



## Annual Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Versailles EVSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Versailles EVSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Versailles EVSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Versailles EVSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 25, 2015. Versailles EVSD has designated the

following information as directory information (Board Policy JO): Student's name, Student's address, Telephone number(s), Student's date and place of birth, Participation in officially recognized activities and sports, Student's achievement awards or honors, Student's weight and height, if a member of an athletic team, Major field of study, Dates of attendance ("from and to" dates of enrollment), and/or Date of graduation.

All Board of Education Policies are available on the District's website at <http://www.versailles.k12.oh.us/district/policies/>

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## College Credit Plus

There is a College Credit Plus mandatory meeting on Monday, August 17 at 7 pm in Theatre for students doing CCP with Urbana. This will be the only orientation for Urbana. If you have any questions, please contact HS Guidance Counselor Hollie Ahrens at 526-4427.

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## New Staff

Versailles School's personnel have been working this summer with teachers, secretaries, and other staff members to select staff for open positions. The following people were hired this summer to work on behalf of our students:

- Mara Alexander = Title I & Reading Recovery Teacher
- Susan Pallone = K-8 Intervention Specialist
- Josh Schmitmeyer = 2nd Grade Teacher
- Kelly Schwieterman = 1st Grade Teacher
- Zach Sudhoff = HS Intervention Specialist
- Jenna Meyer = Treasurer
- Brenda Hale = Accounting Assistant
- Michele Hyre = Food Service
- Jodi Rethman = Food Service
- Bonnie Seger = Food Service

# School Safety

School safety is a priority at Versailles Schools. Safety includes being free from Bullying and Harassment. In 2012, the Board of Education updated our Hazing and Bullying Policy (JFCF), which is in compliance with House Bill 116. Ohio Revised Code (RC 3313.666 D) requires all school districts in Ohio to send home a written statement once a school year to each student's custodial parent or guardian describing the policy and consequences for policy violations. Our policy states, "Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended." The term "electronic" has been added to the definition of bullying which was formerly used.

Please take some time to discuss the topic of bullying with your child(ren). Discipline consequences for bullying/harassment/hazing/intimidation may include suspension and/or expulsion from school. It is a very serious issue with very serious consequences. Below you will find some information included in our Board Regulation (JFCF-R), which provides further clarification of behaviors that may be considered hazing, bullying, harassment or intimidation.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District are strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- 1) Physical violence and/or attacks;
- 2) Threats, taunts and intimidation through words

- and/or gestures;
- 3) Extortion, damage or stealing of money and/or possessions;
- 4) Exclusion from the peer group or spreading rumors;
- 5) Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following: posting slurs on websites, social networking sites, blogs or personal online journals; sending abusive or threatening e-mails, web site postings or comments and instant messages; using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- 6) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

If your child is the victim of bullying, please feel free to complete the Report Form that is located on our website at [www.versailles.k12.oh.us](http://www.versailles.k12.oh.us) or available in the guidance offices and submit it to your building principal or counselor. You may also contact the building offices at:

Versailles High School - (937) 526-4427

Versailles Middle School - (937) 526-4426

Versailles Elementary School- (937) 526-4681

## One Call Now

The district has switched our call system back to One Call Now for the upcoming school year. This system will have the same features of phone calls, emails and texting for communications as before. In order to receive texts from the system, you will have to send the message ALERT to 22300 from your phone that must be part of your emergency contact information too. As with the previous system, you can select what methods of communication you would like to receive your information: by phone, email, text or in any combination.

# District Seclusion and Restraint Policy

Below is the district's policy on seclusion and restraint. This policy is located on the district's website as well.

## JP = POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)

The District implements PBIS on a system wide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

**Prohibited Practices:** The District does not engage in practices prohibited by State law, including:

- 1) prone restraint;
- 2) any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - a) involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - b) uses pressure point, pain compliance or joint manipulation techniques or
  - c) otherwise involves techniques that are used to unnecessarily cause pain.
- 3) corporal punishment;
- 4) child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
- 5) deprivation of basic needs;
- 6) seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
- 7) chemical restraint;
- 8) mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
- 11) aversive behavioral interventions or
- 12) seclusion in a locked room or area.

**Restraint:** Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41. Restraint may be used only:

- 1) if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- 2) if the physical restraint does not interfere with the student's ability to breathe;
- 3) if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
- 4) by school personnel trained in safe restraint techniques, expect in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

**Seclusion:** Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

- 1) if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- 2) for the minimum amount of time necessary to protect the student and others from physical harm;
- 3) in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
- 4) under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

**Repeated Dangerous Behaviors:** The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral Intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

**Training and Professional Development:** The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session. All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system wide basis.

**Data and Reporting:** Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

**Monitoring and Complaint Processes:** The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion. The Board directs the Superintendent/designee to establish District complaint procedures, which include a procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

*Superintendent*

Aaron Moran

*Treasurer*

Jenna Meyer

*Board Members*

Gwenn Barga

Angie Bruns

Ron Gehret

Tom Ording

Steve Ruhenkamp

*VES Principal*

Brenda Braun

*VMS Principal*

Jeanne Osterfeld

*VHS Principal*

Roger McEldowney



Versailles Exempted Village School District

P.O. Box 313

Versailles, Ohio 45380

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## Upcoming Events

- Tues, Aug 11 = Chromebook Info Night (Grades 5-12), Theatre 6 & 7 pm
- Mon, Aug 17 = Chromebook Info Night (Grades 5-12), Theatre 5 & 6 pm, College Credit Plus Mandatory Meeting, Theatre 7 pm
- Mon-Tues, Aug 17-18 = Folder/Schedule Pick-Up (K-12) in School Offices 8 am – 7 pm (August 19-26 = Pick-up will be 8 am-3 pm. VMS folders also available on Chromebook Nights)
- Tues, Aug 18 = Chromebook Info Night (Grades 5-12), Theatre 5 & 6 pm, 9th Grade Orientation, Theatre 7 pm
- Mon, Aug 24 = Chromebook Info Night (Grades 5-12), Theatre 6 & 7 pm
- Thurs, Aug 27 = K-4 Meet Your Teacher Night, HS Gym 6:30-7:30 pm
- Mon, Aug 31 = First Day of School

## School Budget

With the passage of HB 64 at the end of June in the Ohio Senate and House of Representative along with Gov. Kasich's signature, Versailles EVSD remains in tremendous fiscal health. The budget reductions made in FY11 and FY12, cuts to salaries by all employees, increased contributions from the school community, increased money from the state for the past two years and next two years along with targeted education spending (All-Day/Every day Kindergarten, lowering class sizes, technology, etc.,) to improve student educational experiences have all played a part to make the district extremely stable. Versailles EVSD will continue to utilize school funding resources responsibly. To view the most recent five year forecast (May 2015), go to our website <http://www.versailles.k12.oh.us/district/finance>.

## K-12 Folder & Schedule Pick-Up

On Mon / Tues, August 17-18, students and parents can stop by the school offices from 8:00 am -7:00 p.m. to pick up their folders and schedules for the new school year. From August 19-26, pick-up will be from 8:00 am-3:00 pm in school offices. At this time, emergency contact forms can also be updated, transportation information handed out, and lunch money deposits accepted. There are no book bills this year, so additional student fees will not be collected. Please note: Janet Mendenhall will be in the cafeteria on Mon, Aug 17 (8 am-12 pm) and Tues, Aug 18 (4-7 pm) to collect lunch deposits and answer questions about lunch accounts.