



Sandy Valley Elementary
2022-2023
Family Handbook



Sandy Valley Elementary 2022-2023 Student/Parent Handbook

"Where students EARN an education, LEARN to be successful, and YEARN to be the leaders of tomorrow."

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Sandy Valley Board of Education

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Sandy Valley Administration

Superintendent: Mr. David Fischer	d.fischer@svlocal.org	(330) 866-3339
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Director of Operations: Mr. John Petro	j.petro@svlocal.org	(330) 866-2528
Bus Garage: Mrs. Susan Schlimm	s.schlimm@svlocal.org	(330) 866-2528

Sandy Valley Elementary

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Counselor: Miss Mikayla Dearing	m.dearing@svlocal.org	(330) 866-9225 ext. 1814

- SVE Student Handbook adopted by the Board of Education on April, 18, 2022
- Additional policy can be referred to in our board policy section at svlocal.org. All handbook policies are in conjunction and addition to board policy

Forward The SVE Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board of Education policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep it available for frequent reference by your family. If you have any questions that are not addressed in the SVE Handbook, you are encouraged to contact your teacher(s) or the building principal. This SVE Handbook replaces all prior handbooks and other written material on the same subjects. The SVE Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the school's rules as of April of 2022. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails. Copies of current Board of Education policies and administrative guidelines are available from the building principal and on the SVLS web site.

Sandy Valley Mission Statement The mission of the Sandy Valley Local School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens and/or help its students accomplish educational goals which are significant, durable, and/or transferable.

Equal Education Opportunity SVLS provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the district's compliance officer at (330) 866-3339. Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

Sandy Valley Elementary School Day

8:30-8:40 Drop Off
8:40 Tardy Bell
8:50 Caring School Community
9:00 Teaching and Learning Begins
3:20 Dismissal Procedures Begin

Student Call-off Number: (330) 866-2366

Please use the call-off number to report a student absence before or after school hours.

Web Site: www.svlocal.org
Bus Garage: (330) 866-2528
Say Something Anonymous Reporting: (844) 5-SAYNOW

Student Responsibilities School rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school principal, counselor, or Student Resource Officer (SRO). In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from SVE via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Parent Communication SVE staff members encourage parents to keep in touch with their child's teacher about his/her progress and classroom happenings. There are several ways at SVE to have effective communication between home and school. These include standard written notes, the classroom/building communication app, email, and by phone. Caregivers should expect staff members to respond to emails and other written communication within 24 hours. Teachers are not available to have unscheduled conferences or to answer extended questions either first thing in the morning or at any time during the school day. If a parent needs to speak to the teacher about more involved concerns or questions, please schedule a conference. When a parent has questions or concerns about a child's progress, behavior, grading practices, peer issues, and/or other classroom issues contact the child's teacher, counselor, or principal.

Bloomz is the primary electronic communication platform at SVE. Bloomz provides a platform to safely share information through posts, scheduled announcements, group, or private messaging. Additionally, Bloomz strengthens school/family connections with direct messaging, photo, video, or document sharing. Additionally, students in grades Preschool-2 take home Nikki Folders (red vinyl folders) daily to ensure two-way communication. Students in grade 5 are provided with agenda books to record assignments and enable communication. Parents are encouraged to check folders/agendas nightly.

Student Well-Being Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the SVE office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

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

Enrolling in the School In general, State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the SVLS open enrollment policy and/or unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following: a birth certificate or similar document; court papers allocating parental rights and responsibilities, or custody (if appropriate); proof of residency; and proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

A homeless student has the right to enroll in the school district where they currently live if it is in the child's best interest. Contact the SVLS McKinney-Vento coordinator for further information. In addition, if a new student resides in the district with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DHS to the superintendent, have been received: an updated copy of the student's transcript; a report of the student's behavior while in DHS custody; the student's current IEP, if one has been developed for the child; and a summary of the instructional record of the child's behavior.

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

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

Early Dismissal No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Withdrawal/Transfer from School No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

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

Emergency Medical Authorization A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

Use of Medications Students who must take prescribed or over-the-counter medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the nurse's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the nurse's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("EpiPen"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the School Nurse wishes to discontinue the privilege of a student

self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

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

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the SVE office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the principal. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Control of Casual-Contact Communicable Diseases Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The SVE professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and Ohio health departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases SVLS has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the county health departments. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the Ohio Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the School Nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report). The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician county health departments. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or county health departments. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality. The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

Students with Disabilities The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities. The laws define a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

SVLS has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with state and federal mandates, the district seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the district's Special Education Director at (330) 866-9225 to inquire about evaluation procedures, programs, and services.

Homeless Students Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for homeless students at (330) 866-3339.

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

Protection and Privacy of Student Records SVLS maintains many student records including both directory information and confidential information. Directory information includes a student's name; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; or awards received. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board of Education to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information

and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found posted in the school buildings or on the school website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board of Education will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to their building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board of Education policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact your building principal to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period after the request is received by the principal. The superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described in A through H above. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

Student Fees and Fines Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, SVE charges specific fees for the following activities and materials used in the course of instruction: Recorders for Music. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for

damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Student Fund-Raising Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

Student Valuables Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. SVLS is not liable for any loss or damage to personal valuables.

Meal Service SVLS participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. For information regarding meal charging procedures call the Kitchen Manager at (330) 866-9225. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the principal. Through a grant obtained by the district every SVE child receives breakfast in his or her classroom at no cost.

As of 2014-2015, through Smart Snacks in Schools federal guidelines, all food and beverages during the school day are required to meet nutrition standards. Therefore, it is discouraged for students to bring in or pack unhealthy food and beverage items including soda.

Safety and Security All visitors must report to the office when they arrive at school. All visitors are given and required to wear a building pass while they are in the building. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All doors are locked at all times unless physically monitored. Portions of the building that will not be needed after the regular school days are closed off. All SVLS employees are to wear photo-identification badges while in district schools and offices or on district property.

Emergency Drills SVE complies with all fire safety laws and will conduct fire drills in accordance with State law. SVE conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closing and Delays If the school must be closed due to inclement weather or other conditions the superintendent will issue a district wide All Call. Local radio and TV stations will be informed. Closing information will also be available on the front marquee and on the district web site (www.svlocal.org). Parents and students are responsible for knowing about emergency closings and delays.

Preparedness for Toxic and Asbestos Hazards SVE is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the SVLS *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

Visitors SVE has a Student Resource Officer (SRO) who greets students as they enter the building, assists in conflicts, and supports students and staff during the school day. During the year there are several opportunities to visit the school including Grandparents Day and family nights. Parents are permitted to sign their child out for lunch or eat lunch in the office with their child (advanced notification required). Thank you for continuing to make our school safe!

Use of School Equipment and Facilities Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Lost and Found The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Use of Telephones Phones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Advertising Outside Activities Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will attempt to respond to a request for approval within one school day of its receipt. All outside agency and organization requests to post announcements or distribute information must be approved by the superintendent.

Field Trips Educational research supports using the total community environment as a learning laboratory for children as they develop academically. To this end, teachers through PTO funding schedule field trips for their classes at the end of each year. These trips are always arranged for their educational value and serve to broaden the student's total educational experience and enable students to see people at work. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. Transportation is provided by bus only. Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office, verbal permission is not accepted. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours. Some trips may use coach buses and extend outside the normal school hours. Students who violate school rules may lose the privilege to go on field trips.

Student Birthdays If a child is having a birthday party outside of school, please do not distribute invitations at school. This will eliminate hurt feelings. Due to food allergies and students with medical conditions birthday treats are not to be sent to school. An alternative would be to send in birthday pencils or a book for the classroom.

Grading Scale Students in Kindergarten through Grade 5 receive a comprehensive report card at the end of each marking period providing information regarding achievement, work-study habits, social development, and attendance.

Students in Kindergarten through Grade 2 are assessed in accordance to progress in meeting Ohio Learning Standards leading to College and Career Readiness:

(M) Meets Standard: The student's performance meets the standard and the student consistently meets or exceeds the standard with little to no teacher support.

(P) Progressing: The student's performance is approaching the standard and the student applies learned skills with teacher support.

(N) Not Meeting the Standard: The student's performance is below the standard and requires extensive teacher support including re-teaching and additional practice.

(X) Standard not assessed during the grading cycle.

Students in Grades 3 - 5 receive letter grades for Math, ELA, Science, and Social Studies. All K-5 students receive an O, S, or U for Phys. Ed., Music, Art, and Technology.

Percentage:

A	90-100	O	Outstanding
B	80-89	S	Satisfactory
C	70-79	U	Unsatisfactory
D	60-69		
F	0-59		

- SVE staff members believe it is essential to inform parents of their child's academic progress, SVE teachers will use several approaches to communicate periodically including student data portfolios, Renaissance Star assessments, ODE diagnostics, and Reading Improvement and Monitoring Plans.
- A cooperative relationship between the parent and the teacher is important for a child to make satisfactory progress. There are two conference weeks scheduled for the school year; one in the fall and one in the spring. The dates are listed on the Sandy Valley Local School District calendar.
- Report cards are shared with parents four times each year. Careful consideration is given to both academics and behavior in determining the student's progress. SVE staff members are always happy to schedule additional conferences to discuss academic and social achievement.
- At the end of each grading period Grade 4 and Grade 5 students with a GPA of 3.5 or better will qualify for the Honor Roll; Students with a GPA of 3.2 to 3.49 will qualify for the Merit Roll.
- When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.
- The principal is available to discuss parent concerns or questions; however, parents are encouraged to talk to their child's teachers first unless it is an emergency or urgent matter.

Promotion, Acceleration, and Retention Promotion to the next grade (or level) is based on the following criteria: current level of achievement based on instructional objectives and mandated requirements for the current grade; potential for success at the next level; and emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, or parents. Decisions regarding acceleration are based on the following criteria: achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip; achievement of instructional objectives for the present grade/course as well as the succeeding one(s); potential for success in the accelerated placement based on sufficient proficiency at current level; and social, emotional, and physical maturation necessary for success in an accelerated placement.

A student may be retained at his/her current grade level based on the following criteria: failure to demonstrate proficiency in mathematics and reading; failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level; and scoring at the below basic level on any State-mandated assessment test.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade. Even if s/he falls in the preceding category, a student may be promoted if the principal and the teachers of the classes that the student failed agree that the student is academically

prepared to be promoted. Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 who are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade. The Department provides policy guidance, instructional tools and resources on the Third Grade Reading Guarantee.

Recognition of Student Achievement Students who display significant achievements during the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

Homework Homework can be a beneficial extension of the classroom and support student achievement when it is purposeful, clearly understood by the students, and an extension from the classroom. SVE teachers monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities. If your child is struggling in completing homework, please contact the teacher.

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

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

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

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the network and/or being assigned an e-mail address. Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the network.

B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.

D. Students may not use the network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board of Education policy is prohibited.

F. Any use of the network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.

G. Use of the network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or social media accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>. Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube; posting misleading or fake photographs of students or school staff members on web sites. To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally accepted rules of network etiquette: Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the network (including, but not limited to, public messages, private messages, and material posted on web pages). Do not engage in personal attacks, including prejudicial or discriminatory attacks. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop. Do not post information that, if acted upon, could cause damage or a danger of disruption. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher. Never agree to get together with someone you "meet" on-line without parent approval and participation. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is

prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

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

K. Downloading of information onto the Board of Education hard drive is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational.

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging).

N. Privacy in communication over the Internet and the network is not guaranteed. To verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

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

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

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

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

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Game playing is not permitted at any time.

Transmission of Records and Other Communications Parents/Guardians have to complete and return a transmission of records and other communications form to authorize the staff to communicate with the

parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

School Sponsored Clubs and Activities *Genius Team* members will grow in problem solving skills, creative thinking and project management as they work collectively to complete challenges. The SVE *Junior Safety Patrol* Program is responsible for helping students that are transported to and from school by bus using the designated student loading and unloading zone located on the playground parking lot. Students entering 5th grade and are in good academic and citizenship standing may participate in the program. *Girls on the Run* is a ten-week program to promote fitness, fun, friendship, service learning, and valuable life lessons.

All students are permitted to participate in the activities of their choosing if they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Non-school sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

21st Century Community Grant This program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

Student Attendance at School Events Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Attendance Policy All students are required to be in regular attendance except when excluded by law. The following reasons are recognized by Ohio law as being valid for absence from school: Personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardian, observance of religious holidays, emergencies or set of circumstances which constitute good and sufficient cause. All other absences will be considered unexcused unless previous notification has been given in accordance with school procedure for excused absences. Summer school may be recommended for students to receive credit for excessive absences. After 65 hours missed, all student absences will require a medical note stating that the student is too sick to be in school or the absence will be marked unexcused. A parent call off will not be accepted for future absences.

When a student misses over 45 hours in a year, a mediation conference will be held. The mediation hearing will consist of the school truancy officer, the parents, the student (if necessary), and the counselor. The goal of this mediation is to devise a plan to improve student attendance. A signed attendance contract will be agreed upon by all parties involved. After this mediation meeting, student attendance will be monitored. The school will follow the Ohio Revised Code truancy laws, which could result in the filing of truancy charges against the parent and/or student at the appropriate county of residence. Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up schoolwork missed due to suspension.

Per Ohio Revised Code, Truancy charges will be filed with the county juvenile court system when one of the following three situations occurs:

1. When 30 consecutive hours of unexcused absence have occurred.
2. When 42 hours of unexcused absence have occurred in a month.
3. When 72 hours of unexcused absence have occurred within a school year.

Procedure if a Student is Absent According to state law the parent or guardian must contact the school when a child is absent.

1. For an "Excused Absence," the student must meet the criteria for the excused absence.
2. The parent should contact the school by 9:00 A.M. on the day of the absence.
3. A parent written note or a doctor's medical excuse must be submitted the following day.
4. By Ohio Law, the school is also required to attempt to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for the student, regardless of age, when the student is absent from school.
5. A child must be fever, vomiting, and/or diarrhea free for 24 hours without medication prior to returning to school (Ohio Department of Health Communicable Disease Recommendations).

Tardy to School Students are expected to be punctual. Students driven to school by a parent must arrive between 8:30 – 8:40. All students must report immediately to their homeroom by 8:40 A.M.

1. A student not using school transportation is considered tardy if he/she arrives after the established school starting time, which is 8:40 A.M. A parent must come to the office to sign in their child if the child arrives after the 8:40 bell. It is the responsibility of the parent by state law to see that the child arrives at school on time and is in school the full day. Tardy students must walk to class unaccompanied by a parent, as classrooms cannot be disturbed.
2. Students not in the classroom by 8:40 A.M. are considered tardy. Exception: Presentation of a valid excuse from a doctor and arrival prior to 9:30.

Early Dismissal/Alternate Dismissal Early dismissals are considered an absence for classes that are missed. Early dismissals for medical reasons will be taken into consideration for perfect attendance. The school may make phone calls to verify the need for the early dismissal. An SVLS Alternate Dismissal form must be completed if a student is not going to ride his/her bus and changed to parent pickup or vice versa. Students are assigned one designated bus stop and are not permitted to be dropped off at an alternate stop or ride a different bus than his or her designated bus. Please be aware school personnel will not be able to change the way a student is dismissed without an Alternate Dismissal form from a parent/guardian. For safety concerns any change in dismissal arrangements must be made by 2:30.

Drop Off Procedures Parents/Guardians may drop their children off at the sidewalk at the front of the building in the morning. For safety and security purposes students may not be dropped off prior to 8:30 as no supervision will be available. Children must get out of the vehicle on the passenger side of the car. Parents should not get out of their car to assist their child in getting out of the car. If a child needs assistance, please park in the parking lot to assist the child.

Pick Up Procedures Student dismissal procedures begin daily at 3:20. Parents/guardians must display official SVE 'pick up signs' to display in their car window for safety and security reasons. Without a sign, parents/guardians must be prepared to show valid identification when picking up their children. Students may need to leave earlier than 3:30 for an appointment. When these circumstances occur please have the student picked up by 3:00. Picking up a child between 3:00 and dismissal should be reserved for emergencies.

Vacation SVE does not encourage student vacations during the school year. Family vacations should be planned so they do not affect the education of children. However, families do not always have complete control in choosing the dates for vacations. If a vacation occurs during the academic year, the student's parent/guardian must submit a Vacation Request form to the building principal at least five days prior to the vacation. Vacation days are not exclusive from attendance requirements and subject to ORC mandates. No vacation requests will be approved during state mandated OST testing.

County Fairs Students are not excused to attend a county fair unless they are exhibiting or participating in fair activities. They must present a written notice from fair officials or activity sponsor. This is considered an educational experience countywide and students will be excused for these activities. Students must make up any missed schoolwork to earn credit.

Address and Other Changes The school must be notified of any change in address, home telephone number, work number, cell phone number or emergency number through Final Forms. It is important to have these numbers when emergencies and other situations arise. If your family is moving, please notify the school office. Signing a release form will allow SVE to forward your child's records to the new school.

SVE Lunchroom Rules Students are encouraged to enjoy a deliciously prepared meal and have time to quietly talk with his or her peers. Students must adhere to the following rules while in the lunchroom.

- Inside voices
- Only talk to friends at his or her table that are sitting close
- Sit with feet under the table
- No playing with food
- No sharing of food (due to potential allergies)

SVE Playground Rules Common sense and safety are the general rules regarding student behavior on the playground.

- Students are to show respect to one another and the adult on duty at all times
- Students shall not use obscene, vulgar or profane language or gestures
- Running is not permitted when entering or leaving the building
- All items brought from home must be checked with classroom teachers before they are allowed on the playground.
- Cell phones, pagers and electronic games or devices are not allowed on the playground
- The throwing of stones, snowballs, dirt, etc. is never permitted
- There is to be no fighting or rough games that include tackling, pushing or shoving.
- Swings and slides are used only in a safe manner; No standing up, lying down or doubling up is permitted
- Students are not to retrieve balls or other items that go outside the playground
- Students are not to run through or otherwise disrupt someone else's game

Recess Students will go outside when the temperature and wind chill factor combined are 20 degrees or above. Exceptions to outdoor recess include:

- A note from a parent identifying the student is recovering from an illness
- Detention
- Injury

Code of Conduct A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Students are expected to act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a classroom environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the School. It is the responsibility of students, teachers, and

administrators to maintain a classroom environment that allows: a teacher to communicate effectively with all student in the class; and all students in the class the opportunity to learn.

Sandy Valley Elementary practices a Positive Behavior and Intervention Support (PBIS) school-wide discipline model. PBIS is founded on the assumption and belief that all children can exhibit appropriate behavior. Teachers and support staff monitor appropriate behavior daily. Though positive behavior is expected, building wide incentives will be put in place to acknowledge a job well done. Examples include the Principal's Showcase, Fun Fridays, calls home from the principal, and assemblies. Consequences such as after school detentions and suspensions may be issued by the building principal for more serious behavior infractions.

	Hallways	Bus	Cafeteria	Recess
Be Safe	Keep hands and feet to self	Stay in seat and face forward	Sit properly in your seat	Keep hands and feet to self
Be Responsible	Keep SVE clean	Keep seat and area clean and objects in backpack	Keep area clean and make sure there is no food on the floor	Be a good sport
Be Respectful	Silent, straight and polite lines	Follow directions given by your bus driver and use inside voice	Follow adult directions and use inside voice	Use materials appropriately and take care of equipment

SVE Dress Code Students are expected to dress appropriately at all times. Any fashion that disrupts the educational process or presents a safety risk are not permitted. Examples of Inappropriate Apparel:

- *Large arm hole shirts, halter tops, garments with spaghetti straps, strapless garments, tank tops, tube tops, garments cut low, see through or garments that expose one's midriff.*
- *Sleeveless garments must extend to the top of the shoulders and fit closely under the arms.*
- *Under garments should not be visible.*
- *Shorts and skirts may be worn only if appropriate length.*
- *Undergarments shall not be visible or any skin more than 4 inches above the knee.*
- *Bare midriffs will not be tolerated. Shirts must cover abdomen and back, regardless of style.*
- *Clothing with reference to drugs, alcohol, tobacco, sex, profanity, or violence, or otherwise contrary to the school's educational mission.*
- *Clothing items that contain messages that are vulgar, offensive, obscene, libelous, or that denigrates others based on race, color, religion, creed, national origin, gender, sexual orientation, or disability.*
- *Chains, or spiked jewelry (includes facial piercings) or other items that are distracting or harmful to the educational environment.*
- *Pants and shorts must be worn at the waistline fitting around the waist and be properly fastened regardless of size of shirt.*
- *Sleeveless shirts are permitted that extend to the end of the shoulders and fit closely under the arm*
- *Pajamas (tops or bottoms) are not permitted to be worn at school.*
- *Hats, headbands, headscarves, sunglasses etc. may not be worn in the school.*
- *Fads or new fashions that are deemed distracting to the educational environment.*
- *Coats are not permitted to be worn in the building, to class, or lunch. Sweaters, sweatshirts, flannel shirts may be worn in cold weather.*
- *The final judgment as to the appropriateness of the dress shall be with the school administration.*

Care of Property Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought

to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Search and Seizure Administrators may search a student's property (including purses, bookbags, lunch boxes, etc.) with or without the student's consent, whenever they reasonably suspect a search will lead to the discovery of evidence of a violation of law or school rules potentially threatening the safety of all students and staff. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers/cubbies are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School administrators may conduct random searches of the lockers/cubbies and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Bullying, Harassment, and Intimidation Harassment/Threats: Students shall not haze, threaten, act or participate in or attempt to threaten, act or participate in any acts that injure, degrade, disgrace, any students or staff member. This includes racial/ethnic slurs and sexual harassment. Students will be disciplined according to Sandy Valley Local Schools Policy. Bullying (per SV Board Policy 3313.666): Students shall not bully by means of any intentional written, verbal, graphic, or physical act. This can be demonstrated by the way a student or group of students exhibit behaviors toward another particular student in which the behavior causes mental or physical harm to the other student. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact another student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It should also include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting making threats, and hazing.

Bullying shall also include electronically transmitted acts (i.e. internet, email, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or group of students exhibit toward another particular student or school personnel more than once and the behavior both causes mental and physical harm to the other student and/or school personnel and is sufficiently severe, persistent, pervasive that it creates an intimidating, threatening or abusive educational environment for the other student or school personnel. Ohio HB 116 expanded the definition of bullying to include cyberbullying. The bill requires:

- schools to expand existing student anti-bullying policies to cover incidences of bullying that occur on the school bus.
- a statement providing for possible suspension of students who engage in cyberbullying, a means for anonymous reports of bullying, and disciplinary procedures for students who make false reports.
- anti-bullying policies and an explanation of the seriousness of cyberbullying to be made available to parents and students.
- a written statement describing the board's anti-bullying policy and the consequences for violating the policy to be sent to the parents once a year (this can be sent electronically or with report cards).
- age-appropriate instruction to all students on the board's bullying policy if state or federal funds are appropriated for this purpose.

- school districts to provide training on their anti-bullying policies as part of the in-service training required for all teachers, administrators, counselors, nurses and school psychologists. SVE has been at the forefront of providing a safe environment for all children in meeting the requirements of HB116. SVE staff members receive ongoing professional development in Positive Behavior Incentives and Supports. PBIS are best practices to:
 - eliminate bullying and victim problems as well as the prevention of new cases of bullying
 - reduce inappropriate behaviors such as vandalism, fighting, theft, and truancy
 - establish improvements in classroom order and discipline
 - create positive attitudes toward schoolwork and school
 - improve peer relations at school

Student Discipline Code Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

The Code of Conduct is in effect during all school functions, regardless of location. Example: Field trips, riding school bus etc. All discipline is covered by district policy [3313.666] of the Sandy Valley Local School District Bylaws & Policies. The following are items for which detention, suspension, expulsion, and/or other disciplinary or legal action may be imposed:

Disruption: A student shall not show any form of violent, disruptive, or inappropriate behavior, including excessive truancy.

Firearm: Students shall not bring a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event (regardless where the event occurs. Doing so will result in a mandatory (1) year expulsion under Ohio law. Using the guidelines set forth in Board policy this expulsion may be reduced on a case-by-case basis by the Superintendent.

Arson: Students shall not intentionally or purposefully destruct or do damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Verbal Threat: Students shall not use any oral or written statement or otherwise expressed action that other persons associated within the district reasonably feel to be a threat.

Tobacco: A student is not permitted to possess, consume, distribute, purchase (or attempt to purchase), or use tobacco products in school, on school grounds or at a school sponsored event. Tobacco products include, but are not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco.

Dress Code: Students shall not violate school rules relating to dress and appearance. Good judgment would indicate that reasonable dress that is clean and conforms to the standards of health, safety, decency, and does not disrupt the educational process of the school is acceptable. Students not adhering to the dress code will be subject to disciplinary action.

Cutting Classes/Truancy: Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without proper authorization.

Inappropriate Contact: A student shall not push or inappropriately touch another student at any time, even in horseplay.

Refusal of Discipline: Students shall not refuse to accept discipline.

Language: Students shall not speak, write, or use profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use inappropriate gestures or signs.

Disregard of Directives: Students shall comply with directives, requests, and orders of all staff.

Gang Related Activities: Students are not permitted to display or wear gang paraphernalia, colors, etc. or exhibit behavior or gestures that symbolize gang membership or participate in actions relating to gang activities.

Bus Conduct: Students shall not act or participate in any act or acts or attempt to act or participate in any act that poses a danger to the safe operation of a bus. Students must follow driver directives.

Disrespect: Students shall not act as to intimidate, insult, or otherwise abuse orally or in writing any member of the school staff or student body. This includes disrespect toward school employees during school or non-school time.

False Alarm: Students shall not activate an emergency alarm system in the absence of an emergency.
Theft/Damage to Property: Students shall not cause damage to property, steal or engage in the unauthorized removal of school or private property. This includes vandalism of school employee's property during school or non-school time.

Provoking a Fight: Students shall not disrupt school by use of any verbal threats or provocations that initiate a physical or verbal confrontation.

Fighting: Students shall not disrupt school by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct. A fight involves two or more students exchanging physical actions toward one another.

Assault: Students shall not disrupt school by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct. An assault involves one or more students attacking another student while the attacked student does not strike back.

Weapons: Any object that is used to threaten, harm, or harass another may be considered a weapon. Students shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument as stated in the Sandy Valley Board Policy.

Concealed Weapons: No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel. The weapon may include guns, pellet guns, knives, club type implements etc. This may also include any toy that is represented as a real weapon or reacted to as a real weapon. The school is a gun & weapon free zone. O.R.C. 2923.122, 2923.1212.

Explosives: Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, caps, explosives, or munitions. Nor shall students ignite or attempt to ignite, explode, or detonate fireworks, explosives, or munitions.

Forgery/Falsification: Students shall not forge the writing of another or falsely use the name of another person. Nor shall the student falsify times, dates, grades, addresses, or other data on school forms or school related correspondence. This will include additions and/or alterations to excuse notes, forms etc.

Gambling: Students shall not engage in nor promote activities involving placing bets or risking anything of value. Gambling paraphernalia/devices, playing cards etc. are not permitted during school hours.

Extortion: Students shall not use, imply, or attempt to express a threat, violence, harassment, coercion, or intimidation to obtain money or any other type of property belonging to another student, school employee, or other persons.

Insubordination: Students are expected to comply with reasonable directions of staff,

Public Display of Affection: Students shall not engage in kissing, embracing, hand holding, or displays not appropriate to the educational environment.

Interruptions: Activities, which interrupt the educational environment of Sandy Valley Elementary, may be subject to disciplinary measures.

Repeated Offenses: Students, who engage in acts that violate this code, whether suspended or expelled, shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations.

Chemical Abuse: Students shall not possess, use, transmit, sell, conceal, or exhibit evidence of the use of alcoholic beverages, intoxicants, prescription medication, nonprescription medication, "look alike" drugs/alcohol, controlled substance including, but not limited to: narcotics, mood altering drugs, counterfeit controlled substances, over the counter stimulants or depressants, anabolic steroids, or drug paraphernalia. Students shall not consume any alcoholic beverages, intoxicants, or chemicals at a time before the student's arrival at school or at a school sponsored or related event or activity. Examples include, but are not limited to: narcotics, hallucinogens, amphetamines, barbiturates, marijuana, glue, cocaine, seeds, caffeine pills, "look alike" drugs, or other substances. Sandy Valley Local School District Policy [5530].

Tardy to Class: Students shall be on time to all classes and follow the school rules.

After School Hours: Students may be subject to disciplinary actions for actions occurring after school hours.

Computer Technology: Students shall not violate the school computer/technology use policy. This includes any misuse of hardware, software, network, and/or the internet.

Electronic Devices: Students are not permitted to bring radios, car alarms, beepers, laser pointers, CD players, or similar items on the bus or to school. This is not an inclusive list. Permission to bring any of

these items must be obtained from the administration. The items should be left in the office when not being used for a specific class. The school is not responsible for theft of the items from student lockers. Cell phones may be carried to and from school but must be turned off during the school day and kept in a book bag.

Discipline It is important to remember SVLS rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the School such as writing assignments; change of seating or location; detention; in-school discipline; and Saturday school. A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

Due Process Rights Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. If the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal will determine whether to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. During the appeal process, the student can remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal, or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

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

Students in Preschool-3rd grade who commit non-violent or non-threatening discipline violations (minor offenses) may be removed only for the remainder of the school day and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extra-curricular activities the next school day, the principal is not required to hold a hearing (or provide written notice of same). Violent and threatening (major offenses) actions conducted by a P-3 student are subject to out of school suspension and expulsion.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board of Education policy even if the

student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session. A parent may appeal an expulsion by contacting, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion.

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

Suspension of Bus Riding/Transportation Privileges When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

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

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

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

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

Material cannot be displayed if it: is obscene to minors, libelous, or pervasively indecent or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing; intends to incite fighting; or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted

for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Bus Transportation to School SVLS provides transportation for all students. Students may only ride his or her assigned bus and must board and depart from the bus at his or her assigned bus stop.

Bus Conduct Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules: be on time at the designated loading zone five minutes prior to scheduled stop); stay off the road at all times while walking to and waiting for school transportation; line up single file off the roadway to enter; wait until the school transportation is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe to cross; properly board and depart the vehicle; go immediately to a seat and be seated.

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

During the trip each student shall: remain seated while the school transportation is in motion; keep head, hands, arms, and legs inside the school transportation at all times; not push, shove or engage in scuffling; not litter in the school vehicle or throw anything in, into, or from the vehicle; keep books, packages, coats, and all other objects out of the aisle; be courteous to the driver and to other riders; not eat or play games, cards, etc.; not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees; not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the bus each student shall: remain seated until the vehicle has stopped; cross the road, when necessary, at least ten feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Video Recordings on School Buses The SVLS Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be viewed by the Director of Operations and principal and may be used as evidence of misbehavior. Due to confidentiality of other students on the bus the recording will not be viewed by any other party. A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.