspect this space without prior notification or consent of the student/parent.

### **Textbooks/Desks:**

All textbooks are the property of the Board of Education and are loaned to the students free of charge. Each student is responsible for the book originally assigned to him/her. Proper care is expected. Students will be charged for lost books and fined for abnormal depreciation.

### **Drills:**

Fire Drills: An evacuation plan is posted in each classroom by the door. Students are to leave the classroom in single file quickly and quietly when hearing the alarm.

Tornado Drills: Safety plans are posted near the classroom doors. Students are to be orderly and closely follow instructions.

Lockdown drills: Students should remain quietly in their assigned area of the classroom and follow the instructions of their teacher. No one should go near the classroom door.

### **Emergency Closings:**

When weather conditions are such that school will not be held, announcements will be made over radio stations WEOL, (930 AM), and WZLE (104.9 FM), or tune in to WJW TV. FOX 8 for announcements. Through the use of the school all-call system parents will be notified as

well. If you do not hear a closing announcement on any of these media, school will be in session. Please avoid telephoning the school, administration, or teachers if doubt exists. The radio stations will be the first to receive notification of school closings when the decision is made. You can also check the school's website [www.clearviewschools.org](http://www.clearviewschools.org) or Class Dojo.

### **Arrival of Students:**

Staff begins the supervision of arriving students at 8:25. Buses will arrive in the front and students are to immediately enter the building, pickup their breakfast and head to class.

The crossing guard will be available at pre-scheduled times to safely walk students across the street and lead them to the school building. Students are to be at their assigned location and supervised by a parent prior to the guard crossing them. If students are not waiting at their assigned time, it is the responsibility of the parent to get their child safely across the street and into the building.

All other students are to be dropped off following the car line procedures via Vincent Ave. or Fleming Ave. No students are to enter through the main doors during arrival unless they are with a parent and have a scheduled meeting. **Only daycare vehicles are to enter off of Rt. 254.** Latchkey parents are to have their child to school prior to 8:25, or they are to use the regular car line procedure.

It is the parent's responsibility to make sure that the driver of the child knows the car line procedures.

Parents are not permitted to walk their child to class. With the arrival of over 600 students, non-staff members in the building during arrival/dismissal becomes a safety concern.

### **Dismissal of Students:**

All children will be dismissed in their usual manner (assigned bus, blue/yellow car rider, walker, etc.) unless their parent or guardian requests in writing a change in the normal routine. Only persons listed on the Individual Emergency Medical Form will be permitted to take a child from the school and must show a photo ID. Proper school issued tags will need to be presented for pick up. For safety of all, staff will adhere to this procedure even if they recognize you.

### **Supervision To and From School:**

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this becomes the responsibility of the parents. Generally, misbehavior that occurs off school property is a police matter.

### **Walkers/Transportation Changes:**

Those children walking home will be dismissed after bus students have all been released. Children riding the bus leave at various times. Please check your child's bus schedule so you know when to expect him or her home. Bus times are approximate. Parents/guardians of kindergarten students must be at the bus stop when the bus arrives.

If there is a need to change transportation for your child, please notify the school with a written note or a phone call to the office **by 1:00 p.m.** It can only be submitted by the parents or legal guardians. Changes after 1:00 p.m. will be considered emergency changes only.

Preparing students for dismissal is a busy time. We are learning up until the last minute. To avoid disruptions and to ensure school safety during this time, **there will be no student pick up between 3:00-3:30.** If you are picking up your child for an appointment, this must be done prior to 3:00.

If you do not send in a note, you (parent/guardian) must come to the office to sign your child out. If someone else is picking him or her up, we must have written authorization.

Unless there is an emergency situation, students are only permitted to ride on their assigned bus route. In case of an emergency requiring the student to take a different bus, the bus driver requires a note signed by both the parent and the principal. Children will not be permitted to ride a different bus or get off at a different bus stop for the purpose of visiting a friend.

#### **Guests and Visitors:**

Vincent Elementary School has an open door policy; however, to easily accommodate parents, we ask that you call to make an appointment when meeting with teachers/principal. Parents and all visitors **MUST** check in at the office before visiting/having lunch with a student.

The school will observe the custodial arrangements established for the child of a divorce; as long as such arrangements are made known to school officials. This information should be in writing from the courts. Non-custodial parents may **NOT** visit children at school, send mail to them in care of the school or telephone them at school.

#### **School Records:**

The school requires prior notice of your intent to see records, please call to schedule an appointment. A staff member will be present during the inspection to assist and answer questions. A non-custodial parent may see his/her child's records unless specifically forbidden by the court to do so. A non-custodial parent may also confer with the child's teacher with the same qualifications. A stepparent who has not adopted a child must have permission from a natural parent to examine records.

#### **Deliveries/Phone Calls to Students:**

Students' use of the telephone should be limited only to emergencies and approval by the office/teacher. Personal calls for students cannot be accepted through school phones. These lines must be kept open for school business. Messages are a disruption of class time and therefore students will not be called to the phone, except in the case of a family emergency.

For special occasions such as birthdays/holidays, a parent should arrange a time with the classroom teacher for items such as cupcakes to be delivered to the school. **Deliveries of flowers/balloons/stuffed animals, etc. are not permitted** as this causes a disruption of the learning environment and is a safety issue on the bus.

## STUDENT RESPONSIBILITIES

### Lost and Found:

Any article found should be placed in the lost/found area by the office, where the owner can claim it. Items of value will be kept in the office. It is best to keep items tagged with student name or initials. Any items remaining at the end of the school year will be donated.

Clearview Schools are not responsible for lost or stolen articles.

### Dress and Appearance:

Students are to dress in a fashion that will reflect pride in our school. We emphasize cleanliness and proper fitting clothes. The dress code is as follows:

1. No halters, tank tops (with spaghetti straps), bare midriffs, sheer see-through garments, or clothing with vulgar comments or designs are permitted.
2. No attire, jewelry, or accessories advertising drugs or alcoholic beverages or advocating their use will be permitted.
3. Shorts may be worn, (70 degrees or warmer), provided they are hemmed, cover no less than two thirds of the thigh, loose fitting, and not skin tight.
4. Dresses and skirts must cover no less than two-thirds the length of the thigh.
5. Mirrored glasses or sunglasses, including prescription sunglasses, may not be worn in school except under a doctor's written permission.
6. Sweat pants may be worn only if they have a drawstring or tight elastic waist.
7. Jeans must fit appropriately or students must wear a belt to keep them on their hips.
8. Hats, caps, head covers, bandanas and excessive head ornamentation are not allowed unless it is a special occasion approved by the principal. Hoods are not be on a students head in the school building.
9. Winter jackets are not to be worn in class. Students may bring a sweatshirt/sweater as temperatures may fluctuate in the building.
10. Pants with holes above the knees are not acceptable.
11. **Flip-flops are not permitted.** Shoes must be securely fastened to a student's foot. Open toes shoes are not recommended for playground activity.

Any other clothing item which interferes with the learning environment of the school as deemed by school administrators will not be permitted at school. Students will be asked to change or cover the inappropriate area. Repeated violations of the Dress Code may result in student discipline.

## ATTENDANCE

In accordance with House Bill 410, absences are accumulated in hours and minutes. This includes partial days, full days, tardies, and early dismissals. Unexcused absences are calculated as follows:

1. Accumulated 30 consecutive hours, or
2. Accumulated 42 hours in a school month, or
3. Accumulate 72 hours in a school year

The State of Ohio requires that a child between the ages of 6 and 18 attend school. It is the responsibility of the parents and the student to comply with this law. The school administration is the determining agent for excused absences.

**Excused Absence:** Evidence is provided verifying for school personnel that the absence fell into one of the 7 categories of legal absences. Students in this category, within a reasonable length of time, as determined by the teacher, may make up all missed work. Parents may write **7 notes** per year to verify an absence as excused (as per the list below). Any absences beyond these (7) must be verified by a doctor's note, hospital, funeral or court documentation to be excused and could result in an attendance referral. (The note must be written. A phone call WILL NOT be accepted as an excused absence)

**Unexcused Absence:** The absence does not fall within the 7 categories defined as excused, and/or has used the designated amount of parent excuse notes. A student may request that a student be excused for:

1. Personal illness
2. Medical, dental or legal appointment
3. Pre-arranged Absence
4. Funeral
5. Religious holiday
6. Emergency/Circumstances beyond control
7. Administrative Discretion

We ask that you submit, in writing, a letter prior to any absence such as vacations, medical issues, or any reason you may need to take the child out of school for extended periods of time.

### Daily Absences:

A parent or guardian may call the school office at 233-7113 to inform the school of a student's absence prior to 8:55 a.m. of the missed day. Our automated phone system will generate a phone call to the parent/guardian of any student who was tardy or absent. Calling does not excuse an absence and you still may receive a phone call. A parent note must be submitted within 1 day of absence once the student returns to school. This note must state the date/dates absent and the reason for the absence.

Phone calls and/or notes both count towards the 7 parent excuses for the year. The note must be presented to the office on the day of the student's return to school. If the student does not bring a note, the absence is considered unexcused, and may be subject to attendance intervention strategies. Students who do not have a written note from home or students whose absence does not fall into one of the 7 categories of legal absences will receive an unexcused absence. An Intervention Plan may be developed depending upon which of the following categories the absence is classified.

**Habitual Truant: Unexcused absences of more than 30 consecutive hours, and/or more than 42 hours in one school month, and/or more 72 hours in one school year, and the student will be referred to the Lorain County Court's Alternative to Adjudication Attendance Program.**

The school will notify families in writing once the student's truancy reaches 38 or more hours in a month or 65 or more hours total in a school year. All absences, **excused or unexcused**, are counted in this total. Additional written notifications of unexcused absences will be sent per the Ohio Truancy Laws.

**Attendance Intervention Plan:**

Once a student reaches threshold for habitual truant, school will assign the student to the absence intervention team within 7 school days. The intervention team will consist of at minimum, a representative from the student's school district, a representative from the student's district who knows the child, the child's parent (or parent's designee) or the student's guardian, custodian, guardian ad litem, or temporary custodian, and the Lorain County Attendance Officer. The team may also include the school psychologist, counselor, social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

The intervention plan will be developed by the team within 14 days. The plan will address student's specific needs based on an attendance screening tool. The plan may include but not limited to referral for counseling services before, after, and weekend school sessions, parent involvement programs, notification to the Department of Motor Vehicles, truancy prevention programs, referral to Children's Service for Educational Neglect, or referral to the court system for adjudication. Required meetings will be held by the team to document student's progress on the plan.

If a student refuses to participate or fails to make satisfactory progress on the plan as determined by the absence intervention team, the Lorain County Attendance Officer will file a sworn Complaint in the Juvenile Court not later than the 61st day of the intervention plan.

**Tardiness to School/Early Dismissal:**

It is necessary to instill the need for punctuality in young people. All children not in their classroom by 8:55 a.m. are considered TARDY and need to report to the office to sign in. The drop off line will end at 8:53 a.m. Students that arrive after this time must have their driver park in the parking lot (not the emergency lane), enter through the main doors, **with an adult**, and be signed in. They will be given a pass. Students can be dropped off as early as 8:25 to receive breakfast. Breakfast should be cleaned up and students should be ready to learn prior to 8:55.

Tardiness to school and early dismissals can result in the development of an attendance intervention plan. Any student signing out of school after the start of the school day is considered early dismissal. In accordance with the law, all minutes from tardies and early dismissals will be included in the attendance totals. Tardies and early dismissals will be

considered unexcused unless accompanied by a doctor's note.

### **Sign-out Procedures:**

In the event a student must leave the building for a doctor or dentist appointment during the school day, we ask that a written note be given to the teacher at the beginning of the day (Do not communicate electronically in email or Dojo as teachers often do not see these messages during school hours). If the student is to be out at the beginning of the school day, please bring the note to school the day before or upon returning to school. The note should include:

1. Date to be excused
2. Reason for being excused
3. Time to be excused
4. Parent's signature

The person arriving to transport the student is required to sign the "sign-out book" in the school office and must be listed on the Emergency Medical Form. Photo ID will be required for the office to make a positive identification of the individual on the form. Upon returning to school, the student should check-in with the office and receive an admit slip to class.

**Please note, parents are not permitted to pick up their children between 3:00-3:15, as that is when we are getting ready for dismissal. If your child has an appointment and is required to be picked up early, they need to be picked up prior to 3:00 PM.**

### **Illness During School:**

Any student who becomes ill at school during the day will report to the clinic to lie down, soon return to class, or be sent home. Parents will be notified to come for the student if he/she is too ill to remain in class. **When the school nurse sends the child home, it will be excused. A written excuse is not necessary the following day if the student is signed out early due to illness. Students who have a fever or vomitted will not be permitted back in school until they have been symptom free for 24 hours.**

All students going home due to illness must be picked up by a parent/guardian or designated person. Students and parents should be aware the school nurse is at Vincent on a limited basis. On the days that the nurse is not scheduled, her services can only be called upon if there is an emergency. Emergency situations are at the discretion of the building principal or the school secretary.

### **Prearranged Absences:**

Arrangements must be made with the school at least one week prior to the absence. When a student must be absent from school because of a family trip, religious activity, or some other requirement, a note must accompany the request. The principal will determine whether an absence is excused or unexcused. Typically, with good grades, trips will be approved for up to a week.



### **Make Up Work:**

Students that are going to be out more than 2 or more days may request homework. Please call the attendance line 440-233-7113 to request homework. Work may be picked up in the main office after 3:00pm. Requests for work may take up to 24 hours to have work prepared for pick up. The amount of time allotted for make-up work directly corresponds to the number of days absent.

### **Extended Absences:**

If a student will be absent from school for an extended period of time because of illness or injury the school should be notified so that an arrangement can be made for some form of home instruction, if allowable.

### **Withdrawals:**

Procedures for Withdrawing your child from school:

1. Notify the building administration at least two days in advance so the child's achievement, attendance and health records will be updated and copied for the students last day of attendance.
2. Parent/guardians must sign the withdrawal form for all students under the age of 18.
3. All books and school materials must be returned to the student's teachers.
4. Official records will not be released until all books are returned, all bills are paid, and all obligations fulfilled.

## **CURRICULUM**

### **Grading:**

Grading Scale in grades K-2

O =Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Grading Scale in grades 3-4

A =100-90

B = 89-80

C = 79-70

D = 69-60

F= 59 or below

### **Progress Reports:**

Assessment of children is an ongoing process. Report cards will be sent home following the end of each quarter. However, students' grades are available on Power School throughout the year. <https://ps-cv.metasolutions.net/public/> See the website for directions on how to create a parent account. Click on the "parent" tab and then the link "PowerSchool link for parents."

Students are expected to achieve at their own developmental ability and will be assessed individually, instead of comparing the child to a selected group of children.

The assessment process will be as follows:

- Assessment reports to parents: October, January, March, June
- Two conferences are held during the school year: October/November and February
- Intervention for students needing extra assistance will be on going
- Parents should review their child's progress weekly through the PowerSchool code that will be provided when you enroll at Vincent.

### **Arranging a Conference:**

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences, Your child's teacher will contact you to arrange a time. If you have any concerns about your child during the school year, please contact the teacher. Arrangement may be made anytime in advance by note or phone. Do not hesitate to call the teacher or principal if you have questions or concerns. Official conferences are scheduled twice a year in the fall and spring.

### **Homework Policy:**

Parents and students should expect homework. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our program. Your child's teacher will develop a communication system to keep track of all assignments. Assignment books and Class Dojo is a good method of communication for parents and teachers.

The student's responsibilities for homework include:

1. Keeping track of homework assignments
2. Handing in homework assignments that are completed by the student.
3. Punctual (handed in on time.)
4. Carefully and neatly completed to the best of the student's ability.

The parent's responsibilities include:

1. Assisting their child in finding a well-lit, quiet place to work.
2. Establishing a regular time to complete homework.
3. Being available to provide help when their child is confused about the assignment.
4. Helping the child develop ways to keep track of assignments in an organized manner.
5. Showing that they care about homework (and school in general) by asking questions about the lesson and insist they keep up with assignments.
6. If there is confusion about an assignment, parents should write a note on the assignment asking the teacher for assistance.

### **Academic Dishonesty:**

The student handbook defines plagiarism as the use of another person's original ideas or writing as one's own without giving the other person credit. Examples of plagiarism include discussing and/or copying answers to homework assignments with other persons, copying or paraphrasing information found on the internet or in another reference source without citing the information as coming from a secondary source, and copying or paraphrasing research papers. Students guilty of plagiarism are subject to a zero and disciplinary action.

### **Field Trips/Special Activities:**

There are two types of field trips: Academic and Nonacademic.

Academic field trips are extensions of classroom activities that are directly related to coursework being studied.

Nonacademic field trips/Activities are often supplementary and NOT directly related to course content (e.g. a special activity for good behavior).

While on all field trips, the students are subject to the rules of conduct as set forth in the Vincent disciplinary measures.

If a parent does not wish for their child to attend the field trip, the student must still come to school and complete alternate assignments for the day. A parent should contact the principal to discuss the reason for not wanting a child to attend.

Students must complete a Field Trip Permission Form to attend any activity off school grounds. No student may participate in a nonacademic field trip that has a failing grade in any class or has documented significant behavior concerns without that teacher's permission.

## STUDENT DISCIPLINE

### Behavior Expectations:

We are a PBIS School. (Positive Behavior Interventions and Supports) We believe that with clear expectations and procedures that are consistently taught, students will be successful learners. Expectations will be taught and practiced starting on the first day of school. We will discuss S.A.I.L. expectations in each area of the building. At Vincent, we are **Safe, Accountable, Have Integrity** and are **Leaders!**

### Voice Levels:

Voice levels are set and taught for each area of the building:



### Hall Traffic:

Movement in the hall will be orderly.

The following are hallway S.A.I.L. expectations:

S: Be Safe- Walk on the blue squares, Keep body to self, Face forward, Keep floor clean, Voice level 0

A: Be Accountable- Follow directions the first time, have a pass if walking in the hallway without an adult

I: Have Integrity- Behave responsibly

L: Be a Leader- Model positive behaviors in the hall, Enjoy art with eyes only, Hands to your side

### Restroom Use:

A student must have a pass to use the restroom during regular scheduled class time. Students having medical problems requiring him/her to use the restroom more frequently must obtain a written notice from the doctor and present it to the principal for approval.

The following are Restroom S.A.I.L. expectations:

S: Be Safe- Take care of your business (flush), Use (1 pump) of soap and water to wash hands, Voice level 1

A: Be Accountable- 2 pulls of paper towels, Put trash where it belongs

I: Have Integrity- Keep restroom clean

L: Be a Leader- Report any issues to your teacher

### **Dismissal:**

Specific expectations will be taught at each dismissal point (Yellow Car Rider, Blue Car Rider, Walker, Bus) Overall S.A.I.L. expectations include:

S: Be Safe- Be aware of surroundings, Voice level 1

A: Be Accountable- Listen for ride to be called, Get to ride on time

I: Have Integrity- Use manners (please, thank you, excuse me)

L: Be a Leader- Have all things needed to go home.

### **Cafeteria Expectations:**

The following are Cafeteria S.A.I.L. expectations. Students are expected to follow the directions given by the monitors/kitchen staff in the same manner that they would for their classroom teacher:

S: Be Safe- Walk with your tray, Eat your own food, Trash in the garbage can, Voice level 2

A: Be Accountable- Keep floors clean

I: Have Integrity- Be kind, Consider the feelings of others

L: Be a Leader- Model table manners (do not talk while chewing food, say excuse me...)

### **Playground Expectations:**

Students will go outside for recess if the temperature is 20 degrees or higher with windchill.

Students need to dress for the weather. Students are required to go outside unless they have a note from a doctor stating the reason for accommodations to be made.

The following are Playground S.A.I.L. expectations:

S: Be Safe- Be aware of surroundings, Use equipment appropriately, Hands and feet to self, Voice level 4

A: Be Accountable- Pick up coats and jackets, and any playground equipment

I: Have Integrity- Take turns, Share

L: Be a Leader- Play fair, Include others

\*Students are not to play tackle football at any time.

\*At no time are students to kick, push, hit pinch, or punch others (not even as part of a game)

\*Students should not bring any toys from home. Playground equipment will be provided for students.

\*Specific procedures will be taught on how to properly use the playground equipment.

\*Recess is over when the whistle is blown. Students are expected to line up quickly and change their voice level to a zero before entering the "learning zone".

## **STUDENT CODE OF CONDUCT**

Grounds for suspension or expulsion shall include, but not limited to:

1. Academic Misconduct/Forgery-a student shall not cheat or plagiarize/forgo names or falsify Information

2. Acceptable Use/Internet Safety- a student shall not violate any portion of the AUP/safety policy
3. Appearance and Dress-a student shall not be inappropriately dressed for school
4. Arson/Explosive-a student shall not set/attempt to set a fire or possess, any substance which can be used as an explosive
5. Assault-a student shall not attack any other person or behave in such a manner that would cause or threaten to cause injury to any other person
6. Bomb Threats/ False Alarms-a student shall not turn in or cause a false alarm
7. Bullying-- a student shall not participate in written, electronic, verbal or physical bullying
8. Electronic Rule Violation-a student shall not violate the school cell phone/electronics policy
9. Failure to Cooperate- a student shall comply with reasonable requests made by school personnel
10. Failure to Serve- A student will serve all consequences as defined by staff
11. Fighting-a student shall not fight, hit, kick, punch, push, physically confront or cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting.
12. Gangs-are prohibited; a gang is defined as any non-school sponsored group possibly of secret and/or exclusive membership who purpose or practice includes the commission of illegal acts, violations of rules, establishment of territory or turf or any actions that threaten the safety or welfare of others. A student shall not participate in gang-related activities or wear gang identification such as attire, colors or clothing.
13. Harassment-a student shall not harass fellow students, faculty members, school employees, or visitors on the basis of race, age, sex, national origin or disability condition
14. Hazing-a student shall not cause or participate in any act of initiation that causes or creates a risk of causing physical, mental or emotional harm
15. Inappropriate or Threatening Behavior-a student shall not behave in such a way that may harm another individual, destroy property, or disrupt the school's learning environment
16. Possession, Making or Selling of/or Being Under the influence of Alcoholic Beverages, Illegal Narcotics, Illegal or Counterfeit Drugs or Drug Paraphernalia-while on school property, including buses, post- secondary institutions, or any school sponsored activity
17. Repeated or Flagrant Violations of School Rules-
18. Tardiness/Cut Class-a student shall not be truant, tardy or absent without an excuse; a student shall not cut/skip class and/or school
19. Theft- a student shall not take or attempt to take property which does not belong to that student (Students "finding" items on school property must turn these in immediately to a teacher or administrator. Failure to do so may lead to charges of theft. Along with the suspension, students charged may be denied the privilege of participating in all extracurricular activities for a period of up to one calendar year)
20. Tobacco-a student shall not use or possess any form of tobacco in any area under the control of the district or at any activity supervised by a school within the district (including but not limited to cigarettes, e- cigarettes and vapor pens).

21. Vandallism-- a student shall not damage, deface or destroy school property or private property kept on school premises
22. Violations of any Laws of the State of Ohio
23. Weapons-a student shall not possess a firearm or knife or look-alike on school premises, at a school activity or on a school vehicle

Also Refer to Clearview Local School District Board Policy Manual sections JGD: Student Suspension, JFC: Student Conduct and JFC-R: Student Code of Conduct.

## **CONSEQUENCES**

Consequences are the results of our actions. If a student makes appropriate choices, praise and sometimes tangible rewards follow. If students do not make appropriate choices, we use this as an opportunity to teach. Students are often asked to think through their choices, communicate the choices they made to their parents and make a plan for what they will do the next time they are faced with that same choice.

### **Recess Behavior Consequences:**

First Offense: Warning from recess monitor and possible time out.

Continued Offenses: Teacher notified and/or Principal notified. Disciplinary action will follow.

### **Classroom Behavior Consequences:**

The teacher has defined routines and procedures in his/her classroom. Teachers follow the school wide SAIL expectations and apply it to their classroom setting. Teachers will communicate with parents about both academic and behavior concerns that they see in the classroom. Consequences for students who do not follow classroom expectations will be issued to students, by the teacher, in a fair and respectful way. As a partner in education, parent feedback to the teacher is welcomed. However, it is important that a student knows that the parents and teachers are on the same page. Parents and teachers need to support one another. Communicate with a teacher directly and respectfully if you have any concerns.

### **School Behavior Consequences:**

The school principal has the authority to use one or any combination of the following disciplinary measures to improve student behavior.

1. Conference involving any or all persons involved.
2. Loss of a privilege.
3. Referral to counselor, psychologist or community service agency.
4. Activity constructed to develop a positive awareness or responsibility in the student. This may involve school community service.
5. Behavior probation: During this probation period, the student is assigned specific guidelines involving attendance, behavior, extracurricular participation and use of school privileges that must be adhered to. Any failure to comply will result in immediate suspension.

**Suspensions:**

- a. Class suspension – Students are to report to an assigned area in place of the class from which they are suspended. Participation in all extracurricular activities is prohibited.
- b. Bus suspension – Student/Parent must provide their own transportation to and from school and are expected to meet all attendance requirements.
- c. In –School Work Session – Students are to remain in an assigned area throughout the school day and are expected to cooperate totally with academic and behavioral requirements. Participation in all extracurricular activities is prohibited. If a student fails to cooperate it may result in an immediate out of school suspension.
- d. Out of school suspension – Students are to remain in their home during school hours and are not permitted to attend classes, be on school property or participate in/attend any extracurricular activities. Parents/guardians may be required to sign their children back into school following an out of school suspension, as well as have a parent/principal/student behavior conference prior to returning to class.

**Expulsions:**

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort; however, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 days, but not more than one year.

**Physical Contact/Fighting:**

Physical contact falls under the school wide expectation of keeping your hands and feet to yourself. Students are not to engage in activities that involve shoving, play fighting, smacking or any other activity that involves physical contact.

Fighting at school will not be tolerated. Fighting usually stems from rough play, which gets out of hand, some misunderstanding or miscommunication between students, or instigation by a third party. When a fight occurs, we do not dwell on who started it. Almost always both fighters are at fault. Our approach is to help the fighters defuse their anger, work out their differences, and find ways to avoid the problems in the future. Fighting will result in disciplinary action. This may include either an in-school work session or an out-of-school suspension.

**Bus Expectations/Consequences:**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, the other drivers on the road, and the safety and proper maintenance of school buses.

1. Driver's instructions are to be followed at all times.
2. Keep all body parts and objects to yourself and inside the bus at all times.
3. No eating, drinking, smoking, sharp objects, or animals allowed on the bus.

4. Remain properly seated and keep aisles clear at all times.
5. No cursing, swearing, teasing, name calling, loud talking, or fighting.
6. Do not litter or damage the bus in any way.
7. No behavior that is insubordinate or threatens the safety of other passengers and/or the driver. Such behavior will be considered as a severe bus disruption and will be subject to severe consequences.
8. Carry backpacks/ book bags without wheels only. Wheels from the bags ruin the bus seats, causing holes.

### **Consequences**

1. First verbal warning – Your name will be written down.
2. Second verbal warning – Your assigned seat will be moved or you will be the last student off the bus.
3. First bus referral means – Principal notified. Parent contacted by phone or in writing
4. Second bus referral means – Principal notified. Parent phone call/possible in school consequence.
5. Third bus referral means – Principal notified. 1 day of bus removal.
6. Subsequent referrals will result in longer bus removal.
7. SEVERE BUS DISRUPTION – Violation of rule #6 will mean 5 – 10 days bus removal and/or 3 days – 10 days out of school suspension, and/or expulsion from school.

### **Cell Phones/Electronics:**

Cell phone use is NOT permitted by students on school property. Teachers have phones in their classrooms if students have an emergency that requires them to make a phone call. If parents insist that students have a cell phone with them at school, they are to remain off and secured in the student's backpack. Any student caught with a cell phone will be subject to disciplinary measures. No other electronic devices including Smart Watches are permitted at school. The school is not liable for lost or stolen electronic devices.

- First offense of cell phone/electronics policy will result in the device being kept in the office until the end of the day.
- Subsequent offenses will result in the device being kept in the office until the parent comes to pick it up and possibly other school consequences.

### **Staff Authority:**

Students are expected to comply with reasonable requests made by all authorized school personnel (administrators, teachers, monitors, secretaries, custodians, cooks, bus drivers, and other school system employees whose work involves contact with the student body). This cooperation is expected at all school related activities. Students are reminded that school rules apply during all school activities and on all of the school's property.

### **Hazing and Bullying (Harassment, Intimidation and Dating Violence):**

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, electronic 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 mental 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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 to 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 or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other 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 appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semi-annual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The Children's Internet Protection Act added a requirement that effective July 1, 2012 all school districts participating in the e-rate program must include language in their Internet safety policy regarding the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response and to develop an educational plan to implement the program.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code section 3313.666.

Harassment, bullying and intimidation are prohibited. This policy also extends to school property, school transportation, at school sponsored events, or, if the harassment, bullying and intimidation materially or substantially disrupts the educational environment and discipline of the school. An "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means used to harass, bully or intimidate. In addition, the use of an 'Electronic Act' used to defame another can result in civil liability for damages.

*(The preceding information is in accordance to the Hazing and Bullying Policy as adopted by the Clearview Local Schools Board of Education)*

**Child Abuse:**

School personnel are required by law to report any evidence/suspicion of child abuse or neglect to Children's Services. The school will also cooperate 100% with law officials.

## **Appendix A - Handbook Updates To Address Covid 19**

### GENERAL INFORMATION

- *Face coverings will be worn by all students and staff (Kindergarten-4th grade)*

Student Fees 5

- *School fees only apply to students doing the hybrid model.*

School Day Schedule 5

- *Students will attend on an A/B hybrid model as described in Clearview's 2020-2021 Reopening Plan.*
- *There is no morning or afternoon latchkey until further notice.*
- *There are no after school clubs at this time.*

Clearview Local School Dates 6

- *The district's first day of school is the week of August 24, 2020 following the A/B model.*
- *The first day of kindergarten is the week of August 27, 2020 following the A/B model.*
- *There is no "in person" open house. Open house will be virtual.*
- *Other possible date changes will be announced.*

### STUDENT SERVICES

Breakfast and Lunch Programs 8

- *Students will eat in their classrooms, the cafeteria and the gym to properly social distance.*

Library 9

- *Students will not be checking out library books until further notice.*

### ORGANIZATIONAL INFORMATION

Arrival of Students 10

- *There is no morning latchkey until further notice.*
- *Parents are not allowed in the building until further notice.*

Dismissal of Students 10

- *Parents will not be able to walk up to pick up students (blue car rider)*
- *There is no afternoon latchkey until further notice.*

Walkers/Transportation Changes 10

- *If picking up a child early, parents must call first and wait outside after ringing the bell.*

Guests and Visitor 11

- *At this time, we do not have an open door policy. No guests/visitors are permitted in the building during school hours. This includes lunch, holiday celebrations and birthdays.*

Deliveries/Phone Calls 11

- *At this time we are unable to allow treats/toys of any kind in the classroom for birthdays or other special events.*

## ATTENDANCE

Daily Absence 13

- *Students must be learning Monday-Friday both in person and during e-learning days. If a student is absent (on either an in person day or an e-learning day, a phone call must be made to the office before 10:30 am.*

Sign out Procedures 14

- *Parents who are signing their child out early need to ring the bell, state the reason for the early dismissal and wait outside. We ask that you please schedule appointments on days that are not the in person school days whenever possible.*

Illness during School 15

- *If the student is screened by the nurse and determined to have COVID symptoms, they will be placed in the Clipper Clinic. Per the Ohio Department of Education, the Clipper Clinic is a designated area for students/staff displaying symptoms. The nurse will then follow the protocol as determined by the Lorain County Health Department.*

Arranging a Conference 16

- *All conferences until further notice will be held virtually.*

Field Trips/Special Activities 17

- *At this time there will be no field trips or special activities.*

## STUDENT DISCIPLINE

Bus Expectations/Consequences 23

- *Face Coverings will be worn at all times on the school bus. Student's bus privileges may be revoked if procedures are not followed.*