

INTRODUCTION

On behalf of the teachers and staff, we take pleasure in welcoming you to a new school year. To help make your experience more enjoyable, this handbook will serve as a reference for the daily operation of the school, our rules, regulations, and expectations.

We urge students and parents alike to familiarize yourself with the information contained in this handbook. Read all items carefully as students **will** be responsible for knowing the contexts of the handbook.

We are proud of our school faculty and students. Striving for academic excellence will be our goal, which can only be reached with a cooperative effort on the part of the students, teachers, administration, parents and community. Therefore, we urge and solicit your cooperation to help ensure that this year will be the very best ever.

Good luck to you this school year.

Sincerely,

Mrs. Brenda Braun
Versailles Elementary School Principal

Mrs. Jeanne Osterfeld
Versailles Middle School Principal

Mrs. Colleen Hayes
North Star Building Head

**MISSION STATEMENT
VERSAILLES ELEMENTARY AND
NORTH STAR SCHOOLS**

The mission of Versailles Elementary Schools is to empower all children to achieve their full potential by providing diverse intellectual, social, and emotional educational opportunities in a safe and supportive environment. Using the combined resources of home, school, and community, we will work collaboratively to develop skills and qualities that produce lifelong learners who function as caring, tolerant, cooperative, and productive citizens.

**MISSION STATEMENT
VERSAILLES MIDDLE SCHOOL**

The staff of Versailles Middle School believes each child is unique, and all learning experiences shall be conducive to the continuous improvement of each child. A challenging educational program shall be based on individual needs and abilities. The staff is committed to providing a caring and safe environment that prepared students for the 21st century.

6.3	ADMINISTERING MEDICATION
10.15	BULLYING/HARASSMENT
7.8	CAFETERIA
10.9	CAFETERIA RULES
10.3	CARE OF SCHOOL PROPERTY
12.2	CLASS TRIPS
10.7	CLASSROOM RULES
2.0	CURRICULUM FOR VERSAILLES ELEMENTARY SCHOOLS
9.2	DELAYS/PLAN B KINDERGARTEN
11.2	DISCIPLINARY ACTIONS INVOLVING STUDENT'S REMOVAL/SUSPENSION/EXPULSION
10.1	DRESS CODE
3.1	ELEMENTARY GUIDANCE
6.1	EMERGENCY MEDICAL FORMS
9.1	EMERGENCY SCHOOL CLOSINGS
5.1	EXCUSED/UNEXCUSED ABSENCES
12.1	FIELD TRIPS
12.8	FUND RAISING ACTIVITIES
12.0	GENERAL INFORMATION
12.7	GIFTS AND DONATIONS
7.2	GRADE CARDS
10.8	HALL RULES
13.1	HANDBOOK UPDATE FOR NORTH STAR ELEMENTARY SCHOOL
13.0	HANDBOOK UPDATE FOR VERSAILLES ELEMENTARY SCHOOL
10.14	HAZING
11.6	INTERROGATION AND/OR REMOVAL FROM SCHOOL
10.6	INTRODUCTION - STUDENT REGULATIONS AND REPSONSIBILITIES
4.1	KINDERGARTEN REGISTRATIONS
12.10	LEADERSHIP ACTIVITIES
11.8	LOCKERS
5.3	MEDICAL AND DENTAL APPOINTMENTS
12.5	NAMES, LIST OF
5.4	NOTIFICATION OF ABSENCES
7.3	PARENT-TEACHER CONFERENCES
1.2	PARENT VISITORS
12.3	PICNICS
10.10	PLAYGROUND RULES – VES & NORTH STAR
10.11	PLAYGROUND DISCIPLINE PROCES
10.12	PLAYGROUND RULES - MIDDLE SCHOOL
6.4	POLICY FOR CONTROL OF HEAD LICE
11.1	PROCEDURE FOR STUDENT DISCIPLINE
7.1	PROGRESS REPORT
8.2	PUPIL/PARENT RESPONSIBILITIES
7.4	PUPIL PROMOTION/RETENTION POLICY
12.4	RECESS
4.0	REGISTRATION AND WITHDRAWAL
4.2	REGISTRATION OF TRANSFER STUDENTS
7.6	REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT
10.13	REPRESENTING THE SCHOOL
4.3	REQUIRED IMMUNIZATIONS
9.0	SAFETY
1.1	SCHOOL ADDRESSES & PHONE /FAX NUMBERS
10.5	SCHOOL GROUNDS
6.0	SCHOOL HEALTH
1.0	SCHOOL LOCATIONS
12.9	SCHOOL PARTIES
12.6	SCHOOL VISITATION
11.7	SEARCH AND SEIZURE
3.0	SPECIAL SERVICES
5.0	STUDENT ATTENDANCE
8.1	STUDENT CONDUCT ON SCHOOL BUSES
11.5	STUDENT EXPULSIONS
10.0	STUDENT RESPONSIBILITIES
11.3	STUDENT REMOVAL
1.4	STUDENT SCHEDULE
11.4	STUDENT SUSPENSIONS
7.0	STUDENT SERVICES
1.2	STUDENT VISITORS
8.3	STUDENTS CHANGING BUSES
10.2	SUGGESTED DRESS CODE FOR ELEMENTARY P.E.
10.4	SUPERVISION
5.2	TARDINESS
7.7	TELEPHONE
10.55	TO AND FROM SCHOOL
8.0	TRANSPORTATION
7.4	VERSAILLES STANDARDIZED TESTING PROGRAM -GRADES K-6
4.4	WITHDRAWAL OF PUPILS
	PERMISSION FORM FOR ADMINISTERING MEDICATION AT SCHOOL
	INTERNETACCEPTABLE USE POLICY

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COOKS

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Mrs. Betty Wagaman	Assistant Manager
Mrs. Diana Bohman	
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Mrs. Polly Davis	
Mrs. Ramona McClurg	
Mrs. Pauline Wogaman	
Mrs. Rita Schlater	Cashier

NORTH STAR

Mrs. Janet Folkerth	Cafeteria
Mrs. Amy Wagner	Cafeteria

AIDES

Mrs. Nancy Albers	NS
Mrs. Kara Didier	VES/VMS Computer Lab
Mrs. Shirley Francis	VMS
Mrs. Shirley Huddle	VES
Mrs. Holly Keiser	VMS
Mrs. Karen Mescher	VES
Mrs. Doris Philipot	VES/VMS
Mrs. Susan Voisard	VES
Mrs. Tammy Wehrkamp	VES Library
Mrs. Brenda York	VES

SECRETARIES

Mrs. Marlene Bergman	NS Secretary
Mrs. Vicki Schlater	VMS Secretary
Mrs. Charlene Watren	VES Secretary

STAFF**VES**

Mrs. Brenda Braun	Principal
Mrs. Beth Durham	Kindergarten
Mrs. Stacy Mortensen	Kindergarten
Mr. Ron Homan	K+
Mrs. Michelle Billenstein	Grade 1
Mrs. Janet Luthman	Grade 1
Mrs. Rachel Philipot	Grade 1
Mrs. Rachael White	Grade 1
Mrs. Ericka Bergman	Grade 2
Mrs. Kathy Bergman	Grade 2
Mrs. Cindy Subler	Grade 2
Mrs. Shelly Schulze	Grade 2
Mrs. Judy Cordonnier	Grade 3
Mrs. Kristi Gibson	Grade 3
Mrs. Kelli Longfellow	Grade 3
Mr. Jeremy Riley	Grade 3
Mrs. Robin Brown	Grade 4
Mrs. Julie McEldowney	Grade 4
Mrs. Jenny Meyer	Grade 4
Mr. Tim Summers	Grade 4
Mrs. Donna Kissinger	Title I
Mrs. Joni Robinson	Title I
Mrs. Kelly Billenstein	Intervention Specialist
Mrs. Amy Stammen	Special Ed
Mrs. Athenia Eversole	Intervention Specialist /IAT Coordinator

NORTH STAR

Mrs. Colleen Hayes	Grade 5/Head Teacher
Mrs. Kelly Billenstein	Kindergarten
Mrs. Mechelle Heitkamp	Grade 1
Mrs. Karen Albers	Grade 2
Mr. Matt Kramer	Grade 3
Mrs. Laura Heitkamp	Grade 4
Mrs. Sara Porter	Title I/Music/P.E.

MIDDLE SCHOOL

Mrs. Jeanne Osterfeld	Principal
Mr. David Bertke	Grade 5
Mrs. Karen Borchers	Grade 5
Mrs. Janeen Foltz	Grade 5
Mr. Robert Stammen	Grade 5
Mrs. Carrie Borchers	Grades 5-6
Mrs. Jayme Goubeaux	Grade 6
Mrs. Jill Hoelscher	Grade 6
Mr. Mark Pleiman	Grade 6
Mrs. Deb Tyo	Grade 6
Mrs. Gina Vehorn	Grade 6
Mrs. Laura Davis	Special Ed

STAFF SERVING MULTIPLE BUILDINGS

Mr. Ted Blakeley	P.E.
Mrs. Sarah Sutter	Art
Ms. Sharon Tipton	Music
Mrs. Stacy Niekamp	Speech Therapist
Mrs. Leslie Heitbrink	Speech Therapist
Mrs. Molly Mumaw	Gifted Teacher
Mrs. Joan Roll	Librarian
Mrs. Michelle Hartings	Guidance Counselor
Mrs. Lois Knapke	School Nurse

PARENT-STUDENT HANDBOOK

This booklet is designed to give you and your child some helpful information regarding VERSAILLES ELEMENTARY, NORTH STAR and VERSAILLES MIDDLE SCHOOLS. We hope you will read it carefully. Place it in a convenient location for quick and easy reference.

1.0 SCHOOL LOCATIONS

1.1 SCHOOL ADDRESSES AND PHONE NUMBERS:

VERSAILLES ELEMENTARY SCHOOL

130 West Ward Street/P.O. Box 313
Versailles, Ohio 45380
Phone: 937-526-4681
Fax: 937-526-3480

VERSAILLES MIDDLE SCHOOL

150 South Second Street/P.O. Box 313
Versailles, OH 45380
Phone: 937-526-4426
Fax: 937-526-3085

NORTH STAR ELEMENTARY

P.O. Box 159/124 East Star Road
North Star, Ohio 45350
Phone: 419-336-7371
Fax: 419-336-7371

1.2 STUDENT VISITORS

Student visitors to all buildings are to report to the principal's office upon arrival. Student visitors are discouraged as it interferes with class work. The few who are permitted to visit must secure a permit to visit from the principal's office. Visiting is not permitted at times of tests, examinations, or whenever it is not in the best interest of the school.

1.3 PARENT VISITORS

All parents visiting any building regardless of reason should first report to the building office.

1.4 STUDENT SCHEDULE

STUDENT DAY - VERSAILLES ELEMENTARY

NOTE: Students should not arrive at school before 7:30 A.M. in Versailles, at which time supervision is provided.

Versailles Kindergarten:

A.M.	- 7:50 - 10:40 A.M.	Tardy Bell - 7:55 A.M.
P.M.	- 12:00 - 2:50 P.M.	Tardy Bell - 12:05 P.M.

Versailles Grades 1 - 4

7:50 A.M. - 2:50 P.M.
Tardy Bell - 7:55 AM

RECESS A.M.

Kindergarten & K+	- 9:00 - 9:15 (East)
1st Grade	- 9:45 - 10:00 (East)
2nd Grade	- 9:30 - 9:45 (East)

NOON LUNCH AND RECESS

1st Grade	- 10:55 - 11:40 (East)
2nd Grade	- 11:25 - 12:10 (East)
3rd Grade	- 10:40 - 11:25 (East)
4th Grade	- 11:10 - 11:55 (West)

RECESS P.M.

Kindergarten	- 1:30 - 1:45 (East)
1st Grade	- 12:45 - 1:00 (East)
2nd Grade	- 1:45 - 2:00 (East)
3rd Grade	- 1:15 - 1:30 (West)
4th Grade	- 1:40 - 1:55 (West)

STUDENT DAY - NORTH STAR SCHOOL

NOTE: Students should not arrive at school before 8:40 A.M. at North Star, at which time supervision is provided.

North Star Kindergarten:

8:50 A.M.-11:40 A.M. Tardy Bell-8:55 A.M.

North Star Grades 1-5:

8:50 A.M.- 3:55 P.M. Tardy Bell-8:55 A.M.

Kindergarten Recess:

10:20 A.M.-10:30 A.M.

Grade 1-5 Recess:

10:20 A.M.-10:30 A.M.

2:05 P.M.- 2:15 P.M.

Lunch & Recess: 11:45 A.M.-12:30 P.M.

STUDENT DAY - VERSAILLES MIDDLE SCHOOL

7:45 A.M. – 2:55 P.M.

Tardy Bell 7:50 A.M.

2.0 ELEMENTARY CURRICULUM

Academic Content Standards have been developed for subjects taught in the elementary schools. Parents are encouraged to review the content of these standards by contacting your building principal or online at www.ode.state.oh.us

3.0 SPECIAL SERVICES

3.1 ELEMENTARY GUIDANCE

4.0 REGISTRATION AND WITHDRAWAL

4.1 KINDERGARTEN REGISTRATION

4.2 REGISTRATION OF TRANSFER STUDENTS (AR792)

OHIO STATE LAW 3313.672 - Requires that a certified copy of the birth certificate be produced upon the child's entry into school.

Upon enrollment in the Versailles Exempted Village School District a pupil must: (1) present copies of the immediately prior sending school's records of said pupils attendance and performance; and (2) present a certified copy of the original birth certificate for inspection.

If a certified copy of the original birth certificate is presented without accompanying records, the pupil will be permitted to enroll for ten (10) school days in the Versailles Exempted Village School District.

The building principal or designee will attempt to contact the pupil's sending school at the time of the pupil's enrollment in the Versailles Exempted Village School District by telephone if school records are not presented. Attempts will be made to verify the pupil's attendance at that school.

If no records are presented at the time of enrollment, school authorities will enroll the student for five (5) school days and notify the police (and superintendent of schools).

Local police shall be notified at the close of the tenth (10th) work day following a pupil's enrollment if the sending school's documents on the enrollee have not been received by Versailles Exempted Village School District authorities.

Finally, a picture of each student shall be filed, annually, in the student's personnel file folder - and in a cumulative manner.

4.3 REQUIRED IMMUNIZATIONS

OHIO STATE LAW 3313.671 - Requires that no pupil at the time of his initial entry shall be permitted to remain in school for more than 14 days unless written evidence is presented to the school nurse that at least the first dose of the immunization sequence has been started.

1. Written record of immunization in accordance with state recommendations and requirements:
 - a. **4 doses** of DPT – **5th dose** of DPT required if the fourth dose of DPT was administered prior to the fourth birthday
 - b. **3 doses** of Polio – **4th dose** of polio vaccine if the third dose of polio vaccine was administered prior to the fourth birthday
 - c. **2 doses** of MMR vaccine
 - d. **3 doses** of hepatitis B vaccine
 - e. Varicella (chicken pox) Vaccine– **1 dose** on or after 1st birthday
2. Medical examination by a physician (recommended)
3. Dental examination by a dentist (optional)
4. Tuberculin skin test (optional)

4.4 WITHDRAWAL OF PUPILS

- A. Upon written request, a copy of the student's permanent records will be sent to the school, which the pupil will be attending.
- B. The pupil shall be furnished with a report card or other evidence of grade placement.
- C. All current book bills, cafeteria charges, library books/fines or any other outstanding bills are to be paid before any academic records will be released.

5.0 STUDENT ATTENDANCE

5.1 EXCUSED/UNEXCUSED ABSENCES

The following reasons will be accepted as excused absences:

PERSONAL ILLNESS VACATION WITH FAMILY
RELIGIOUS HOLIDAYS OR CEREMONIES
FUNERALS (Attending with parents)
DOCTOR'S APPOINTMENTS IN-SCHOOL SUSPENSION
WEDDINGS (Attending with parents)
ATHLETIC CONTESTS WHERE A BROTHER OR SISTER
IS PARTICIPATING

The following reasons will be considered as unexcused absences:

MISSED BUS (principal's discretion) SHOPPING
HUNTING SUSPENSION (out of school)
LEAVING SCHOOL GROUNDS OVERSLEEPING

VES - Students who leave prior to 2:30 will be counted ½ day absence.
VMS – Students who leave prior to 2:35 will be counted ½ day absence.
NS – Students who leave prior to 3:35 will be counted ½ day absence.

Each student will be allowed three early leaves up to twenty minutes each in one school year. Once a student leaves (up to twenty minutes) early four times in one school year, it will be considered unexcused and recorded as a ½ day unexcused absence. (Medical appointments with appointment proof will be excused.)

Other types of absences deemed inappropriate will be considered unexcused at the discretion of the principal. When a student has accumulated 4 days of unexcused absences, (total of absences and/or tardies) a referral will be made to the County Attendance Officer. Any students who have 4 or more unexcused absences may be required to be tutored at the parent's expense for equivalent time lost due to tardiness or absences.

STUDENTS WITH A PATTERN OF EXCESSIVE ABSENCES AND A HISTORY OF POOR ATTENDANCE MAY BE SUBJECT TO A MORE STRINGENT SET OF REQUIREMENTS FOR AN ABSENCE TO BE EXCUSED THAN THOSE STATED ABOVE!

5.1 (A) MAKE-UP WORK

Students are responsible for making up all work assigned during an excused and unexcused absences. Students have two school days (immediately after) their absence(s) to complete the work for full credit.

Parents may request make-up work prior to an extended absence (two or more consecutive days out). Requests for such work should be made in writing and submitted at least ONE WEEK prior to the first day of the absence.

5.1 (B) WRITTEN EXCUSES

Board policy and state law require that you contact the school on the day of your child's absence. If you have not contacted us by phone, or we have not been able to contact you by phone on the day of your child's absence, you may send a written excuse at the time of your child's return. If your child is required to bring a doctor's excuse, this excuse must be submitted to the principal no later than 2 days after the student's return. Any excuses submitted after 2 days will not be considered excused.

Absence due to family vacations should be requested in writing AT LEAST ONE WEEK PRIOR to the first day of absence for that vacation.

5.1 (C) EXCESSIVE ABSENCES

If a student misses more than 15 days total in a school year he or she will be required to bring a doctor's excuse for any subsequent absence due to illness. (STUDENTS WITH A PATTERN OF EXCESSIVE ABSENCES AND/OR A HISTORY OF POOR ATTENDANCE MAY BE REQUIRED TO BRING A DOCTOR'S EXCUSE FOR EACH ABSENCE AFTER 10 AT THE DISCRETION OF THE CHILD'S TEACHER AND THE PRINCIPAL.) If a student misses more than 18 days total in a school year, regardless of reason, he or she may be required to be tutored in order to be promoted to the next grade. The decisions to require tutoring as well as arrangements for tutoring are left to the discretion of the principal and the child's homeroom teacher. This tutoring will be paid for by the parent.

5.1 (D) NOTIFICATION OF EXCESSIVE ABSENCES

Parents will be notified in writing in accordance with the following procedure:

1. 10 absences - letter from the principal/teacher
2. 15 absences - letter from the principal and possible conference with both principal and teacher

5.1 (E) TRUANCY

Students who accumulate unexcused absences will be subject to the following:

4 days unexcused absences: Notification sent to County Truancy Officer

8 days unexcused absences: Second notification sent and parent meeting with Truancy Officer

12 days unexcused absence: Third notice from Truancy Officer and charges filed with Juvenile Court

5.1 (F) ABSENCES PERTAINING TO HEAD LICE

Students who have been diagnosed with head lice and are sent home are subject to the following attendance policy:

THE DAY THE STUDENT IS SENT HOME AND THE DAY IMMEDIATELY FOLLOWING (TREATMENT DAY) ARE CONSIDERED EXCUSED ABSENCES UNLESS THE STUDENT IS SENT HOME ON A DAY PRIOR TO A DAY SCHOOL IS NOT IN SESSION. UPON RETURNING THE STUDENT MUST BE ACCOMPANIED BY A PARENT OR APPOINTED GUARDIAN, AND SEEN BY THE SCHOOL NURSE (OR PRINCIPAL) FOR READMITTANCE.

Students are permitted a total of 8 days or 4 separate incidences during the school year. Any days beyond the 8 day limitation will be considered unexcused.

5.2 TARDINESS

Students will be considered tardy up to 20 minutes after the start of school. After this 20 minute period, students will be considered absent. Each student will be allowed 3 tardies without penalty. Each additional tardy after 3 will be considered unexcused and will be recorded as a 1/2 day unexcused absence. When a student has accumulated 4 days of unexcused absences, (total of absences and/or tardies) a referral will be made to the County Attendance Officer. Any student who has 4 or more unexcused absences may be required to be tutored at the parent's expense for equivalent time lost due to tardiness or absences.

The following reasons will be considered as unexcused tardies:

MISSED BUS	PARENTS DIDN'T WAKE CHILD UP
OVERSLEEPING	ALARM DID NOT GO OFF
STAYED OUT OF TOWN WITH RELATIVES	
LOITERING IN THE HALL/PLAYGROUND	

5.3 MEDICAL AND DENTAL APPOINTMENTS

Students will be excused for medical or dental appointments without being counted absent or tardy up to 1½ hours at anytime during the day. The student must present a doctors note stating the date and time of the appointment upon return to school for the absence to be excused.

5.4 NOTIFICATION OF ABSENCES

The following is the procedural guidelines followed by the Versailles School System (K-12) to meet requirements established by legislation passed by the State of Ohio in 1985:

A) If the absence is expected, parents are asked to notify the school before the student is absent from school. This can be done with a phone call, visit, or note. If a student's absence is unexpected, the parents should call the school anytime before 9:00 AM (North Star call before 10:00 AM)

B) If parents have not notified the school, school officials will call the home, hoping to contact a parent, babysitter, relative, or other person responsible for the absent child. These calls will generally be made beginning at 9:00 A.M.

C) If A or B have not been accomplished, the parents will be mailed a written notice that the student was absent.

This will happen if:

- 1) there is no home phone
- 2) no one answers the phone (including answering machines)
- 3) the absent child answers the phone

Parent Options (If requested in writing)

A) Parents will be called at work

B) Only the parents will be allowed to accept responsibility for absences, not babysitters, grandparents, older brothers and sisters or others.

6.0 SCHOOL HEALTH

6.1 EMERGENCY MEDICAL FORM

In accordance with law, the parents of all children will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child. The permits will be kept readily at hand in the student files of each school.

In all cases where the nature of an illness or injury appears serious, the parents will be contacted if possible and the instructions on the child's emergency card followed. Thus in extreme emergencies, arrangements usually can be made for a child's immediate hospitalization whether or not the parent can be reached.

These must be filed annually, and no student may participate in any extra school activities or field trips without this authorization.

6.3 ADMINISTERING MEDICATION

If your child is required to take any medication that is to be administered at school by school personnel, this procedure must be followed:

1. The parent or legal guardian of the pupil shall provide the school with a completed "Administering Prescription Medicines to Students, K-12" form, found at the back of the handbook, that includes:

Non-prescription Medication - the name and dose of the medication, time, frequency and method of administration, possible adverse side effects, and parental information and signature.

Prescription Medication - requires information from the physician specifying name of the medication, recommended dosage and route of administration, time and frequency of administration, physician's description of anticipated reactions that the child may experience to the prescribed medication, and the physician's signature and date. In addition, the form must include parental permission and signature approving the administration of the prescribed medication and an outline of the method for delivering medication to the school on request for the school authority.

2. The parent or guardian must notify the school immediately if the medication is no longer required.
3. The parent must complete a new form for each new school year and each new prescribed medication.
4. **The parents will be notified if a student will not take the prescribed medication.**

Ohio's inhaler law: Children are allowed to carry their own asthma inhalers but must have a practitioner's permission and the name of the drug, dose, and start and end dates on a signed form. The law calls for written instructions of what to do if the drug fails to stop the attack, what adverse reactions may occur, and emergency numbers to contact the physician and family. The Asthma Self-Medication Authorization Form is available at school; copies must be provided to the Principal and School Nurse.

THERE ARE MEDICINE PERMISSION FORMS LOCATED AT THE BACK OF THIS HANDBOOK

6.4 POLICY FOR CONTROL OF HEAD LICE

1. Screening - During the first month of the school year, the school nurse will screen children for head lice. Appropriate follow-up will be carried out by the school nurse.
2. Identification and Dismissal - Children identified with head lice infestation will be sent home.

Parents who pick up their children will be given education in the treatment and follow-up of head lice from the school nurse or other designated person. The parent will be given a letter of instructions to take home. Parents will be instructed in:

- a. Treatment methods for head lice; instruction will cover treatment of the child, his/her clothing and other personal articles.
- b. Identification of nits in other family members and contacts and importance of treatment.
- c. How to remove nits from the hair shaft, and the importance of treatment.
- d. **Readmission policy: Upon returning the student must be accompanied by a parent or appointed guardian**
- e. The school nurse or other designated person will recheck the child's head. If nits are found, the child will be sent home.

The school nurse will re-examine in two weeks.

3. Students who have been diagnosed with head lice and are sent home are subject to the following attendance policy:
THE DAY THE STUDENT IS SENT HOME
AND THE DAY IMMEDIATELY
FOLLOWING (TREATMENT DAY) ARE
CONSIDERED EXCUSED ABSENCES
UNLESS THE STUDENT IS SENT HOME
ON A DAY PRIOR TO A DAY SCHOOL IS
NOT IN SESSION.

Students are permitted a total of 8 days or 4 separate incidences during the school year. Any days beyond the 8 day limitation will be considered unexcused.

7.0 STUDENT SERVICES

7.1 INTERIM REPORTS (Midterm)

Progress reports are issued four times during the year for elementary pupils. These reports are sent at the midpoint between nine-week grading periods. Progress reports may be mailed directly to the parents of those students who are experiencing academic difficulty. Positive academic growth may also be acknowledged on this report. Parents are encouraged to call the teacher, counselor or principal concerning the progress reports.

7.2 GRADE CARDS (Progress Reports)

Grade cards are issued four times per year to parents, at the close of the nine-week grading period.

Using an Assigned User Name and Password, parents may view student progress reports, grades and attendance on-line using "Progress Book" at this web address:

http://www.mdeca.org/sis/pb_copy_home.html. Access to Progress Book is given once book fees are paid.

7.3 PARENT - TEACHER CONFERENCES

Parent conferences are held in the fall and spring (elementary only) to review student progress and achievement. Parents or teachers are encouraged to request additional conferences whenever a need arises.

7.4 VERSAILLES TESTING PROGRAM GRADES K-6

Kindergarten

- Ohio Kindergarten Readiness Assessment for Literacy (KRA-L)
- *Developmental Reading Assessment (DRA)
- *Quarterly Checklists
- *MAP for Primary Grades

First Grade

- *Quarterly Writing Assessment (local)
- *Developmental Reading Assessment (DRA)
- *Quarterly Math Assessments
- *MAP for Primary Grades

Second Grade

- Terra Nova Achievement Tests: reading, science, math, social studies
- InView Cognitive Abilities Test
- *Developmental Reading Assessment (DRA)
- *Quarterly Writing Assessment (local)
- *Quarterly Math Assessments
- *MAP for Primary Grades

Third Grade

- Ohio Achievement Test (OAT): reading, math
- Terra Nova Achievement Tests: science, social studies
- Ohio Diagnostic Assessment: writing

Fourth Grade

- Ohio Achievement Test (OAT): reading, math, writing
- Terra Nova Achievement: science, social studies

Fifth Grade

- Ohio Achievement Test (OAT): reading, math, science, social studies
- Diagnostic Assessment: writing

Sixth Grade

- Ohio Achievement Test (OAT): reading, math
- Diagnostic Assessment: writing
- Terra Nova Achievement: science, social studies

*District Assessments

7.5 PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is based on many factors. The following factors are considered when retaining a student: reading level, grade average, test scores, mental ability, age, physical maturity, social and emotional development, social issues, and home environment. Promotion and retention decisions also demand careful analysis and study of the cumulative case of history records.

For promotion/retention in grades K-6, the following will apply:

1. **Generally, academic progress will be the major determinant in promotion/ retention.** Factors influencing student retention or promotion may include, but are not limited to the following:
 - A. State testing scores in reading, math, writing, citizenship, and science. Third grade students failing the reading achievement test are not promoted to fourth grade in accordance with ORC 3316.608 unless the student is on an IEP that exempts him or her from passing or the principal and team (IAT) agree the student is academically prepared for the next grade level.
 - B. A student's progress after summer intervention and/or tutoring.
 - C Final grade average for the year in reading, math, writing, citizenship, and science.
 - D. Mastery of indicators from the Ohio Academic Content Standards.

- E. Teacher observation with documented objective anecdotal records.
- F. Communication between the school and home as to the student's progress (documented evidence.)
- G. Parental cooperation and willingness to work with the student.
- H. Excessive absences or tardies and/or attendance history.
- I. Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the principal and team (IAT) feels the student is academically prepared for the next grade level.

2. Social, emotional, and physical criteria as well as the age of the student will be considered.

3. In most instances, the building Intervention Assistance Team (IAT) will have input on the decision of promotion/retention.

4. A letter indicating the team's recommendation (IAT) for retention will be sent to the parent prior to the close of school for summer and also placed in the student's permanent folder.

5. All parents are afforded the option of having their child tutored. If this occurs, all criteria in the "Tutoring K-6" policy must be met.

6. If there is still a question as to promotion/retention of a student, the final authority to assign students to the appropriate grade and/or school rests solely with the superintendent. (ORC 3319.-1)

7.6 REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

School personnel, by law, are required to report suspected child abuse and neglect. The procedure to be followed will be in accordance with the provisions of Board Policy 791, Reporting Child Abuse.

7.7 TELEPHONE

Students are to use the office phone for EMERGENCIES only!

7.8 CAFETERIA

1. All menus are prepared from guidelines for serving a Type A lunch.

2. FREE LUNCHES: Your child is eligible for a lunch free or at reduced prices if you meet certain income guidelines. You may apply for this program by completing a form sent from the school. You will be asked to state your income, the number of children in your family, and provide social security numbers.

3. Cafeteria tickets are sold on the first day of school each week.

4. Students in grades 1-6 are required to purchase type "A" lunches, or bring their lunch.

5. Students in grades 1-6 are permitted to purchase ala carte items, with the purchase of a lunch or salad, or if they brought their lunch.

6. If a charge ticket is issued, the student is not permitted to purchase ala carte items that day.

7. Salads may be purchased only by students in grades 5 & 6.

8.0 TRANSPORTATION

8.1 STUDENT CONDUCT ON SCHOOL BUSES (1170.3)

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time does he become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for conduct. Students will conduct themselves on the school bus as they would in a classroom, except that reasonable visiting and conversation are permissible. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

No toys, electronic devices, (cell phones, headphones, I-Pods, etc.) shall be brought on a school bus (whether working or not working) unless given specific permission from the administration.

8.2 PUPIL/PARENT RESPONSIBILITIES

1. Pupils will ride only on assigned buses. Parents may request deviation from this rule in writing. Request shall be directed to the transportation office or his designee.

2. Discipline procedures that go beyond the bus driver will be handled as follows:

- a. Driver will report disruptive student to the building principal and call parents.
- b. Second offense will result in a letter being sent to the parents advising them that the student will be excluded from riding unless the student modifies his behavior.
- c. Third offense will result in the student being suspended from riding the bus for a specified period of time.
- d. Immediate suspension may result if offense is of a serious nature.

3. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus "on schedule".

4. Buses operate on a time schedule as outlined by the Transportation Supervisor. This schedule will not permit waiting for tardy students.

5. Parents will be responsible for any damage done to a bus by their children.

6. Pupil responsibilities:

- a. Load and unload from bus at its designated stop in an orderly manner.
- b. Ride only the regularly assigned bus and unload at the regular stop.
- c. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
- d. Noise on the bus should be kept to a minimum. The same behavior is expected on a school bus as in the classroom. Pupils may talk quietly if the driver permits.
- e. Pupils should not change seats while the bus is in motion.
- f. Pupils must not throw anything while a passenger in the bus.

When a student's dress is disruptive to the educational process or affects the health or safety of students, parents will be notified by note or phone. In some cases, parents may be required to bring in appropriate clothing.

10.2 SUGGESTED DRESS CODE FOR ELEMENTARY P.E.

1. Tennis shoes or rubber-soled shoes should be worn by students
2. Change of shirt or blouse
3. Pants or shorts instead of skirts

10.3 CARE OF SCHOOL PROPERTY

Your parents and other citizens of this community have provided you with a facility and equipment and to replace equipment and make repairs is very costly. Any student who damages school property, including books, will be liable for the repair of such damage and shall pay for it in full at the replacement cost. Grade cards will be withheld subject to the payment of damages.

10.4 SUPERVISION

The students shall be under the immediate supervision of the teacher while in the classroom. Otherwise, they will comply with any and all instructions by any member of the school staff, whether in the study hall, on buses, cafeteria, corridors or any place on the school premises. Everyone is expected to be cooperative, courteous, and respectful.

10.5 THE SCHOOL GROUNDS

Good conduct is to be expected at all times on the school grounds. The grounds should be free from papers and other debris and students shall refrain from walking on the grass. The street used between the different school buildings during school hours, will be construed to mean the same as the school grounds.

10.55 TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property during established school hours. Once they are off school property before 7:30 A.M. or after 3:05 P.M., this becomes the responsibility of parents. School personnel will not supervise students who go home then return to school either on the playground or in the building. Generally misbehavior that occurs off school property after school hours is a police matter.

10.6 STUDENT REGULATIONS AND RESPONSIBILITIES

10.6 INTRODUCTION

The Versailles Board of Education and the administration may establish written policies, rules and regulations of general application governing student conduct in all schools (3313.20 Ohio Revised Code). Each principal, within his or her school can establish additional rules and regulations to create and maintain an environment which is conducive to learning. Given these principles, it is assumed that discipline is a necessary and integral component of the educational process. The ultimate achievement of good discipline is self-discipline. Consequently, it is our goal to create an atmosphere in which students assume acceptable behavior because that is the expected norm. To meet this goal some basic assumptions regarding discipline have been espoused:

A. Standards of conduct will be established for students.

B. All staff members let students know what these standards are and the consequences forthcoming if these standards are not met.

C. Each staff member accepts responsibility for disciplining any student regardless of the class the student is in.

D. Each staff member communicates with parents regarding the nature of a recurring or serious discipline problem.

E. No single student will be permitted to disrupt the educational process for others.

F. Appropriate behavior, respect of others' rights and respect for rules, laws and learning will be taught as an integral part of our curriculum.

G. Building administrators will support staff in enforcing discipline and ensure that standards of conduct are being observed and rules are being consistently enforced by the staff.

10.7 CLASSROOM RULES

The following are a list of rules governing student behavior in the classroom for grades K-6. This list represents minimum expected behaviors, and each teacher is expected to strictly enforce these rules. Teachers are permitted and encouraged to expand upon this list for their own classroom.

A. Student shall display appropriate behavior. Examples of inappropriate (disruptive) behavior are:

1. Talking without permission
2. Making unnecessary noise
3. Passing notes
4. Pushing or shoving another student
5. Running in the classroom
6. "Talking back" to the teacher

B. Unless they have been granted permission to be out, students are expected to be seated in their chairs.

C. Students should have with them at the beginning of class all necessary classroom materials.

D. Students are to report to class on time.

E. Students are not to leave the classroom without permission to get a drink or go to the restroom during class unless an emergency exists.

F. Students are not to have gum, pop or candy in class (exceptions would be birthdays, holiday parties, etc.).

G. Students are not permitted to wear hats in any of the buildings.

H. Students shall treat all school property with respect.

I. Students are not permitted to have toys, electronic equipment, dolls, trading cards or personal items at school (unless given special permission by a staff member).

J. Students are expected to follow directions or instructions given by a staff member immediately.

10.8 BUILDING/HALL RULES

The following is a list of rules governing student behavior in the halls for grades K-6. This list represents minimum expected behavior, standards, and each teacher is expected to strictly enforce the rules.

- A. Running in the halls is not permitted.
- B. Go QUIETLY AND PROMPTLY to your next destination.
- C. Excessive noise or slamming of lockers is not permitted.
- D. Sliding down banisters is not permitted.
- E. Students should walk on the right side of hall stairways.
- F. Jumping up to hit the pipes is not permitted
- G. No toys, electronic devices, (cell phones, headphones, I-Pods, etc.) shall be brought to school (whether working or not working) unless given specific permission from the administration. Items such as these will be taken and kept for parents to come pick up.

10.9 CAFETERIA RULES

The following is a list of rules governing student behavior in grades K-6 at noon in the cafeteria. This list represents minimum expected behavior standards, and each teacher is expected to strictly enforce these rules.

- A. No food is to be thrown.
- B. Students are expected to maintain their place in line without jumping ahead.
- C. Before leaving the table, students are to pick up their tray, napkins, and straw wrapper.
- D. Excessive noise in line or in the cafeteria is not permitted.
- E. Pushing or shoving of other students is not permitted.
- F. Students may not change seats once they have been seated.
- G. Verbal harassment or bothering other students is not permitted.
- H. No food is to be removed from the cafeteria.
- I. No playground equipment is permitted in the cafeteria
- J. No carbonated beverages are permitted in the cafeteria (soda/pop) unless medically necessary. In this case, a note from a physician must be sent and kept on file.

10.10 PLAYGROUND RULES

The following is a list of rules governing student behavior in grades K-6 on the playgrounds in our three schools. This list represents minimum expected behavior standards, and each teacher is expected to strictly enforce these rules.

- A. (General - apply to all 3 buildings).
 - 1. The adult (teacher or aide) on playground is in authority at all times.
 - 2. Students are expected to use appropriate language.

3. Students are to treat other students with respect and not harass them.

4. The decision as to whether students are permitted to be outdoors for recess is left to the discretion of the building principal.

5. No students are to return to inside of building without permission from the person on duty.

EAST SIDE - ELEMENTARY BUILDING

- 1. No hard balls allowed on blacktop (i.e. football, baseball, softball)
- 2. Slide rules:
 - a) come down in sitting position
 - b) no bouncing before sliding down
 - c) one child slides at a time
 - d) no climbing up poles from bottom
 - e) no sliding down poles from top to slide
 - f) no standing on top of slide
 - g) no walking on slides
 - h) no pushing or shoving in line
- 3. One child only on each swing. ABSOLUTELY NO STANDING ON SWING.
- 4. Students are not to jump from any playground equipment to the ground.
- 5. No throwing or kicking of stones will be permitted.
- 6. Standing on top of barrels is NOT permitted.
- 7. During winter months:
 - a) dress properly
 - b) remove snow from clothing before entering building
 - c) no rolling in the snow
 - d) NO SNOWBALL THROWING PERMITTED ANY TIME
 - e) NO SLIDING ON ICE.
- 8. Students are not to go beyond the southeast corner of the building.
- 9. Students are not allowed UNDER ANY CIRCUMSTANCES to chase a ball that goes into the street. Students must stop and ask permission from the teacher on recess duty before entering the street to retrieve the ball.

WEST SIDE - ELEMENTARY BUILDING

- 1. Tetherball goes up by first group out in A.M. and down by last group out P.M.
- 2. Students are not to be near the Kindergarten windows.
- 3. Do not play around the storage shed.
- 4. Balls are not to be kicked against the building where there are windows.
- 5. No hard baseballs, softballs or footballs are permitted.
- 6. No one is permitted on property across the street.
- 7. No students are permitted to play on Pearl Street.
- 8. Students are not permitted to go beyond the south west corner of the building.
- 9. Students are not permitted to go beyond the line between the sections of the building.

10. During winter months:

- a) NO SLIDING ON ICE
- b) NO SNOWBALL THROWING.

11. Students are not allowed UNDER ANY CIRCUMSTANCES to chase a ball that goes into the street. Students must stop and ask permission from the teacher on recess duty before entering the street to retrieve the ball.

PLAYGROUND RULES - NORTH STAR

- 1. No hard balls or footballs are allowed on blacktop.
- 2. Slide rules:
 - a) come down in sitting position
 - b) no bouncing before sliding down
 - c) one child slides at a time
 - d) no climbing up poles from bottom
 - e) no sliding down poles from top of slide
 - f) no standing on top of slide
 - g) no walking on slides
 - h) no pushing or shoving in line
- 3. One child only is permitted on each swing. ABSOLUTELY NO STANDING ON THE SWING IS PERMITTED!
- 4. During winter months:
 - a) dress properly
 - b) no rolling in the snow
 - c) NO SNOWBALL THROWING PERMITTED AT ANY TIME!
 - d) NO SLIDING ON THE PLAYGROUND.
- 5. Do not play near the area of the gas tanks.

10.11 PLAYGROUND DISCIPLINE PROCEDURES

If a student is not behaving properly on the playground or has violated one of the playground rules, the following procedure for discipline needs to be implemented:

1ST OFFENSE

- 1) A warning may be given to the student depending on the seriousness of the offense.
- 2) If the incident is serious, (fighting, pushing, swearing, deliberate destruction, etc.) the teacher may assign a student to “sit out” for 10 minutes or the remainder of the recess (whichever is longer).
- 3) Elementary/Middle School follows discipline policy

2ND OFFENSE

- 1) No warning is issued. The teacher should assign the student to face the wall for 10 minutes or the remainder of the period (whichever is longer).

3RD OFFENSE

- 1) The student is sent to the principal.
- 2) His or her parents are notified.
- 3) The student loses all recess privileges for the next day. (Teachers not on recess duty will monitor these students).

10.12 PLAYGROUND RULES - MIDDLE SCHOOL

- 1. Students are to keep all ball activities on the West side of the Middle School (kickball).

2. Students are not to retrieve balls which go over the fence and into St. Denis parish house lawn, without the permission of the teacher on recess duty.

3. Students are not to play in, on, or around the staff cars which are parked on the north side of the building.

4. Students are not allowed UNDER ANY CIRCUMSTANCES to chase a ball that goes into the street. Students must stop and ask permission from the teacher on recess duty before entering the street to retrieve the ball.

5. Students are not to go beyond the yellow parking lines near the church.

6. During winter months:

- a) NO SLIDING ON ICE
- b) NO SNOWBALL THROWING PERMITTED AT ANY TIME.

7. Students are not to be on the steps unless for discipline reasons.

8. No one is to be in the building at noon or recess without good reason.

9. No hard baseballs, softballs or footballs are permitted.

10.13 REPRESENTING THE SCHOOL

When students represent the school they are acting as ambassadors and, as such, it is important that they refrain from any language or conduct that will bring discredit or dishonor to the school. All students representing the school at any event, either local or outside the city, are bound by the regulations of the school.

10.14 HAZING

Forcing students to do unnecessary tasks and ridiculous tricks to join or become part of a group (formal or informal) or club is expressly forbidden in any form.

10.15 BULLYING/HARRASSMENT

All students have the right to feel safe while at school. Bullying, harassing, intimidating or threatening other students is forbidden in any form.

11.1 PROCEDURES FOR STUDENT DISCIPLINE

The following procedures will be used in pupil discipline. Offenses will be categorized according to minor and major. Generally, isolated offenses (see section on Student Regulations and Responsibilities) will be dealt with using one or more of the following consequences.

MINOR OFFENSES - CONSEQUENCES

- Warning
- Loss of recess, free time or privileges (under teacher supervision)
- Calling parent
- Conference with counselor and/or principal
- Detention (under teacher supervision)

The following consequences may be employed for isolated disciplinary issues of a very serious nature (see section on Student Removal, Suspensions and Expulsions) and repeated offenses.

MAJOR OFFENSES - CONSEQUENCES

Detention

Denial of attendance at class picnic, field trip, assemblies

Programs or parties (after consultation with the building principal)

Removal from class (see Student Removal)

Suspension 1-10 days (see Student Suspension)

Expulsion (see Student Expulsion)

PROCEDURAL GUIDELINES

1. Each incident involving discipline shall be fully documented according to the discretion of the building principal.
2. Parents will be notified by the teacher after each major offense.
3. Parents will be notified by the teacher after repeated minor offenses.
4. A parent-teacher conference will be requested after repeated minor offenses and/or a major offense depending upon the nature of the offense. The principal may be invited to attend this meeting.

11.2 DISCIPLINARY ACTIONS INVOLVING STUDENTS REMOVAL, SUSPENSION & EXPULSION

PREFACE - The following represent extreme disciplinary actions which will be used to deal with very serious or repeated offenses as detailed in the following: Section 3316.661 of the Ohio Revised Code requires adoption of this Code of Conduct.

11.3 STUDENT REMOVAL

1. Teachers may remove students from their class for a 24 hour period.
2. During the school day the student must be sent to the principal's office. After school hours, the student must be sent home.
3. The teacher must submit, in writing to the principal, the reasons for the removal as soon as possible and not more than six hours after the removal.
4. The principal will hold a hearing with both the student and teacher present by the next school day or within 72 hours of the removal.
5. The student's parents will be notified of the removal within 72 hours of the hearing informing them of:
 - a) the reasons for the removal
 - b) the decisions of the principal at the hearing
 - c) that they may meet with the principal and teacher within 72 hours
6. The decision of the principal from the hearing may be appealed to the superintendent within 24 hours of the hearing.
7. Students may be removed from class for posing a continuing danger of persons or property, creating a threat of disrupting the academic process, incorrigibility, continually disregarding classroom procedures, defying the authority of the teacher, and verbally or physical abusing the teacher or other students.
8. Teachers may remove students from extra-curricular activities for posing a continuing danger to persons or property, creating a threat of disrupting the activity, incorrigibility, continually disregarding procedures, defying the authority of the teachers verbally or physically abusing the teacher or other students.

11.4 STUDENT SUSPENSIONS

1. Student suspensions may be from 1-10 school days as determined by the principal.
2. The principal will give the student a letter of intention to suspend stating: a) the reason for suspension; b) the length of suspension; c) whether the suspension is in-school or out of school. (Out of school suspension from school, school grounds, and school activities. In-school suspension consists of student being placed in a room separated from other students for study at the direction of the principal).
3. Immediately upon receiving the letter of suspension, the student may question the reasons for the suspension or otherwise explain his actions to the principal.
4. Written notice of any suspension will be sent to parents and the Superintendent within twenty-four hours of the suspension.
5. Any suspension may be appealed to the superintendent within 72 hours of the mailing of the notification to the parents. Upon the reversal of the suspension through an appeal, the student will be allowed to make up all work missed without any penalty of his grades.

6. To appeal the decision of the superintendent, the student and his parents may appeal to the Board of Education and may request that the hearing be held in executive session and they have the right to be represented at the hearing. A verbatim record is required of the hearing.

7. To appeal the decision of the Board of Education, the student and his parents may file an appeal in Common Pleas Court.

8. Students may be suspended for improper behavior or for infringing upon the educational rights of others. Specifically for the following reasons on school grounds or at school activities:

- a) gambling
 - b) possession, use or sale of alcohol, drugs or counterfeit drugs
 - c) possession or use of explosives or weapons of any type including lighting matches, burning items, smoke bombs or starting a fire
 - d) possession or use of tobacco
 - e) verbal or physical abuse of staff or other students
 - f) stealing
 - g) flagrant lying
 - h) pulling a fire alarm illegally
 - i) violation of any of the rules and regulations stated in the Guidelines for Internet Use and/or the Internet Acceptable Use Policy signed by each parent
- and for repeated or severe cases of the following:**
- j) cheating
 - k) forgery
 - l) Improper or derogatory gestures or drawings
 - m) refusal to follow reasonable directions of staff
 - n) vandalism
 - o) skipping school or assigned classes or study halls
 - p) leaving school or assigned classes or study halls
 - q) indecent exposure
 - r) posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process
 - s) violation of any of the rules and regulations stated in the Guidelines for Internet Use and/or the Internet Acceptable Use Policy signed by each parent
 - t) bullying/harassment
 - u) sexual harassment

Suspension could result when chosen by the student rather than some other punishment or for refusing to cooperate with other forms of punishment.

11.5 STUDENT EXPULSIONS

1. Students may be expelled by the superintendent.
2. The superintendent will mail to the student, his parents, and treasurer of the Board of Education a letter of intention to expel stating:
 - a) the reason for expulsion
 - b) the student and his parent or representative may have a hearing to question the expulsion or to otherwise explain the student's action from 3 to 5 days after the mailing of the letter of expulsion. The date and time will be determined by the superintendent.
 - c) that the expulsion may be appealed to the Board of Education, that the student and parents may be represented at the hearing and that they may request the hearing to be held in executive session.
 - d) that the request for a hearing to appeal an expulsion must be made to the clerk of the Board of Education within 72 hours of the mailing of the notice to expel.
 - e) that the president of the board will determine the time and place for the hearing.
3. No credit may be earned from Versailles Schools during an expulsion.
4. Upon the reversal of the expulsion through an appeal, the student will be permitted to make up all work missed without any penalty of his grades or credits due to the expulsion.
5. To appeal the decision of the Board of Education, an appeal must be filed in the Court of Common Pleas.
6. Students may be expelled from school for not adhering to state laws, board policy, infringing upon the educational rights of others, exhibiting extreme disrespectful behavior toward staff members or other students, incorrigibility, dishonesty, promoting an unsafe environment at school or school activities, or extremely disrupting the educational process as intended by the staff, administration, or board, specifically for the following reasons:
 - a) any reason listed under suspensions
 - b) whenever a student has had two previous suspensions during the school year

11.6 INTERROGATION AND/OR REMOVAL FROM SCHOOL

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials should observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of school officials.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released to the custody of persons other than his parent or legal guardian, unless placed under arrest by legal authority or by court direction.

4. If a student is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.

11.7 SEARCH AND SEIZURE

11.8 LOCKERS

Student lockers are the property of the Board of Education and are assigned to students for their convenience. School lockers are not for private personal use and may be searched at anytime by school officials for suspected misuse or storage of inappropriate items.

Any items that the school officials determine might possibly be disruptive to the learning environment or affect the safety of others may be removed and retained by the administrators at any time. The administration will attempt to store these items (if value exceeds one dollar) for two days for parents or, in some cases students, to have an opportunity to reclaim the collected items.

Students shall share lockers, which are to be kept clean and orderly at all times. The Administration and teachers reserve the right to examine a student's locker whenever it is deemed necessary.

12.0 GENERAL INFORMATION

12.1 FIELD TRIPS

The board charges the superintendent or designated representative to determine the number of field trips to be taken each year. The Administrators are responsible for establishing procedures to be followed by staff and students concerning each field trip. Any alterations to the present procedures will be reviewed with the board.

No carbonated beverages are permitted for field trips (soda/pop).

12.2 CLASS TRIPS

Class trips are provided for each grade 1-6 during the year. A nominal fee may be charged for entrance on certain trips.

12.3 PICNICS

Picnics are year-end activities arranged by individual classes through the cooperation of the teachers at each level. These are held in the community parks.

12.4 RECESS

The children will be going outside for recess all year long except when it is actually raining at recess time or in the winter when the weather is extremely bad. CHILDREN WILL BE KEPT IN ONLY IF A NOTE IS SENT TO THE TEACHER EXPLAINING WHY THE STUDENT IS TO BE KEPT IN. THE FINAL DECISION REGARDING SENDING STUDENTS OUT TO RECESS RESTS WITH THE PRINCIPAL OR HIS DESIGNEE.

12.5 NAMES, LIST OF

The staff shall not furnish lists of names and addresses of pupils to anyone other than their own school officials. Any requests for names shall be routed to the principal or superintendent. Who shall, after investigation, determine if the names shall be released.

12.6 SCHOOL VISITATION

It shall be the policy of the Board of Education to encourage parents and all citizens to visit schools throughout the school year.

Each school shall hold at least one open house for the public during the school year.

12.7 GIFTS AND DONATIONS

By action of the Board of Education gifts, grants, donations, and title to property may be accepted. Presentation of awards or memorials should be fittingly recognized by the Board. Such recognition shall in no way be considered as an endorsement or testimonial by the school system of a product.

12.8 FUND RAISING PROJECTS (K-6)

The elementary schools shall have a fund raising project during the school year. Proceeds are placed in the principal's activity fund to be used for student assemblies, classroom materials, and other student related items.

12.9 SCHOOL PARTIES

All classrooms celebrate Halloween, Christmas and Valentine's Day. Students and teachers share in providing refreshments. Children celebrating birthdays are permitted to furnish a small treat for their class if they so desire. Please inform the classroom teacher ahead of time so they can plan their day.

12.10 LEADERSHIP ACTIVITIES

VERSAILLES MIDDLE SCHOOL STUDENT COUNCIL

Two representatives per homeroom 5th grade

Two representatives per homeroom 6th grade

Represent interests of student body; plan student activities; and provide student leadership.

NORTH STAR SCHOOL STUDENT COUNCIL

Three representatives from 3rd grade

Four representatives from 4th grade

Five representatives from 5th grade

Represent interests of student body; plan student activities; and provide student leadership.

**VERSAILLES EXEMPTED VILLAGE SCHOOLS
MEDICATION PERMISSION /INSTRUCTION FORM**

**VERSAILLES EXEMPTED VILLAGE SCHOOLS
MEDICATION PERMISSION /INSTRUCTION FORM**

PARENT/GUARDIAN PERMSSION Date _____

PARENT/GUARDIAN PERMSSION Date _____

Student's Name _____

Student's Name _____

Address _____

Address _____

Birthdate _____

Birthdate _____

School _____

School _____

Grade _____ Teacher _____

Grade _____ Teacher _____

I hereby request and grant permission for the above named school to supervise the medication routine below prescribed for the above-named child.

I hereby request and grant permission for the above named school to supervise the medication routine below prescribed for the above-named child.

We/I hereby release the designated medication administrator, the above-named school system and school board, the Principal of school of which said child is the student, any supervisory personnel, their heirs, executors, administrators, or successors, from any and all liability that may arise out of services rendered in dispensing the below named medication.

We/I hereby release the designated medication administrator, the above-named school system and school board, the Principal of school of which said child is the student, any supervisory personnel, their heirs, executors, administrators, or successors, from any and all liability that may arise out of services rendered in dispensing the below named medication.

I further agree to submit a revised statement by the physician who prescribes this drug, if any of the information below changes.

I further agree to submit a revised statement by the physician who prescribes this drug, if any of the information below changes.

Parent/Guardian Signature _____

Parent/Guardian Signature _____

**OVER THE COUNTER/NON-PRESCRIPTION
MEDICATIONS MUST BE IN ORIGINAL MEDICATION CONTAINER**

**OVER THE COUNTER/NON-PRESCRIPTION
MEDICATIONS MUST BE IN ORIGINAL MEDICATION CONTAINER**

Medication (name, dosage, route) _____

Medication (name, dosage, route) _____

Reason for use _____

Reason for use _____

Date to begin _____ Date to cease _____

Date to begin _____ Date to cease _____

Time or intervals dosage of drug administered: _____

Time or intervals dosage of drug administered: _____

Special instructions or adverse side effects: _____

Special instructions or adverse side effects: _____

Parent/Guardian signature: _____

Parent/Guardian signature: _____

**PRESCRIPTION DRUGS-PHYSICIAN'S DIRECTIONS
Medications Must Be In Original Medication Container**

**PRESCRIPTION DRUGS-PHYSICIAN'S DIRECTIONS
Medications Must Be In Original Medication Container**

Medication (name, dosage, route) _____

Medication (name, dosage, route) _____

Reason for use: _____

Reason for use: _____

Date to begin _____ Date to cease _____

Date to begin _____ Date to cease _____

Time or intervals dosage of drug administered: _____

Time or intervals dosage of drug administered: _____

Special instructions (including sterile conditions and storage) _____

Special instructions (including sterile conditions and storage) _____

Adverse effects to report (if any): _____

Adverse affects to report (if any): _____

Telephone # to reach physician in case of emergency: _____

Telephone # to reach physician in case of emergency: _____

Doctor requests teacher's comments:

Doctor requests teacher's comments:

____ No, teacher comments not necessary

____ No, teacher comments not necessary

____ Yes, please observe the following:

____ Yes, please observe the following:

Physician's signature: _____

Physician's signature: _____

**Computer/On-Line Services
Acceptable Use Policy**

The Internet, the electronic information superhighway, is used by educators, businesses, government, and the military. The Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

I understand that in all cases, it is unacceptable to use the Internet for illegal and/or commercial purposes. Illegal purposes include but are not limited to entering or attempting to enter someone else's computer system without permission; accessing or spreading resources of an X-rated, pornographic, or otherwise questionable nature; installing illegal software, shareware, or freeware. Students should not install any software on the computers or network.

I understand that rules and regulations regarding Internet usage will be adhered to at all times. I understand that access to the Internet is for educational purposes only and that commercial usage is unacceptable. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

**GENERAL GUIDELINES FOR INTERNET USE
VERSAILLES ELEMENTARY, NORTH STAR AND
VERSAILLES MIDDLE SCHOOLS**

1. No student may access and/or use the Internet except under the direct supervision of his/her teacher/
2. No student may give out his/her own or another's address, phone number or other pertinent personal information while accessing the Internet or sending or receiving e-mail.
3. Student use of the Internet should be limited to educational use with a specific purpose in mind, not recreational use.
4. No student may access and/or use the Internet without parent permission, as documented by a signed ACCEPTABLE USE POLICY.

No student may send or keep e-mail messages which contain profanity and/or abusive language toward self or others.

Internet Web Page Release Form

In an effort to maintain the integrity of the mission and goals of the Versailles Exempted Village School District, the following release form must be completed before any district web page is created which contains a student's picture or intellectual property.

The Versailles Exempted Village School District does not authorize the use of:

- ◆ the name of any student
- ◆ pictures of students without consent (see below)
- ◆ pictures which identify students by name

- ◆ student property including art work, poetry, essays, and performances without consent (see below)

PLEASE COMPLETE, DETACH AND RETURN

Computer Network Agreement Form

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate.

PARENTAL RELEASE FORM

Please list all students in grades K-6

Student(s) Names and Grades

PLEASE CHECK ALL THAT APPLY:

PARENTS OF STUDENTS IN GRADES K-6:

My child(ren) may use the Internet (including e-mail) while at school according to the above rules

My child(ren) may not use the Internet (including e-mail) while at school.

PARENTS OF STUDENTS IN GRADES 3-6:

I have read through this policy with my child

Please complete and sign the following release form and return it to school with your child. The placement of any pictures or property on the web site must be in accordance with the guidelines stated above.

I (Do _____, Do Not _____) authorize the release of my child(ren)'s picture to be used on district web pages.

I (Do _____, Do Not _____) authorize the release of my child(ren)'s property including art work, poetry, essays, and performances to be used on district web pages.

Parent/Guardian Signature: _____

Date: _____

THIS AUTHORIZATION REMAINS IN EFFECT THROUGH THE END OF THE SIXTH GRADE UNLESS YOU CONTACT THE SCHOOL AND MAKE CHANGES.

Student Handbook Acknowledgment Forms 2009-2010

Please return one slip for every student that you have enrolled in grades K-6 at North Star Elementary, Versailles Elementary, and Versailles Middle School during the first week of school.

We have read and understand the 2009-2010 student handbook for the K-6 Versailles Buildings.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Parent Signature: _____

We have read and understand the 2009-2010 student handbook for the K-6 Versailles Buildings.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Parent Signature: _____

We have read and understand the 2009-2010 student handbook for the K-6 Versailles Buildings.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Parent Signature: _____

We have read and understand the 2009-2010 student handbook for the K-6 Versailles Buildings.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Parent Signature: _____

We have read and understand the 2009-2010 student handbook for the K-6 Versailles Buildings.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Parent Signature: _____