

**Vincent Elementary School
2303 North Ridge Road, East
Lorain, Ohio 44055
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**Mr. Wes Davies, Principal
Secretary: Mrs. Debbie Panchak**

Clearview Local School District

Welcome to Clearview Local School District. Our successes in the past are due in large part to the great sense of cooperation we have between home, school, and community.

Clearview staff members have always demonstrated a willingness to devote time and energy in providing the children of the Clearview District with the highest quality educational programs. The Clearview restructuring plan involved programs such as: Building Leadership Management Team, team teaching, thematic units, building wide themes, whole language, multi-age grouping, Intervention Assistance Team, inclusions of special education and Title 1 students and staff, an a revised assessment program.

Vincent Elementary School

Vincent Elementary serves all students who attend grades K-4 in the Clearview Local School District. A very caring, dedicated and experienced staff assists all children on their quest for knowledge. The Vincent school mission is “to provide all students with appropriate opportunities to maximize their academic potential while acquiring those physical, social and emotional skills necessary for responsible participation I a rapidly changing society.” In order to help accomplish the school’s mission, a great variety of academic and non-academic programs are offered. These include, but are not limited to, multiple intelligences, portfolios, and authentic assessment of thematic units.

General School Information

Vincent School Day

The general school day is six (6) hours and thirty (30) minutes. Classes begin at 8:55 a.m. Classes end at 3:15 p.m. Students are to be in their classrooms by 8:55 a.m. The building will be open for students at 8:25 a.m. Children should not be in the building before this time. There is no adult supervision before 8:25 a.m. All students should be out of the building by 3:35 p.m.

Emergency Medical Information

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.

School Fees

School fees are due by 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 grade card or be permitted to attend any school field trips. 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 of 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.

Attendance Information

Absence From School

Legally excused absences are defined by the Ohio Revised Code as absences for personal illness, illness or death in the family, quarantine, or religious holidays. Excused absences are defined as absences for approved causes, physicians, psychologists, psychiatrists, dentist, and similar professional persons. These absences will occur with the full knowledge and consent of the parents. The principal, at his/her discretion, may accept as valid the reason for these absences. Upon returning after the absence, students must provide a written excuse from a parent/guardian within three days. Parent/guardian is required to call the school before 9:30 a.m. to comply with the missing child law. Please

state the reason for absence. Our office hours are 8:15 to 4:00, Monday to Friday. Our phone number is 440-233-7113.

If you are driving your child to school, please get a blue or yellow car rider pass from the office. Information will be given on the correct procedures to follow for drop off and pick up of the children. If you arrive after 8:55 a.m. you must bring you child into the building to sign them in.

Good attendance is essential to success in school. A student should attend school each day unless they are ill. There is a major distinction between ill and feeling poorly. **Rule of thumb: keep students at home who have temperature of 100 degrees or higher, have diarrhea, and/or vomiting.** Students will be excused from school when prevented from attending due to unsafe conditions. Students whose absences are excused have the right and responsibility to make up the work. Those students who are absent due to an unexcused reason DO NOT have the opportunity to make up missed work.

Half Day Absence

Check in before 11:30 a.m. with a doctor's excuse student is present for the day but considered excused late. Check in before 11:30 a.m. without a doctor note student is considered unexcused tardy. Check in or out after 11:30 student is considered ½ day absent. No matter what time in the p.m. child is signed out they are ½ day absent.

Classification of Absences

Upon returning to school, the student's absence will be classified on one of the following categories:

1. Excused – students in this category within a reasonable length of time may make up all missed work.
2. Unexcused – excessive absences in the area will result in a parent conference and possible disciplinary and/or legal action taken by the school.
3. Truant – students who have been truant shall receive an "F" for all missed work and will be subject to disciplinary action.

Tardiness to School

It is necessary to instill the need for punctuality in young people. It is not something that you inherit. Therefore, all children reporting to school after 8:55 a.m. are considered tardy at Vincent. Students can be dropped off as early as 8:25 and we offer a Latch Key service for parents to drop off their children before school. Excessive tardiness will result in a parent conference and will result in an afterschool detention. Hence, every 5 tardies (after 8:55 am) will become an After School Assignment. If the student continues be tardy, out of school suspensions will result. Consecutive or reoccurring tardiness to school are reported to the truancy officer.

Excessive Absences

The following steps will be taken, in cases of excessive absence:

1. A phone call or written notice of the absences will be sent home.
2. A letter will be sent following the seventh (7) absence notifying that after seven days medical verification is necessary. You will be advised of possible failure and future referral to attendance officer with the Lorain County Juvenile court.
3. Following the twelfth (12) day of absence if the child has been absent without legal excuses the child and parent will be referred to the court.
4. A student will be recommended for retention following the 30th day of absence.

Truancy

Truancy is defined as an absence of a student for other than a legitimately recognized reason for all or part of a day when school is in session. Even when the absence occurs with parental knowledge and consent, the principal need not accept as valid the reason given for the absences. Consequences for truancy and repeated violations will be handled by the office and/or juvenile authorities.

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.

Dismissal or 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.

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.

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.

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. 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. If a student becomes ill during school, the person transporting the student home must sign the "sign-out book" in the office before the student is dismissed.

- We will no longer make bus changes/dismissal changes during afternoon announcements or at the end of the day.

Withdrawing 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 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.

Assessment Reports

Assessment of children is an ongoing process. Students are expected to achieve at their own developmental ability and should 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: November, January, April, June

Two conferences are held during the school year: November and April

Portfolios will be kept during the year to be shared with students and parents.

Intervention for students needing extra assistance will be on going. Progress reports will be sent to parent as needed.

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. Students use an assignment book to keep track of all assignments. The assignment book 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 complete, original (done mostly by the student).
3. Punctual (handed in on time).
4. Carefully and neatly completed.

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 assignment 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.

Student's whose absences are excused have the opportunity and responsibility to make up the missed work. The amount of time allotted for make-up work directly corresponds to the number of days absent.

If a student is going to be or has been absent from school three days or more, the parent/guardian may request the student's work by calling the office. The work may then be picked up in the office at 3:00. If the work is to be picked up, the request must be made before 9:30 a.m. Students absent due to unexcused reasons do not have the opportunity to make up the work missed.

Vacation With Family

Though such absences are not encouraged or condone, they will be considered excused if pre-arranged and approved by the principal. Parents must request a vacation one week prior to the date of the vacation. The teachers involved with the student will sign and comment on the student's achievement. The principal has the right not to excuse the student if academic achievement is unacceptable. Students are responsible for classroom assignments during the time of approved absence.

Arranging a Conference

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences (November and April). 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.

Health Issues

Immunizations

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

Who Is In Compliance?

A pupil in grades K -12 are in compliance with the State Immunization Law if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella, and mumps. The State Legislature mandates what diseases pupils must be protected against. The Ohio Department of Health stipulated the number of does or appropriate vaccines required.

1. A pupil is in compliance if the pupil submits written evidence, signed by a physician, that immunization may be detrimental to the child's health.
2. A pupil is also in compliance if the pupil submits a statement signed by a parent/guardian that immunization is objectionable on religious or other grounds. Parents/guardians are notified that the pupil is subject to exclusion from school in the event of an outbreak of any of the afore mentioned communicable disease and that this exclusion may be for the duration of the outbreak which could extend over a period of several weeks.
3. A pupil is in compliance if the pupil is in the process of receiving required immunizations. To be in the process the pupil must submit satisfactory written evidence that he has already received a minimum of one does of measles and rubella vaccine, one dose of DTP vaccine, one does of polio vaccine, and one does of mumps vaccine. The pupil 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 you child's classroom.

Becoming Ill at 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. A written excuse is not necessary the following day if

the student is signed out early due to illness. However, if the student does not return the following day, a written excuse is necessary. All students going home due to illness must be picked up by parent/guardian or some 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.

Dispensing Medication

Any medication to be dispensed at school must have a doctor's authorization. The principal or his/her designee cannot dispense any medication (including aspirin) without this form. Forms are available in the main office.

Students on Crutches

Students on crutches will be dismissed from class five minutes early in order to pass through the hallways without interference. Another student (teacher discretion) will be released to assist with carrying books. If a student has been placed on crutches, the student must have a medical excuse to be excused from physical education class. The student will need a note from the doctor when the child is able to resume participation in the physical education class.

Head Lice

When we suspect head lice to be present, checking of suspected classroom will occur by our nurse. Parents will be notified to pick up infected students. 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 present to the office.

Emergency Medical Treatment

In order to handle an emergency situation, the school must know how to reach a parent quickly. For this reason, every parent must fill out an Emergency Medical Form for each child as required by law. This is kept on file. When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents, or the person designated by the parent are requested to pick up the child immediately.

Behavior Issues

Dress and Appearance

Appropriate dress has an effect upon the attitude of a student toward his/her School, our school, and his/her schoolwork. The students will 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 student must wear a belt to keep them on their hips.
8. No hat permitted in school
9. Pants with holes above the knees are not acceptable.
10. No flip-flops. Open toes shoes are not recommended for playground activity.

Hall Traffic

Movement in the hall will be orderly when passing in the hallways, always stay to the right of the hall (remain in the path of the blue tile blocks).

The following will not be tolerated:

1. Running
2. Yelling
3. Pushing
4. Tripping
5. Deliberate squeaking of shoes.

The student may receive a detention for this disorderly conduct.

Passes

Hall passes – A student must have a hall pass whenever he/she is out of the classroom during regularly scheduled class time. Hall passes can be obtained from the classroom teacher.

Restroom Passes

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.

Restroom Rules

1. Always use proper manner in the restroom
2. Treat the bathroom as you would your own at home.
3. Always flush the toilets and/or urinals.
4. Keep the floor, mirrors, and walls neat and clean.
5. Never stand on toilets or hang on support bars.
6. Keep floors, sinks, and toilets neat and clean at all times.

Gum Chewing

No gum chewing is permitted. (Unless a specific activity is occurring in the classroom.)

Walker Rules When Crossing Streets

1. Get off bike and walk it across the street.
2. Wait for crossing guard to get to the center of the street before crossing.
3. Do not harass crossing guards. They are there for your safety.
4. Stay inside crosswalk.
5. Go directly home. Do not stay around the school and play.
6. If crossing guard asks your name and homeroom, you must comply.
7. Be respectful at all times.

Cafeteria Rules

Students should go directly to their assigned table after getting their lunch.

1. Sit at your assigned table.
2. Do not leave your table unless you have permission from the monitor.
3. Raise your hand and get permission to clean and dump tray.
4. Treat cafeteria as you would your own kitchen at home.
5. Be respectful of monitors and cooks at all times.
6. Use your inside voice at all times.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk containers, food, and waste paper on your tray.
2. Empty all debris from trays into the trash cans.
3. Keep the cafeteria lines orderly and single file.
4. Pick up and clean up any food or milk you drop or spill
5. All food and milk must be consumed in the cafeteria, including snacks.
6. Respect the cafeteria supervisor's authority.

Playground Rules

1. Student must sit while swinging.
2. No climbing on swing seats.
3. Students are not to play tackle football at anytime.

4. At no time are students to kick, push, hit or punch others.
5. Students are not to tease or name call.
6. Students are to say outside unless the playground monitor gives permission to go inside.
7. When you hear the alert whistle or bell, stop, look, and listen for instructions.
8. No one is allowed outside of the fenced in area without permission.
9. Be respectful of each other and the monitor at all times.

Recess Behavior Consequences

First Offense: Warning from recess monitor and time out.

Second Offense: Name and homeroom given to the recess monitor. Teacher notified.
One day with no recess. (Standing outside on the wall watching recess.)

Third Offense: Principal notified. Parent contacted and possible disciplinary action taken.

Disciplinary Measures

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 personnel involved.
2. Referral to counselor, psychologist or community service agency.
3. Activity constructed to develop a positive awareness or responsibility in the student.
4. Behavior probation: During this probation period, the student is assigned specific guidelines involving attendance, behavior, extra-curricular participation and use of school privileges that must be adhered to. Any failure to comply will result in immediate suspension.
5. Suspension:
 - a. Class suspension – Students are to report to an assigned area in place of the class from which they are suspended. Participation in all extra-curricular activities is prohibited.
 - b. Activity suspension – Students may not participate, in any manner, in the activity named. Full participation in scheduled classes and all other activities is permitted.
 - c. Bus suspension – Student/Parent must provide their own transportation to and from school and are expected to meet all attendance requirements.
 - d. In-School suspension – Students are to remain in an assigned area (In-school suspension room) throughout the school day and are expected to cooperate totally with academic and behavioral requirements. Participation in all extra-curricular activities is prohibited.
 - e. 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 extra-curricular activities. Parents/guardians must 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.

6. Court Referrals
7. Expulsion

Detentions

Detentions are received when a student breaks one or more classroom rules. Students may receive noon (recess) detentions. Reasons for not getting credit for a detentions and receiving added discipline are: misbehavior during detention: late for detention; not showing.

Fighting

Fighting at school will not be tolerated. Fighting usually stems from rough play, which get 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 either in-school or out-of-school suspension.

Buses

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

Bus Rules

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 cleared 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 threatened 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 warning – Your name will be written down.

2. Second warning – Your assigned seat will be moved or you will be the last student off the bus.
3. Third warning –A referral will be sent to the school office and the bus driver will notify your parents. The principal will send a copy of the office referral to your parents.
4. First office referral means – return to steps one, two, and three.
5. Second office referral means – Restriction of recesses or assignment of detention.
6. Third office referral means – 1 to 5 days of bus removal for elementary.
7. Subsequent referrals within the 9 week grading period – May result in longer bus removal.
8. SEVERE BUS DISRUPTION – Violate of rule #7 will mean 5 – 10 days bus removal and/or 3 days – 10 days out of school suspension, and/or expulsion from school.

Prohibition Against Sexual Harassment

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

Principals should encourage the reporting of any act that the student perceives as sexual harassment. Furthermore, the school staff should be informed as to how to respond to victims who come to them for help or just to talk about their problems. Principals should be aware that a hostile environment is not necessarily one that forces a student to drop out of school. It may be enough that a student's emotional well-being, sense of safety, security, dignity, and self-worth are adversely affected.

Principals should move expeditiously and decisively to stop harassment when it is identified, and to punish the offenders.

Sexual harassment is a problem that occurs in elementary school and should not be ignored.

STUDENT CODE CONDUCT

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

Failure to cooperate with reasonable requests made by school personnel.

Inappropriate behavior that may harm another individual, destroy property, or disrupt the school's learning environment.

Threats of bodily harm or intimidation of students or school personnel.

Turning in false alarms.

Setting a fire on school property.

Possession of dangerous weapons or ordinance of any kind or look-alike.

Failure to follow established school procedures.

Damage or destruction of school property or private property on school premises.

Smoking or the possession of tobacco on school property or buses.

Profanity or obscene language, written or verbal, directed toward school personnel. This shall include use of obscene gestures and signs.

Insubordination in refusing to comply with directions of school personnel.

Truancy from class or school without school authorization and parent consent.

Repeated tardiness to class or school.

Violations of any laws of the State of Ohio or Government of the United States.

Misuse of technology/violations of computer use agreement.

Vandalism and/or destruction of school property or private property kept on school premises.

Possession or being under the influence of alcoholic beverages, illegal narcotics or illegal drugs while on school property, including buses or at any school sponsored activity.

Possession, making of sales, transfer, delivery, or representation of a counterfeit-controlled substance or being under the influence.

Theft of school property or equipment or personal property of any school personnel, another instrument of violence.

Fighting among two or more students on school property, including buses, or at any school-sponsored activity

Repeated or flagrant violations of any school rules or accepted standards of school behavior. Any offense which is grounds for expulsion.

Continued class disruption- to be repeatedly involved in actions which disrupt the educational process of the other students in a classroom, activity, or other organized function of the school. Disrespect to willfully intimidate, insult, or in other manner, abuse verbally or in writing any member of the school or student body.

Distribution of unauthorized printed materials- the act of distributing unauthorized materials on school property.

Hazing/Harassment if not permitted.

False reports- the act of falsely reporting incidents, making accusations, or giving false testimony, to school personnel, which would seriously affect the welfare of others.

Forgery- the act of falsely using, in writing, the name of another person, falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Gambling- the act of illegal gambling for money or valuables.

Loitering- willful presence in a school building or restricted area of same at unauthorized times, and in such manner as reasonable may cause disruption to some activity or function, pose a threat to the safety and well being of the student or a discretion to his educational process. This provision specifically includes students who skip classes and remain on the school campus.

Occupying the building, school grounds, or part thereof; with the intent to deprive others or interfere with lawful access to or from, or use of, the building or corridor rooms.

Preventing or attempting to prevent the convening or continued functioning of any school, class or activity, or of any lawful meeting or assembly on the school premises.

Failure to serve assigned detentions.

Any action, which is contrary to acceptable behavior and affects the educational system in the opinion of the administration on or off school grounds.

It should be noted that other possible student conduct, persistent disobedience or gross misconduct may also serve as grounds for suspension- provided by law.

“Persistent disobedience” means recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations. “Gross misconduct,” refers to willful or malicious acts that have the effect of materially and substantially disrupting the educational class, activity, or the school generally.

Also refer to Clearview Board Policy Manual sections IGD, JFC, and JFC-R.

STUDENT SUSPENSION

The Superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. Nor period of suspension will be for more than 10 school days. A suspension may extend beyond the school year if at the time a suspension is imposed and “fewer than 10 days remain in the school year. The superintendent then may apply any or all of the period of suspension to the following year. The Superintendent may require a student to perform community service in conjunction with or I place of suspension. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

4. Within 24 hours, a letter will be sent to the parent or guardians stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension will be sent to the:
 - a. Superintendent
 - b. Treasurer
 - c. Student's school record (not for inclusion in the permanent record.)
6. Permanent Exclusion- If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

APPEAL PROCEDURE

Suspension will be appealed to the Board of Education's designee, which is the superintendent for the suspensions determined by building administrators. The Board will hear appeals of suspensions by the superintendent. Should a student who is 18 or older or a student's parent(s) or guardian(s) choose to appeal the suspension, he must do so within 24 hours of the notice of suspension. A verbatim record will be kept of the hearing, which may be held in a private session at the request of the student, parent or guardian.

Notice of appeal must be filed with the Treasurer within 24 hours of the suspension decision.

APPEAL TO THE COURT

Under Ohio Law, appeal to the Court of Common Pleas must be made within 30 days of the designee's decision.

STUDENT EXPULSION

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 80 days duration. An expulsion can extend beyond the current semester but not beyond the end of the school year.

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. The notice will state the time and place to appear which must be not less than three days nor later than five days after the notice is given.

Within 24 hours of the expulsion the Superintendent will notify the parents, guardians or custodians of the student and Treasurer and the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal the Clearview Local Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing to be held in executive session.

The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

Any student who is expelled from school for more than 20 days or into the following semester of the school year will be referred to an agency, which will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his parent/guardian or custodian with the names, addresses and phone numbers of the public and private agencies.

PERMANENT EXCLUSION

If the offense is one for which a school district may seek permanent expulsion, then the notice will contain that information.

APPEAL TO THE BOARD

A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent or guardian.

A parent of a student expulsion appeal may be made to the Board of Education. The Board will hear suspension hearings and expulsion appeals when the suspension and expulsion are determined by the Superintendent. Notice must be filed 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. Notice of intent to appeal must be made within 10 days of the Superintendent's decision to expel.

APPEAL TO THE COURT

Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

MISCELLANEOUS INFORMATION

After-School Activities:

Basic school rules are still in effect at all after-school activities, students will be expected to behave in such a manner that will reflect positively upon the school. Disciplinary action will be taken at the discretion of the principal against those students who violate school rules. After the event, it is the responsibility of students to provide transportation home.

Assemblies/Guest Speakers:

Students will be respectful and give complete attention to the program. Applause should be given in moderation. There will be whistling- this is inappropriate. All school rules are applicable during assemblies. Students not adhering to these rules will be dealt with according to the infraction. First time will result in removal from the program. Second time the student will not be allowed to attend future assemblies.

Audio-Visual Materials:

I-Pods, MP3 players, CD players, cell phones and recorders are not permitted to be used during the school day unless special authorization has been given. If a student brings an electronic device to school, it is his/her responsibility to store said equipment. Students should not ask teachers or staff to store their equipment unless special authorization has been given in advance. Any student bringing unauthorized audiovisual materials will be subject to disciplinary procedures.

Bicycles: All bicycles are to be parked in the provided area and should be chained for their safekeeping. Bicycles are not to be ridden on the playground when other students are on the playground. Bikes are not to be bothered by any students, including the owner, during the day.

BOOKS

Textbooks are furnished free to public school students. The books are issued to students by classroom teachers who keep a record of the condition and number of each book. Each student is responsible for the care of books issued to him/her and he/she is expected to pay for the damage or loss of any book.

DRILLS

Fire Drills will be conducted each month. An evacuation plan will be posted in each classroom by the door. Students are to leave the classroom in single file quickly and quietly when hearing a long buzz.

Tornado Drills will be conducted during the tornado season. Students are to be extremely orderly at this time and closely follow instructions. Posted in each room near the door is the safety plan stating the designated area students should report to.

Field Day: Field Day is an end of the year activity organized by staff and parent volunteers. It consists of a combination of track and field events.

Field Trips: Field trips are arranged by the classroom teacher to correspond with the curriculum. Some trips may be arranged at a fee to the students. Students will bring home information about any/all field trips with which they might be involved. This allows the parent to decide if they would like their child to attend the trip and will have a place for the parent/guardian to sign to give permission for their child to attend the field trip. While on the field trip the students are subject to the rules of conduct as set forth in the Vincent disciplinary measures.

Lost and Found: Any article found should be placed in the lost/found box in the office, where the owner can claim it. Lost schoolbooks will be kept in the office and returned to the respective teacher. It is best to keep items tagged with student name or initials.

Unauthorized Student and Adult Visitors: Individuals not enrolled in this school are not welcome in the building unless they have some legitimate business there. Parents are always welcome. Parents and all visitors **MUST** check in at the office while visiting. The school will observe the custodial arrangements established for the child of a divorce; insofar such arrangements are made known to school officials. This information should be in writing from the courts. 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. Non-custodial parents may **NOT** visit children at school, send mail to them in care of the school or telephone them at school. A stepparent who has not adopted a child must have permission from a natural parent to examine records.

Use of Telephone:

Students' use of the telephone should be limited only to emergencies and approval by the office.

Child Abuse:

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

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.

Lunch:

Lunch/breakfast will be served each day school is in session. The charge for a lunch is \$2.55 per day including milk. Reduced lunch is \$.40cents with approved application. Breakfast is at no cost. Milk for packers is .50 cents. We do not have a free milk program. Juice and snacks are also available at additional cost. Free lunches or reduced cost lunches are available to students who qualify. Applications which will be made available to families at the beginning of the school year must be returned to determined eligibility.

Emergency Closings, Delays, Early Dismissals:

In the event of inclement weather or other emergencies that may necessitate a school closing, delay or early dismissal, the Clearview Local Schools will communicate with parents by radio. (WEOL-930AM WOBL-1320 AM) Please do not call the radio station! Arrangements must be made in advance for students in case of EARLY DISMISSAL make arrangements for your child to go to a relative's or neighbor's house if no one is going to be home. Students will not be permitted to call home in most cases and parents may not be able to reach the school because of busy phone lines.

Acceptable Use Practices for the Wide Area Network and the Internet:

1. All use of the network must be in support of education and research and consistent with the purposes of the school.
2. All use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal and private business is prohibited.
4. Use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. User shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
7. All communication and information accessible via the network should be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
11. Use of the network to access or process pornographic material, inappropriate text, or files dangerous to the integrity of the local area network is prohibited.
12. Subscriptions to new groups and LISTS must be reported to the building system operator (SYSOP). Name of the SYSOP is in the principal's office. Prior approval is required for students. Installation of software onto any hard drive is prohibited without the authorization of the administration.
13. The illegal installation of copyrighted software for use on district computer is prohibited.
14. Mail from News groups and LISTS must be monitored daily and deleted from the personal mail directory to avoid excessive use of the server hard disk space. (This is the responsibility of the subscriber.)
15. Periodic determinations will be made on whether specific uses of the network are consistent with the acceptable use practice.
16. Use of computer hardware and software will be logged.
17. User will be responsible and may be held liable for damage to the hardware, software and/or system.

Clearview reserves the right to remove a user and their account on the network to prevent unauthorized activity or miscues of the system.

A signed copy of this policy must on file in the school district prior to use of the system. An update form will be filed annually.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into 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 semiannual 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.

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 liabilities for damages.

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 Clearview Local Schools and Durling Middle School's hazing, anti-bullying, and harassment expressly adds school buses to the school related locations where student's harassment, intimidation, or bullying is prohibited.

The district also expands the definition of "harassment, intimidation, or bullying" to account for cyber bullying techniques by specifically including acts committed through use of a cell phone, pager, personal communication device, or other electronic communication device.

Any and all types of hazing, harassment, and/or bullying is prohibited by the Clearview Local School District.

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

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 concerning 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.