

**ADAMS COUNTY OHIO VALLEY  
SCHOOL DISTRICT**



**2025-2026  
ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT  
STUDENT HANDBOOK**

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**This handbook replaces all prior handbook versions.**

## WELCOME

Welcome to the Adams County Ohio Valley School District. This handbook is for your use to make your parents\* and you, aware of the rules, policies, and information necessary for a successful year. We urge you and your parents to read this book carefully and keep it handy for reference. Please contact your building principal or superintendent if you have any questions. We value your input and know that by working together (students, parents, school staff and community) our school district will improve in its quality of education, and you will be proud to say, "I am from the Adams County Ohio Valley School District." Have a fantastic year!

## EDUCATIONAL PHILOSOPHY

The Board of Education and staff believe in the following educational philosophy for the Adams County Ohio Valley School District:

### MISSION STATEMENT

*"Our mission is to reach excellence through continuous improvement."*

### BELIEF STATEMENTS

We believe that:

- All children can learn.
- The instructional program must be challenging and provide appropriate opportunities for all students.
- Technology is an integral part of an instructional program **teaching students 21<sup>st</sup> century skills.**
- School employees are accountable for the work they do and for the things over which they have control.
- Our schools must provide a caring, friendly, and safe climate for learning.
- Our schools are an integral part of and belong to our community.
- Public education is vital to community development and well being.
- Our school facilities and equipment must be able to support quality education.
- High expectations of individual behavior and achievement will encourage each student and district employee to realize his/her potential.
- Learning brings joy and is a lifetime pursuit for students and employees.

\*In this handbook any reference to parent or parents is meant to include the court appointed guardian.

## PARAMETERS

- The educational needs of our students will be our highest priority.
- The physical and emotional health, safety, and welfare of our students will not be jeopardized.
- We will not allow the lack of funds to impede the pursuit of quality education.
- We will communicate openly, honestly, and in a timely manner to foster trust and understanding.
- No significant change in operation will be implemented unless mandated by law without student, employee, and community involvement in the planning process.
- In order to ensure efficient and effective use of resources and maximum educational value, we will not institute or continue programs without cost/benefit analysis.

## ANNOUNCEMENTS

Where possible, the public address system will be used to communicate announcements to the student body **only** at the beginning and the end of the school day. If a student wishes to have an announcement made regarding a school activity, it must be initiated by the teacher/sponsor and the administrator. Students are responsible for listening to the announcements. The district and individual buildings may use the automated calling system to keep parents informed of upcoming activities and events. Announcements and school information are posted on the district web-site. ([www.ovsd.us](http://www.ovsd.us))

## INCLEMENT WEATHER PLANS

The Adams County Ohio Valley School District will be using the following Inclement Weather Plan for the 2025-2026 school year. This plan will provide for closing or an early dismissal of the schools in case of bad weather **or** for other emergencies. Calls will be made using the one call system. Please be sure the school has your correct phone number. In the case of implementation of any of the elements in the plan, announcement will be made on the following radio stations as early as possible:

C103	--	103.1 FM
WFTM	--	95.9 FM or 1240 AM

WPAY	--	104.1 FM or 1400 AM
WSRW	--	106.7 FM or 1590 AM

In the case of implementation of any of the elements in the plan, announcement will be made on the following television stations as early as possible:

WCPO - CINCINNATI  
 WLWT - CINCINNATI  
 WKRC - CINCINNATI  
 WXIX - CINCINNATI

### **PLAN ELEMENTS**

1. **CLOSED**: If it is announced that all schools are **closed**, we will be closing all buildings, and there will be **no bus service and no classes**.
2. **EARLY DISMISSAL**: If the announcement calls for an early dismissal due to heat, road conditions, etc., the time for dismissal will be announced. If a bus route is not run because of poor road conditions, it will be the responsibility of the parent to pick up the student from school.
3. **1-HOUR DELAY**: If it is announced that schools are on a **1-HOUR DELAY**, bus service will occur on a 1-hour delayed schedule.
4. **2-HOUR DELAY**: If it is announced that schools are on a **2-HOUR DELAY**, bus service will occur on a 2-hour delayed schedule.

If you have questions concerning this procedure, please call your building Principal.

### **ATTENDANCE – ABSENCE**

According to Ohio Law, pupils must attend all sessions of school unless there are necessary reasons for being absent. Unless there have been prior arrangements, **the parent must notify the school as early as possible on the day of the student's absence**. Calls to the school should be made within the first hour of each school day to report a child absent. If the school does not receive notification within 120 minutes of the start of the school day, then an attempt will be made to notify the parents through the automated calling system. A phone call to the school does not make the absence excused.

1. Following an absence all students should report to homeroom. At that time the student must present a note stating:
  - a. date of absence
  - b. reason for absence
  - c. signature of a parent
  - d. student first & last name, teacher's name & grade level

#### **EXAMPLE:**

"To whom it may concern: Joe Smith in Ms. Light's Grade 2 homeroom was absent on 9-16-2021. He had the flu. Mrs. John Smith"

2. Students will give the note to their classroom teacher for him/her to submit to the office. Students are to receive missed assignments if the absence is excused. Students who are absent from the school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s).
3. If there is not proper notification, the absence will be unexcused. Students should bring in their absence note the day they return to school and **no later than 3 days** after returning. The student is responsible for any missed assignments, or activity of any nature that can be made up. **We ask for the parent's cooperation to see that make-up work is completed within twice the number of days of absence, not to exceed ten (10) days.** Examples: 1 day absent - 2 days to complete make-up work; 2 days absent - 4 days to complete make-up; 6 days absent - 10 days to complete make-up.
4. The following will be considered reasons for excused absence:
  - a. Personal Illness, injurious accident, contagious disease, including quarantining for a contagious disease.
  - b. Serious illness or death in the immediate family necessitating the presence of the child (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence).

- c. **Emergency** or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral, or dental appointments.
  - d. Authorized religious holidays.
  - e. College visitation.
  - f. Pre-enlistment reporting to military enlistment processing station.
  - g. Absences of a student of a military family for purposes of visiting their parent, legal guardian, or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.
  - h. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to foster care status.
  - i. Absences due to a student being homeless.
  - j. Absences **approved one-week in advance** by the school principal, also with request for student's assignments (family educational trips).
    - i. Approved vacations are considered excused as long as the student and family comply with the above procedures. Students/families failing to comply with the above procedures will be considered an unexcused absence. Example: getting hair done/cut or getting dressed for dance/party is not an excused absence.
  - k. Absences due to student being needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal).
  - l. Absences approved as determined by the Superintendent.
5. Any homework or tests assigned prior to the absence will be due or made up when the student returns to school.
  6. Up to **5 days** in a semester **may** be excused with a parent note. When a student's absence exceeds 5 days per semester, the **principal of a school may require a doctor's signed note to excuse the absence. A signed doctor note does NOT automatically excuse the absence.**
  7. Students in grades K-8 who have failed two or more of the required curriculum subject areas in the current grade OR are not performing with grade level appropriate ability are retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level. "Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level. Any high school student who fails a required course must repeat that course.
  8. Students successfully completing an inpatient/outpatient drug/alcohol/mental treatment program will not be penalized for days missed from school. These absences will be recognized as absence due to medical reasons. Students with lengthy absences due to a serious illness or serious injury may be approved for home instruction services through written recommendation of a doctor/physician. Contact the building principal or guidance counselor for information concerning a request for home instruction.

#### **ABSENCE DUE TO HEAD LICE**

1. When head lice/nits are found, the child's parent(s) will be notified as soon as possible.
2. Students are allowed the initial day they are sent home from school with head lice/nits and an additional 2 days or (12 hrs.) are excused if needed to address head lice/nits. Only 3 incidents per year will be excused in this manner. Any additional incidents which occur will result in the student only being excused for the day the child is sent home with head lice/nits.
3. Parents will be responsible for administering the treatment.
4. Treatment is recommended only for individuals with nits and active infestation; that is, the confirmed presence of lice or eggs. In line with this recommendation, family members and other close contacts should be examined and treated if necessary.
5. Clothing, bed linens, etc., should be machine washed in **hot** water.
6. Combs and brushes must be treated by soaking them in a 2% Lysol solution.
7. Wool clothing and other articles (stuffed animals) which cannot be washed may be dry cleaned or placed in a dark plastic bag and sealed for 10 days.
8. If you need additional information on how to treat head lice, please contact the school nurse or your local health department.

More information can be found at <https://www.cdc.gov/parasites/lice/head/index.html>

### **PARTIAL ABSENCE**

#### **Elementary**

1. A partial absence constitutes any absence throughout the day requiring a sign in or sign out (between the times of 7:45 a.m. and 2:15 p.m.)
2. Excused partial absence will be granted for the following reasons only:
  - a. Illness/valid reason accompanied by a parent/guardian note (up to five permitted per semester).
  - b. Illness or medical/dental emergencies accompanied by a note from the doctor or dentist. All other partial absences are unexcused.
  - c. All partial absences will be calculated for determining the amount of time school is missed. Students are to be in their assigned classroom where attendance is taken **at 7:45 a.m.**
3. If your child is arriving at school after 7:45 a.m., please park in a designated parking area and bring your child into the office. Parents are required to sign their child in and provide a reason on the sign-in sheet as to why their child is arriving late.

#### **High School**

1. Students who are tardy to school or who need to leave before dismissal must sign in/out of the office. Students must be to class by **7:30 a.m.**
2. A partial absence constitutes any absence throughout the day requiring a sign in or sign out (between the times of 7:30 a.m. and 2:30 p.m.).
3. Excused partial absence will be granted for the following reasons only:
  - a. Illness/valid reason accompanied by a parent/guardian note (up to five permitted per semester).
  - b. Illness or medical/dental emergencies accompanied by a note from the doctor or dentist. All other partial absences are unexcused.
4. All partial absences will be calculated for determining the amount of time school is missed. Students are to be in their assigned classroom where attendance is taken **at 7:30 a.m.**
5. When a student has accumulated 3 unexcused partial absences/tardies the building administrator may assess disciplinary sanctions (and may include the loss of driving privileges if the student drives) at the threshold and for each additional partial absence/tardy during the nine weeks. The accumulator resets at each nine weeks.

### **SCHOOL PROCEDURE FOR TRUANCY**

In accordance with the House Bill 410, "habitual truant" is now defined as any child of compulsory school age (6-18) without a legitimate excuse for absences. The student must be referred to an attendance intervention team. The Adams County Ohio Valley School District has in place an Absence Intervention Team which consists of an administrator, counselor, teacher and the student's parent/custodian/guardian. This team approach is to keep students in school and out of the court system when possible. The habitually truant student must be referred to an attendance intervention team for monitoring and mentoring. As a student becomes a "habitual truant" student, the student will be assigned to the team for attendance monitoring and mentoring.

Per BOE Policy JEA: The parent(s) of any person not of compulsory school age eligible to enroll in school shall be considered "of compulsory school age" for the purposes of sections 3321.01 to 3321.13 of the Ohio Revised Code and attendance requirements set forth by the Adams County Ohio Valley School District.

#### **Definitions of Chronic, Habitual Truancy and Excessive Absences**

1. Chronic Absenteeism is defined by:
  - a. Absent 10% of total hours either excused or unexcused
1. Habitual Truancy is defined by:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse; or
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Excessive Absences are defined
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:



- a. Select members of the absence intervention team.
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
  - c. If the parent does not respond to the meeting request, school administration has the right to investigate which in turn may trigger a mandatory contact of Children Services. Administration has the right to proceed with the absence intervention plan.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days (or less if not complying with the plan), or continues to be excessively absent, the attendance officer shall file truancy with the juvenile court. The student and parent/guardian will be notified with the intent to file the truancy charges.
5. *A complaint cannot be filed with Juvenile Court until:*
  - a. **The 61st day after** failed implementation of an absence intervention plan; **or**
  - b. A child has been absent **without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month** during the implementation of an absence intervention plan.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD HAS REACHED EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

#### **DAILY ARRIVAL/DEPARTURE**

1. No student should be in the building before the designated time unless:
  - a. Student is requested by a teacher.
  - b. He/she has been granted permission by the building principal.
2. No student should be in the building after dismissal unless:
  - a. Such is requested by a teacher.
  - b. The student is participating in a supervised activity AND
  - c. Adult supervision for the scheduled activity is present.
  - d. Student is a child of a staff member in that building.
  - e. Any child granted permission to stay after school must stay in an assigned/designated area with adult supervision.
3. Siblings are not permitted to accompany other siblings to practices, school activities, etc., without parent/adult supervision (18 yrs. or older) not including the advisor or coach.
4. **North Adams Elementary & Peebles Elementary:**
  - a. Drop off at the cafeteria doors. We ask for parents to help us keep students safe. Therefore, please DO NOT park in the circle area to come inside or to help your child out of the car. This creates safety problems for everyone. If you need to assist your child in any way, please park in the visitor parking area.
5. **West Union Elementary**
  - a. Student drop off is at Entrance 3. If you have business in the office, please enter through Entrance 1, in the front of the building. Please park in designated parking areas only.
6. **All Elementary Buildings** require parents to obtain a student pick-up number prior to the start of school.
  - a. Without this number students will not be released in the pick-up line.
  - b. You must park in the designated parking area and come to the office to pick up your child if you do not have a pick-up number. Students will not be released until all cars have exited the pick-up line.
  - c. Parents are to remain in their vehicle until all cars in the pick-up lane have exited the pick-up area. Please do not exit your vehicle and stand in front of the building. This creates a safety issue.
  - d. Parents picking up their child before dismissal must park in the designated parking area and come to the office to sign their child out.
  - e. Parents picking up their child for dismissal should not arrive prior to **thirty minutes** of the dismissal time to avoid traffic flow issues.
  - f. Parents who choose to sign their students out in the office must wait until all riders have been dismissed.
7. **All High School Buildings**
  - a. Students who furnish their own transportation should proceed directly to their assigned school and should not loiter or disrupt the educational process at other buildings.

- b. Career Technical Students should not be in high schools without permission.

### **ENROLLMENT/WITHDRAWAL PROCEDURES**

#### **ENROLLMENT**

1. Students are considered enrolled in school on the first day of the school year if they were enrolled in this district on the last day of the prior year.
2. In order to keep school records correct, students and parents **MUST** provide updated enrollment forms electronically via **Final Forms** each school year during the first two weeks of school. Notice of any change in student's address, phone number, parent's work number and emergency phone number should be updated in Final Forms.. Without completed Final Forms on file electronically, the student will not be permitted to participate in any extracurricular activities, field trip(s), school dances, etc. The exclusion date will be October 1 annually. All ACOVSD student based programming derives its information from Final Forms from buses to emergency medical forms. **If you need any assistance please contact the secretary at the school and they will be happy to assist. Computers are available in each office for use if needed.**
3. In the event of a change in custody, a copy of the court orders pertaining to the child's custody **must** be given to the school office. It is the parents' responsibility to bring in updated custody papers to the school office each time court papers change.
4. Parents wishing to enroll a student for the first time should report to the school office. We will need a copy of the student's birth certificate, papers showing proof of custody, immunization record and proof of residency (document should be dated within 60 days of enrollment date, i.e. utility bill, rental agreement, change of address form, residency affidavit). If entering from another school district, please present any official records from the elementary and/or high school he/she most recently attended. In the absence of these, within a twenty-four-hour period, the school will request an official transcript from that past school. If records are not received within 14 days of the date of request, the school shall notify the proper law enforcement agency pursuant to the Missing Child Act.
5. Students wishing admission from a non-charter or home school will be required to take an exam to be administered by district personnel to determine placement.
6. Each year the school will require an updated **Emergency Medical Form** on file for each student. This authorizes emergency treatment for students, should they become ill or injured, while under school authority. This can be very important if parents cannot be reached immediately. Any existing physical conditions should be noted on this form. **Students will be excluded from field trips and all extracurricular activities if this form is not on file.**
7. Parents will be required each school year to complete additional forms that may include: enrollment form, computer acceptable use policy, lunch application forms, student health form, etc.
8. Parents will be required to give the district the remainder of the enrollment business day to prepare the student's homeroom assignment, schedule, cubbies, devices, textbooks, etc. The student may begin attending school on the school day following the day of enrollment.

#### **WITHDRAWAL**

1. The office should be notified as far in advance as possible if a student plans to withdraw or transfer.
2. The student should obtain the appropriate forms from the office and have them completed by the teacher(s).
3. All books and other property must be returned, all fees paid, and forms completed and returned to the office. This will allow a student's records to be forwarded to the new school.

### **CHILD ABUSE REPORTING**

The school cooperates with local agencies. Each and every school employee has a legal obligation to report suspected child abuse or neglect. Law officials and employees of social agencies may speak to the children at the school. The principal, assistant principal, or counselor **may** be present for the visit. Reporting calls may be anonymous.

### **COMPUTER ACCESS**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use the ACOVSD Network telecommunications services (Internet, E-mail). Prior to such authorization, the student and the student's parent must sign and return the Parental Consent/Student Agreement Form, agreeing to the restrictions and guidelines in the **ACOVSD Acceptable Use and Code of Conduct Policy EDE and the district's Chromebook Policy.**

Restrictions and guidelines include, but are not limited to:

1. An absolute prohibition on any kind of fraudulent use, including disregard for the legal protection of copyright and license.
2. An acknowledgment that the student is responsible for any and all misuse under his or her user account/identification and the necessity not to share this user account/identification with other persons.

3. An absolute prohibition on malicious use of any kind.
4. A respect for the privacy of all users.
5. A respect for the integrity of the system including no installation or deletion of software from any school computer without specific permission from the Computer Site Coordinator.

### **DISTRICT LIBRARY RESOURCES**

1. Books will be checked out from a school district library for a two-week period.
2. District library checkout privileges **may** be suspended until the book is returned or replaced with a book of the same title and format.
3. Replacement charge for a lost book will be the original cost of the book. If the lost book is found and returned during the school year in good condition, a refund will be given within a two-month period. All lost and found books must be turned in prior to the last day of school in May in order for a refund to be issued.
4. Intra-district library loan will be at the discretion of the library loaning the book. Books checked out through intra-district library loan can be renewed one time only.

#### **Students in grades 7-12**

5. Overdue fines will be \$0.05 per day.
6. When a student accumulates overdue charges of \$1.00 on a specific book, district library checkout privileges will be suspended until the book is returned or replaced with a book of the same title and format.

### **EMERGENCY SITUATION AND EARLY SCHOOL CLOSINGS**

1. Emergencies may arise during the school year because of weather conditions, furnace problems, etc., making it necessary to delay school opening or dismiss school before the regular time.
2. Our district uses an automated announcement system to contact parents and staff when these emergencies arise. Therefore, it is very important that we have correct and current contact information. Please notify the office of **any** change in your contact information.
3. You should arrange for your child to stay with friends, neighbors, or relatives in cases when you may not be at home. In the case of emergency closing, it would be helpful to inform the child's teacher of emergency instructions. This information should also be completed in the online enrollment process. You should make arrangements for your child on these days.

### **EMERGENCY PROCEDURES**

The staff is prepared to take prudent action should any emergency arise during the school day. Fire, tornado, and other emergency evacuations are conducted periodically to give students an opportunity to practice procedures. In addition, evacuation procedures are posted in classrooms. Students are to follow the direction of the staff members. Students are not to leave the premises without procedural release.

#### ***What a Parent Can Do in an Emergency***

1. Keep school telephone lines open for emergency use. **DO NOT CALL THE SCHOOL! Do not call a student's cell phone.**
2. Keep cars out of the designated emergency area, leaving streets clear for emergency vehicles – police, ambulance, and fire department.
3. Announcements will be made via the district notification system once officials obtain information
4. Tune a radio to West Union **C103 -FM 103.1**, 99.5 for local information.
5. You may also watch your local TV stations for changes in the school day or from the district notification system.
6. Monitor/check your child's school social media sites/pages for a message from your child's principal.

### **GUIDANCE SERVICES**

The district's guidance services include: educational guidance, testing programs, occupational, career/study help, consultation services, personal developmental guidance as needed, in keeping with the principles of human dignity and equality. Guidance services are available to all students.

### **LOST AND FOUND**

All articles you find should be taken to the school office or the Lost and Found drop-off. Students who have lost articles should check the Lost and Found or inquire about them in the office. Items are disposed of after a short period of time. **The school assumes no responsibility for items lost, stolen, or damaged at school.**

## MEDICAL/HEALTH SERVICES

Adams County Ohio Valley contracts with the Adams County Health Department (ACHD) to provide for the health needs of our students while at school. The district works closely with the ACHD and the Ohio Department of Health.

Parents will need to help control pests/ bedbugs and monitor communicable illnesses. More information on preventing bedbugs may be found on the CDC Website. <https://www.cdc.gov/parasites/bedbugs/>. The district's policies with regard to COVID or other communicable diseases/illnesses can be found on the district website [www.ovsd.us](http://www.ovsd.us).

1. A. Students with signs of a communicable disease/illness (**red or draining eyes, fever, rash, boil, impetigo, running sore, vomiting, diarrhea, bad cold, sore throat or deep cough**) and communicable conditions- (such as **scabies or head lice/nits**) are not allowed to attend school until they meet one of the following criteria:
  - a. Be fever free without the use of fever reducing medications such as Tylenol, etc. for 24 hours.
  - b. Signs of communicable disease/illness or conditions are no longer present or are improving.
  - c. Be non-contagious according to the Health Department guidelines.
  - d. Have a doctor's written statement that they are non-contagious.
  - e. Nit free (as determined by school nurse, medical aide, or administration).B. In cases of vomiting or diarrhea due to illness, the following criteria should be used to determine if a student can return to/attend school:
  - a. Vomiting has resolved overnight and the student can hold down food/liquids in the morning.
  - b. Diarrhea has improved and the student can control symptoms (not having accidents).
2. Medication schedules should be arranged so students take their medication at home. **When it is absolutely necessary for medication to be given at school, a "REQUEST TO ADMINISTER MEDICATION FORM B" must be signed by the parent/guardian and the physician prescribing the drug. Forms are available in each school office.** Non-prescription medication may be given at school with the completion of the "Request to Administer Medication Form A". Medication will **NOT** be given or kept at school without the correct, signed form on file. Forms **MUST** be completed annually. *This includes the use of an inhaler.*
3. All medication will be kept in the medical clinic and will be taken only upon proper authorization. Any student who needs to carry an inhaler, EpiPen, or other emergency medication with them must have a doctor's statement to authorize this. **The parent must provide a backup dose of epinephrine to the school as required by law.**
4. All medications, prescribed and non-prescription, must be in the container in which it was dispensed. Prescribed medications must be in the container by the prescribing physician or pharmacy with the dispensing label legible and corresponding to the information on the "Request to Administer Medication Form B". The container label must include the following: child's name, name of medication, dosage of medication, route of medication, and name of doctor. The school nurse must be informed of the time of medication administration for each school day.
5. Medication is to be brought to school by the parent or another adult. If this is not feasible, the parent must contact the building principal to make other arrangements to avoid the possibility of unsupervised use of medication or accidental poisoning.
6. Medication must not be sent to school with the student.
7. Medications by injection will be given only for certain emergency situations (i.e. bee stings, seizures) and for diabetic medication. When possible, medication should be in an auto injection device for safety in administration.
8. The school medical assistant or the nurse will call the parents whenever the student is vomiting, has significant pain, minor/major injuries, repeatedly complains, anything that is out of the ordinary is noted, or when a student has an oral temperature over 100 degrees F.
9. School personnel will administer only immediate first aid. Parents will be contacted regarding any serious injury or mental health crisis. If we are unable to contact a parent, we may contact the life squad. In a situation where a student is threatening harm to self, the local EMS department will be contacted to conduct an evaluation of the child or transport him/her to the nearest emergency facility. The school/district is NOT responsible for payment to the life squad.
10. Hearing and vision screenings shall be conducted as required by law. (ORC 3313.673, 3313.69). Results of these screenings, as well as other optional screenings (such as scoliosis) shall be recorded in ImpactSIIS. ImpactSIIS is an online statewide secure system that keeps track of childhood immunizations and other health information. This site is managed by the Ohio Department of Health. If you do not wish your child's screening results to be included in the system, please notify the nurse in your child's school. Your child's records are protected and can only be accessed by authorized users with restricted access such as health care providers, school nurses, or WIC staff. **State policies require all children to have their shots up-to-date before they may enter/attend school.**

## **PERSONAL AND SCHOOL PROPERTY**

### **CUBBIES/DESKS**

School cubbies/desks, where provided, are the property of the school and may be inspected any time by school and/or police officials. Assignments are made to students with the following conditions:

1. Two students may be assigned to one cubby.
2. Two or more students may be assigned to use more than one desk in classrooms throughout the day.
3. A student may use only the cubby/desk assigned to him/her.
4. A student should keep the cubby/desk neat at all times for the protection of his/her personal property.
5. All personal items and books, when not in use, are to be kept in one's assigned cubby/desk.
6. A student is not to bother with other cubbies/desks assigned to another person.
7. The school administration and/or teachers are not responsible for items lost or stolen from one's cubby/desk.
8. Each student is personally responsible for any item he/she brings to school, or is issued by the school.
9. If a student has trouble with their cubby/desk, they should inform the classroom teacher.

### **LOCKERS**

School lockers, where provided, are the property of the school and may be inspected any time by school and/or police officials. For security reasons, a student may not rig the locker (vandalism) to prevent it from locking or unlocking. Assignments are made to students with the following conditions:

1. Several students may be assigned to one locker.
2. Periodic inspections of the lockers/cubbies may be made by school personnel.
3. A student may use only the locker assigned to him/her.
4. A student should keep the locker locked at all times for the protection of his/her personal property.
5. All personal items and books, when not in use, are to be kept in one's assigned locker.
6. A student should not tamper with other lockers and locks or give one's combination to another person.
7. The school administration and/or teachers are not responsible for items lost or stolen from one's locker.
8. Each student is personally responsible for any item he/she brings to school, or is issued by the school.
9. If a student has trouble with their locker, they should ask a teacher or go to the office for assistance.

### **PERSONAL PROPERTY TO BE LEFT AT HOME**

Toys, trading cards, hairdryers, straighteners, curling irons, **electronic devices**, iPods, mp3 players, iPads, E-Readers, laptops, video recording equipment, etc. may be brought to school **only** if they are to be used in a specific class/project. Advance permission must be obtained from the teacher and principal. **Use** of these devices **is restricted** to the specific class/project. They are not to be used on the bus or at recess, etc. (unless by administrative directive, bus driver permission or as part of a student's behavioral plan and then it must be with headphones.) **The school/district is not responsible for lost, broken or stolen items.**

### **RESPECT FOR PROPERTY OF OTHERS**

1. Walk on walkways en route to and from school, not on the property of others. Take pride in being an outstanding citizen.
2. If damaging or defacing of any property is deliberate or caused by carelessness or rowdiness, the student is obligated to make restitution. Other sanctions (penalties) may be imposed, if necessary, in correcting the student's behavior.

### **TELEPHONES**

1. The school telephones are business phones and may be used by students **only** in emergency situations with **permission by the secretary or administrator**. The school telephones are **not** to be used to call for forgotten items or to obtain "last minute" permission.
2. People needing to contact students or teachers during school time may leave a message with the secretary. Only in emergency circumstances will the student or teacher be called to the telephone. Emergency is defined by the principal.
3. The administration or office personnel have the right to monitor any/all incoming calls to students.

#### **Students in grades K-12**

**District cell phone policies must prohibit all phone use by students during the instructional day, unless it is identified in a formal legal plan to access learning or to monitor and address health issues as per House Bill 158.**

4. Students are allowed to use electronic devices before school and after school. ***There is absolutely no recording allowed on any electronic device.*** Posting to social media sites during school hours without the expressed consent of

a teacher or an administrator is prohibited. The use of an electronic device is not permitted in class, unless required for a school activity. The school assumes no responsibility for the security of these items. If an electronic device is used outside of approved times, the device may be taken away at the discretion of administration and disciplinary action could occur.

Violation of rules regarding the use of electronic communication devices will result in disciplinary consequences.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **Ohio's Cell Phones in Schools**

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Adams County Ohio Valley Local Schools (ACOVSD) has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen ACOVSD's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

### **I. Research**

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

### **II. Applicability**

This policy applies to the use of cell phones by students while on school property during school instructional hours, as defined by the tardy bell and the dismissal bell.

### **III. Use of cell phones**

Students are prohibited from using cell phones after the morning tardy bell and before the dismissal bell.

### **IV. Exception**

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a documented health concern. Students will be given directives from administration on use during an emergency situation that warrants said use.

### **V. Cell phone storage**

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

### **VI. Discipline**

If a student violates this policy or refuses to turn over a phone, a teacher or administrator shall take the following progressively serious disciplinary measures:

**1st Offense:** Give the student a verbal warning and require the student to store the student's cell phone in the office. It can be picked up by the student after the dismissal bell.

**2nd Offense:** Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian and given a lunch detention.

**3rd Offense:** Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian and the student will serve an in school suspension.

**4th Offense:** Student will be placed on out of school suspension and unruly charges filed with the court. Phone to be picked up by the parent or guardian.

#### **SEE BOARD POLICY: JFCK USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline. The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

[Adoption date: August 26, 2002] [Re-adoption date: March 10, 2016] [Re-adoption date: 3/19/2019]

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination

EDE, Computer/Online Services (Acceptable Use and Internet Safety)

EDEB, Bring Your Own Technology (BYOT) Program

JFC, Student Conduct (Zero Tolerance)

JFCEA, Gangs

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Student Handbooks

#### **VISITORS**

1. Parents or other persons are encouraged to visit our schools, but visits are encouraged outside of the normal classroom day unless pre-approved by administration. After prior approval and upon arrival, all visitors are required to report to the front office and be issued a "Visitor's Pass".
2. For elementary students, we request your cooperation in allowing your child to independently walk to his/her classroom each morning. Mornings are very busy in classrooms, and the teacher needs this time to get the students organized, to take attendance, to get lunch choices and to begin the day. If you need to speak with the teacher, please make an appointment at the front office or leave a message. The teacher will get the message.
3. Parents who feel like they need to observe their child in the classroom must plan in advance with the teacher and the principal. This will ensure the activity is one that might address your concerns. This visit should usually not be more than 45 minutes. Disruption of instruction in any way is not permitted. In addition, this will only be approved under specific circumstances and with administrative approval only.
4. If your presence causes a disruption of normal school activities, you will be asked to leave. Refusal to do so may result in the filing of disorderly conduct charges against you.
5. Students from other school districts may not accompany a resident student to school. For further information, contact the building principal for guidelines on visiting the school.
6. **Students are not** to open doors for visitors, or any other person(s), to enter. All visitors must enter through the office.

#### **VOLUNTEERS IN SCHOOL**

We believe that parent and community involvement is an important part of the educational program. Current research indicates that a strong relationship between parent and school generally results in higher achievement scores, improved student behavior, and reduced absenteeism. At the beginning of each school year, our Parent Volunteer Coordinator conducts a mandatory volunteer orientation at each elementary for those interested in volunteer opportunities.

#### **Here are a few of the ways a Volunteer can help:**

Assist in the classroom

Help with field trips

Act as a resource person	Read stories to children
Assist with playground supervision	Help with fund-raising
Work with an individual child	Make posters & displays
Speak to class on your specialty	Help with special programs
Assist in the library	Make learning centers
Help with clerical chores	Serve on parent advisory councils

We value our volunteers and their contributions to our schools. Due to liability issues **siblings or other children may not accompany volunteers to classrooms.** All classrooms have students who will benefit from your attention and help. We want children to know their parents care about their school. However, most children pay closer attention to the teacher when their parent/relative is not in their classroom. Therefore, please work in classrooms and with students assigned by the principal.

***Fingerprinting & Background Checks: This is required by Board Policy for volunteers and for any others who may be directly supervising students. This is not required for the “occasional” visitor. In regards to chaperones for field trips and regular volunteers, fingerprinting and background checks will be required because there is the chance that a chaperone may be directly supervising children. Fingerprints are good for three years.***

***The Adams County Ohio Valley Board of Education has adopted a Tobacco Free Campus Policy.***

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. In any building, facility or vehicle owned, leased, rented or chartered by the district or
2. On school grounds, athletic facilities or parking lots

### **STUDENT RULES AND REGULATIONS**

The following is a list of rules of conduct which will be enforced on school grounds during, before, and after school hours and at any time when the school is being used by any school group. Rules of conduct extend to any school activity, function, or event, and on school buses when students are being transported. This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses, and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. Including misconduct by a student, regardless of where it occurs, when it is directed at a district official or employee or the property of an official or employee.

We ask for parents’ cooperation and support in enforcing the rules of conduct. As parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible, we ask that parents discuss with the teacher and/or the administrator problems a child displays before the problems become serious. Students have the right to reasonable treatment from the school and its employees. The school, in turn, has the right to expect reasonable behavior from the student. Freedom carries with it responsibility for all concerned.

**VIOLATION OF ANY ONE OR MORE OF THE FOLLOWING RULES OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND/OR CHARGES FILED WITH THE APPROPRIATE COURT SYSTEM.**

### **RULES**

#### ***Rule 1: Disruption of School***

A student shall not through any means cause disruption of the school classroom or normal school day, such as but not limited to, willfully aiding another person to violate rules, causing disorder or demonstration (Board policy 5520), and/or insubordination.

#### ***Rule 2: Damage to Public or Private Property***

A student shall not cause or attempt to cause damage to public or private property during the school day, or during a school function or event. When using school-owned or teacher-owned property, it must be used for only the intended purpose.

#### ***Rule 3: Assault***

A student shall not inflict injury, cause another to inflict injury or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. This includes on school grounds before, during, or after school hours, as well as off school grounds at a school activity, function, or event, or while the student is being transported by the school bus.



The term assault means both physical, verbal, or gestures. Verbal assault is defined as “words or phrases which are vulgar, obscene, degrading, or threatening harm to staff or students.” Be very careful in your choice of words. Off-hand comments may be considered inappropriate or verbal assaults. Threats or implied threats toward staff or other students are inappropriate and will not be tolerated. Language that demeans or insults a particular race, sex, or ethnic group is strictly prohibited. Students, who fight in school, even if they did not initiate the fight, will be disciplined. *Any student(s) involved in instigating others to engage in a physical conflict may be determined to be an active participant.*

***Rule 4: Dangerous Weapons and Instruments***

A student shall not knowingly possess, handle, or transmit any objects that can reasonably be considered weapons, or other dangerous objects of no reasonable use to the student at school. In addition, students may not possess any item that resembles a weapon that is used or may be used to inflict physical harm (i.e., toy guns, cap guns, bb guns, pellet guns, toy knives, toy swords, hornets, etc.).

Any student who is determined to have brought to school a firearm shall be expelled for not less than one year, subject to reduction of this term by the superintendent in determining the terms of expulsion on a case-by-case basis. The superintendent shall consider all of the relevant facts and circumstances, including applicable Ohio/Federal law.

***Rule 5: Tobacco, Drugs, Alcohol***

A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any tobacco products, electronic cigarettes, vaporizers, alcoholic beverages, illegal drugs, prescription or non-prescription, look-alike drugs, narcotics, or any mind-altering substance while on school property or at any school activity. The use of illicit drugs and the unlawful possession and use of alcohol and tobacco products is wrong and harmful.

Included in this prohibition is the possession of any drug related paraphernalia. Medicine prescribed by a duly licensed physician shall not constitute a violation if a signed medical form is on record. Written consent of a parent is necessary for possession of prescribed medication. (See medical section.)

***Rule 6: Insubordination***

A student shall comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. Repeated violations of any minor rule, classroom procedure, and directive or discipline procedure shall also constitute insubordination (failure to follow requests/directions of school officials, disruption of class, etc.)

***Rule 7: Stealing***

A student shall not steal, or attempt to steal, public property or equipment of the school district or the personal property of another student, teacher, visitor, other person or employee of the school district. The school assumes no responsibility for items lost, stolen, or damaged at school. The school is not responsible for students' cell phones and/or electronic devices. If they are stolen at school, then a report should be made to the school's resource officer (SRO). Items brought from home should be clearly labeled with the student's name. No trading, selling, or borrowing of personal items shall be permitted.

***Rule 8: Unauthorized Fire and Related Offenses***

A student shall not set, or attempt to set, any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code and could lead to expulsion and referral to local police or fire department.

***Rule 9: Loitering***

A student shall not be on school grounds (inside or outside) or at a school sponsored activity after school hours without a specific school-related reason or purpose without adult supervision. Siblings are **not** permitted to accompany other students/siblings to any after school activities, etc. without appropriate adult supervision. Coaches and advisors cannot be considered a supervisor of students or other children not participating in their activity/group. After hours use of playgrounds will be permitted only when children are accompanied by an adult during such use. After hours use will be at the person's own risk.

***Rule 10: Gambling/Profiteering***

A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.

***Rule 11: Selling of Items***

Students are not permitted to sell, trade, borrow, give or take money or any items, to or from others at school or on the bus. Safety Patrol is the only group permitted to sell items at school. Students will not be permitted to sell items for any organizations/fundraisers at school with the exception of school-sponsored sales. Students at this age have a difficult time

prioritizing necessities such as “lunch money is for lunch”, and not buying an item they just want. A student shall not be involved in exchange of any goods/services; there will be no sales/exchange of goods/services for monetary or other tangible/intangible products while on school property.

**Rule 12: Forgery and Plagiarism**

A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not intentionally represent another person’s words, thoughts, or ideas as his/her own.

**Rule 13: Inappropriate Attire and Grooming**

Parents and students maintain the responsibility for ensuring the student’s dress and personal appearance are appropriate for the educational environment and adhere to prescribed guidelines. Pajamas are not appropriate for school and should only be worn on special days permitted by administration. Hoods should not be worn during school or anything that will cover or conceal their face. The covering of heads can become a safety concern as the identity of the student is unknown from the side or behind. Religious attire that conflicts with the dress code will be approved on an individual basis.

Clothing, facial coverings, particular fashions, and/or appearance which may be determined by school staff to be distracting, provocative, and/or inappropriate within the school environment are prohibited. School staff have the responsibility to report inappropriate dress and/or appearance to the building administration. School administration has the authority to determine what is considered to be distracting, inappropriate, or an interruption to the educational process. Administration has the authority to use his/her judgment to act upon each individual infraction. The Administration has the right to ban any student from wearing a category of clothing if they fail to meet the standard of that category set forth in the handbook. The decision of the administration is final.

A student shall not dress or present themselves in a fashion that:

- a. interferes with the student’s health, safety, and welfare, or that of other students, or,  
Cleanliness is encouraged for reasons of good health. This includes a clean body, clean hair, and clean clothes.  
For health and safety reasons, shoes must be worn at all times. Wearing shoes with wheels and/or cleats is not permitted. For safety’s sake, flip flops and high heels are not recommended in the elementary schools. Students may be asked to bring special clothing for school projects. Students are required to wear tennis shoes and appropriate clothing in physical education classes. (Skirts are not considered appropriate attire for physical education unless worn due to religious convictions.)
- b. causes disruption of the educational process. This includes clothing, hair styles and accessories.  
Clothing, facial coverings, and accessories such as backpacks, patches, jewelry, notebooks, etc., must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, sexually suggestive language or images; nor, should they promote violence or products which students may not legally buy (such as alcohol, tobacco, and illegal drugs).
- c. Questions concerning specific types of dress and/or appearance should be directed to the building administrator. **Students are allowed the privilege of wearing shorts weather permitting. Shorts must be longer in length. (If standing, shorts should be at least to the student’s fingertips). As such, this privilege can be removed by the building administrator due to repeated, egregious, argumentative, and/or noncompliance, even on the first infraction. Shorts must be of an appropriate length, ensuring full coverage while sitting, standing, or moving. Clothing should reflect a respectful and professional learning environment.**
- d. Lower garments, such as pants, must be worn at the waist and not sag or droop;
- e. Undergarments are not to be exposed;
- a. All tops/shirts must cover the chest/back/shoulder area completely; no strapless or spaghetti strap tops are permitted.
- b. Shoes must be worn at all times;
- c. Leggings must be of sports quality with shirts/tops covering the entire hip area even when arms are raised;
- d. Holes, rips, or tears in pants must be below mid-thigh and 3 inches or less in length/width. T-shirts/tops with rip(s)/opening(s) from armpit to the waist are not permitted;
- e. Jewelry made up of bullets or other non-appropriate items are not permitted;
- f. Per individual building discretion, clothing that covers or conceals the face or head (hoods, hats, etc.) should not be worn during the school day.

- g. Hats, bandanas, and sunglasses are not to be carried or worn within the school building unless prior administrative approval has been given;
- h. Items which Administration may determine to be dangerous (such as “dog collars,” spiked bracelets, chains, etc.) are prohibited;
- i. Cleanliness is encouraged for reasons of good health. This includes a clean body, clean hair, and clean clothes. While use of deodorant products is essential for hygienic reasons, perfumes and colognes should be used sparingly due to the possibility of others’ allergic reaction to product ingredients and/or scent.
- j. **If the dress code is violated, the student will be provided additional clothing. If additional clothing cannot be provided, the parent will be contacted to bring appropriate clothing to the school**

#### ***Rule 14: Cheating***

Whether you give or receive information during an examination, or on certain assignments, the offense is the same. This includes the unauthorized use of Artificial Intelligence. Disciplinary actions will be taken at the discretion of the teacher or administrator.

#### ***Rule 15: Sexual Harassment***

Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.” No student, male or female, should be subjected to or display, unwelcome sexual overtures of any type towards any individual. Examples of such behavior include display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical act/contact.

#### ***Rule 16: Excessive Public Display of Affection***

Students will refrain from showing physical affection toward other individuals during the school day. While on school property or at school functions, (dances, sporting events etc.) students are to use appropriate discretion and restraint. Touching, hugging, holding hands, kissing, etc. are inappropriate on school property.

#### ***Rule 17: Hazing, Bullying & Intimidation***

Regardless of race, color, creed, sexual orientation or gender, acts of hazing (one-time occurrence of playing an unpleasant trick or forcing another to do unpleasant things) and bullying (more than one-time occurrence - systematic and chronic) shall be prohibited at school, on school buses, school activities and property adjacent to school property. “Harassment, intimidation and bullying” means any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, faculty, consultant, or volunteer of the district, **more than once**. The intentional act also includes violence within a dating relationship. The behavior causes both: (1) mental or physical harm to the other student; (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

#### ***Rule 18: Leaving School***

Students reporting to school are to remain on the school grounds and within supervised areas for the rest of the day. Students are not permitted to leave for lunch. **All students**, unless accompanied by their parent, **must receive permission from the administration and sign out before leaving school. Students leaving school without permission or properly signing out will be considered truant.**

#### ***Rule 19: Unruly Charges/Disorderly Conduct***

Students who display inappropriate behavior which endangers self and/or others, including but not limited to school staff, may have unruly charges filed on them. In extreme situations, the school resource officer (SRO) may be required to transport your child from the school premises. Students of and over the age 18 who are in violation of school rules are subject to charges of disorderly conduct.

#### ***Rule 20: Technology***

Students should make certain their use of technology does not harass, threaten, intimidate, or bully other students or adults, including **posting** such material (pictures, videos, or words) to the Internet or social media. Violation of rules regarding use of technology **will** result in disciplinary consequences.

#### ***Rule 21: Tardiness***

The classroom teacher will determine the validity of **tardiness to class** and will, if necessary, take disciplinary action. Cases of frequent tardiness will be referred to the building principal for disciplinary action. **When a student has accumulated 3**

**unexcused partial absences/tardies to school the building administrator may assess disciplinary sanctions (and may include the loss of driving privileges if the student drives) at the threshold and for each additional partial absence/tardy during the nine weeks. The accumulator resets at each nine weeks. [Refer to partial absence section.](#)**

### **GENERAL SCHOOL RULES**

1. Use school-owned and teacher-owned property for the intended purpose.
2. Display good character at all times.
3. Valuable property such as radios, CD players, expensive jewelry, electronic games, virtual pets, iPods, MP3 players, etc. may not be brought to school. The school **WILL NOT** be responsible for the loss of personal property. The principal or teacher will confiscate the item(s) and will release the items only to the child's parents.
4. Students are not permitted to bring toys to school. Toys include, but are not limited to, baby dolls, trading cards, wrestling figures, etc. An exception to this rule may be when students bring items deemed appropriate for class projects, i.e. show and tell, star student days and behavior plan incentives.
5. Students shall address all adults and fellow students in a respectful manner. Inappropriate language and/or gestures will not be tolerated.
6. Throwing of any objects within the building or bus is not permitted.
7. Students, please take pride in your school and help keep it clean.
8. Comply with directions given by any school personnel.
9. Trading, selling, giving or borrowing of any property, yours or others, is not allowed.
10. **Fighting may result in an automatic suspension from school for all involved.**
11. Students shall not possess any form of material or replica of anything which indicates sexual or violent nature.
12. Any student who intentionally or accidentally destroys or damages school property shall immediately compensate and/or clean up for/from such damage. This includes, but is not limited to, damage or defacing of books, restroom stalls, bus seats, school equipment, etc.

### **HALLWAYS & RESTROOM RULES**

1. Walk quietly on the right side of the hall.
2. Walk, keeping hands, feet and objects to yourself.
3. Restrooms are not play areas. Horseplay, vandalism, fighting, etc. will result in immediate consequences. Use it for its intended purposes only.
4. If students need to use the restroom at non-scheduled times, they are to sign out to leave the room and sign back in when returning.
5. Please keep hands and feet off the walls.
6. Students are expected to help keep the building clean and neat.

### **PLAYGROUND RULES**

1. Students should leave objects such as pencils, pens, and markers in the classroom.
2. Shoelaces **MUST** be tied at all times.
3. Equipment should be used only for the purpose it was designed.
4. Once on the playground, children may not re-enter the building except when directed to do so by a teacher.
5. Children should be encouraged to play actively without pushing, shoving, punching, pulling, or hitting other children.
6. Jump ropes may be used only for jumping, and not for playing tug-of-war and other games; they should not be taken on slides.
7. Children shouldn't retrieve balls that are off the playground without permission from an adult.
8. Children must stay away from dangerous areas such as drains, trash receptacles, and streams.

### **RECESS POLICY**

The decision to have outside recess for elementary students during cold weather depends upon the temperature and the wind chill factor as long as the combination of both is not below 32 degrees. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses or inappropriate attire (determined by administration—or teachers) will be allowed to remain in the building during scheduled outside breaks. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. The teacher in charge usually selects quiet games, talking with friends, listening to quiet music, etc. Removal of recess is determined by teacher discretion, case by case.

## **DISCIPLINARY SANCTIONS**

All warnings are considered to have been given when the policies, rules and/or regulations are first explained to the student and/or when the student views the Student Handbook.

1. After/in-school detention is a disciplinary sanction that is used at the discretion of the building administrator. **Evening Detention may be used as an alternative to out-of-school and in-school suspensions/detentions.** Students are required to bring books (and any other necessary materials) and spend the entire time studying. An adult supervisor is present in the room at all times. Evening Detention rules will be provided to each student as needed.
2. **Alternative School may be used for severe or repeat offenses. After multiple opportunities to change behavior, a referral to the courthouse classroom may be made.**
3. An attempt will be made to contact the parent within twenty-four hours of stated suspension. During the period of suspension, the student may NOT participate in practice, camps, rehearsals, or other school-related activities after school hours.
4. Disciplinary sanctions for violation of Rule 5 (Tobacco, Drugs, and Alcohol) may be reduced if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow through based on the assessment findings; counseling; outpatient treatment; or inpatient treatment.
5. If a student is assigned a full day of in-school detention/suspension, he/she will still receive his/her appropriate services accordingly.
6. Public schools are now prohibited from issuing any out-of-school discipline for students in pre-K through third grade unless their conduct poses an immediate danger to their classmates, teachers, or other school personnel. This includes being sent home during the school day for disruptive or disobedient behavior. **Under the SAFE Act, there are also new protections in place for preschool through third-grade students who are still eligible for out-of-school removal due to dangerous or violent conduct. In those cases, the school must consult with a mental health professional prior to the removal, and if that person feels the child needs further services, the school must assist the student's family in locating a provider and obtaining the necessary services.**
7. Other forms of discipline at the administrator discretion include: lunch/recess detention, Friday or Saturday school, Additional time assigned to the school day (a.m./p.m. detention), additional time assigned to make up tardy time, revocation of driving privileges, and/or removal from a specific extracurricular or annual activity.

## **DUE PROCESS**

1. Due process rights are defined as "all rights which are of such fundamental importance as to require compliance with due process standards of fairness and justice".
2. Procedural due process is defined as "reasonable notice of charges, the opportunity to be heard in response to charges, and the right to present one's side of the story (one's defense) in response to charges".
3. The forms of disciplining where due process is considered include suspension and expulsion.

## **DUE PROCESS SAFEGUARDS**

1. The rules and regulations which prescribe student behavior, disciplinary sanctions and due process procedures are approved by the Board of Education and published in the Student Handbook.
2. The Student Handbook is electronically available to all students and the section "School Rules and Regulations" is posted within the school(s) at appropriate public places. Such is considered due notice to students and parents of the kinds of behavior which would warrant disciplinary action.
3. Students facing disciplinary action will be given written or oral explanations of the charges against them. Said explanation will include the evidence against the student and the specific rule or regulation from the Student Conduct Code which allegedly has been violated.
4. Students facing disciplinary action will then be given the opportunity to present their side of the story (one's defense).
5. If the student admits guilt and/or if the evidence against the student is conclusive and overwhelming, disciplinary sanctions may be administered.
6. When a student vehemently denies the charges against him/her and/or when the disciplinary sanction may be expulsion or suspension of ten days or more, a conference (including the student, parent, and school officials) should be made available, at the student's request, before disciplinary sanctions are imposed.
7. Where a student's presence creates a danger or threat to persons or property, he/she may be immediately removed from school, with written or oral explanations of the charges to follow as soon as possible.
8. Students facing expulsion or suspensions may appeal an adverse ruling by school officials to the superintendent or his designee, based upon the prior facts of the case. Should a student or a student's parent(s) choose to appeal the

suspension or expulsion, the appeal must be made in writing to the Superintendent within 14 calendar days of the notice of suspension or expulsion.

### **SCHOOL ACTIVITIES**

Students are encouraged to attend and/or participate in extracurricular events. School sponsored extracurricular events begin in grade seven. We are proud of our athletes, club members and other organizational members. Students are expected to behave in a way that demonstrates that pride. Courtesy is to be shown to all visitors, teachers, fellow students, and officials at school events.

Sportsmanship is the ability to win and lose gracefully. A loyal student supports his/her school and does his/her utmost to keep the scholastic and activity standards at the highest level. Throwing objects at events, making unnecessary rude or offensive comments to officials, or acting in any way deemed inappropriate by school officials may result in disciplinary action.

In order to keep the emphasis of the school on academics, the following regulations will be enforced regarding participation in extracurricular activities.

All after school activities must be scheduled in advance with administration. Students are not to be in the building unsupervised. Coaches/advisors are to be present for all practices/events. Siblings are not to stay after school for an older or younger siblings' practice/event.

### **EDUCATIONAL TRIPS**

1. Educational trips are a learning experience. In order to participate in an educational trip, the students will need to provide two things:
  - a. Written permission from the parent. This permission notification will be made for each student to participate on each trip.
  - b. An emergency medical form must be on file in the office before a student may participate in a field trip. A student may not participate in a field trip if refusal is given for medical treatment due to liability issues. A copy will be made for each student to accompany him/her on the trip.
2. Students will abide by all rules of conduct and sit in their assigned bus seat while on educational trips. Failure to do so may result in the student being denied the next field trip.
3. Due to liability and seating space on buses, siblings are not permitted to accompany other siblings on field trip(s).
4. Chaperones must pass the FBI fingerprinting before they may be considered to participate in the field trip. Administrative Guidelines dictate that the riding of buses for chaperones is a grade level decision.
5. An adult who is chosen to accompany a class on a field trip should be doing so with the intent of "chaperoning" a small group of students.
6. In grades 7-12 the administrator may deny a student participation in a non-essential field trip due to the student's grades or attendance.
7. High school students may apply for up to 3 days per year for the purpose of visiting a college as an educational trip. The days must be applied for in advance and approved by the principal. The student must present documentation and complete other requirements as set by the individual school after completing the visit.

### **EXTRACURRICULAR ATTENDANCE REQUIREMENTS**

Students involved in **any school affiliated** after-school activity must be present a minimum of ½ of that day in order to participate in activities. Students cannot be suspended from school and participate in any activities. Extenuating circumstances are subject to administrative approval.

Participation is a privilege not a right. A student's daily attendance and discipline record will determine their eligibility for extracurricular activities.

### **EXTRACURRICULAR ACADEMIC REQUIREMENTS**

#### **Grades 7-12**

1. In order to be involved/participate in extracurricular activities, students must have passing grades in a minimum of five (5) credit courses, or the equivalent, in the immediately preceding grading period.
2. Cheerleader eligibility will start as soon as each school's tryouts have occurred and go through the end of basketball season.

### **OTHER ATHLETIC REQUIREMENTS**

#### **Grades 7-12**

1. Each participant in athletic events must be in compliance with the OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) health regulations and the District Athletic Handbook

2. **Participants must be covered by sufficient insurance (family accident policy or school accident policy).**
3. Participation in some activities (example: all athletic teams and cheerleaders, etc.) require that the student must undergo a physical examination administered by a licensed physician. The proper forms, signed by the physician, must be on file in the school.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Our school is as strong as our community, and we appreciate the commitment that our P.T.O. officers make to our children. Please consider volunteering for sponsored events. The P.T.O. will be having various fundraisers throughout the school year. The proceeds will go toward purchasing items to help the school and provide for the safety and education of your child. Please contact your child's school for dates and time of meetings.

### **SCHOOL SAFETY PATROL**

All three Elementary Schools have a student safety patrol that is used to help provide supervision for safety to all students at school. The patrol members are assigned the duties of monitoring the passage of students in the hallway before and after school, and students coming and going to breakfast. Students may be assigned to help guide students outside. Therefore, patrols are expected to dress for the weather. Coats are required if the temperature is 40 degrees or below. Other duties may be assigned by the sponsor as necessary.

**Students are expected to respect each Safety Patrol member on duty and follow their directions.** Safety Patrol is for 6<sup>th</sup> grade students only. Safety Patrol members may be selected by the 6<sup>th</sup> grade teachers. Your child's school may permit any student to apply for Safety Patrol. The Safety Patrol is in place to help ensure the safety of your child. To be on Safety Patrol a student must maintain a grade average of C or better and not receive any office referrals. If the student has an average lower than a C at interim report time or the end of a nine weeks, he/she will be given a three-week period to increase the average to a C or better. During that three-week period, the student will be on "suspension from Safety Patrol"; if the average does not meet the requirements at the end of the suspension, the student will be dismissed from Safety Patrol for the remainder of the school year. An office referral may result in removal of the student from Safety Patrol. Any student on Safety Patrol must maintain positive behavior and present him/herself as a model student. More information will be given out in the classroom.

### **SCHOOL DANCES**

1. School rules will be enforced for everyone at school dances.
2. Once a student enters a school dance, he/she may not leave the building. Anyone leaving may not return to the dance.
3. An administrator and club advisor will be present to assure that all students abide by the regulations.
4. Students who are suspended or expelled may not attend any school function while the suspension or expulsion is in effect.
5. To attend a district high school dance, other than prom, as a guest, a student shall be currently enrolled at grade level 7 – 12 or applicable equivalent.
6. To attend as a guest at a district prom, individuals shall be currently enrolled at a grade level no lower than 9<sup>th</sup> and no older than age 21. Building administration, at their discretion, MAY allow a student enrolled in grade 12 and no older than age 21 to attend prom.
7. Inappropriate behavior at any dance may result in loss of the privilege of attending future dances. Suspension from school may result in losing the privilege of the next dance. Attendance at any dance is at the principal's discretion for any reason besides suspension/expulsion.
8. Appropriate attire shall be worn at dances. The formality of the dance will dictate appropriate attire. Building and District administration will make determination(s) regarding the appropriateness of attire as it relates to event formality guidelines. Decisions made by administration are final.
  - A. Formal Dances: Students are expected to wear formal attire. Formal attire includes: formal gown, tuxedo /suit/jacket with a tie, and dress shoes.  
Attire must:
    - i. not reveal more than two (2) inches of the bare waist (with arms raised);
    - ii. have no "cut-outs" which expose bare skin from the front view;
    - iii. be backless no lower than the waist;
    - iv. be at least mid-thigh in length; and,
    - v. cover the entire lower-chest area.
  - B. Semi-Formal Dances: "Students are expected to wear dress clothes." Jeans, shorts, t-shirts, gym clothes/activewear are not acceptable) Attire must also adhere to Section 8(a) (i-v) guidelines above.

- C. Informal Dances: Students are to adhere to the dress code for a regular school day. Appropriate attire is determined by building/district administration. If attire is determined not appropriate, entrance to the event will be denied. The Administrative decision is final.

### **CLASS OFFICERS**

1. In order to run for, or remain as a class officer, a student must maintain a B (3.0) average.
2. If the average falls below B, the person who was second in the initial election will replace that person for the remainder of the term. Class or organization officers should be elected before the first interim reports go out.

### **NATIONAL HONOR SOCIETY**

In order to be considered for induction into each individual school's National Honor Society, the Adams County Ohio Valley Schools require the candidate must enter their high school junior or senior year with a **3.65** grade point average. Candidates must have a good attendance record not exceeding **(4) four absences within one semester**, barring extenuating circumstances. Once the candidates have completed an application form for honor society induction and membership, a faculty council made up of **five** school staff members, excluding the honor society advisor, must evaluate and approve each candidate's credentials in the following areas: good moral character, exceptional academic knowledge, leadership skills, and the willingness to fulfill voluntary services for their community and school. Any appeals will be made to the principal who has the final decision on selection. Once the candidate has been inducted, each member must abide to his/her individual school's honor society bylaws and commit to **30** non-paid service hours for a school year, hours that are above and beyond the Beta Club's required service hours. Students who apply that are not accepted into the National Honor Society will receive a letter of non-acceptance with the stated reason for non-acceptance.

### **NATIONAL BETA CLUB**

In order to be considered for induction into each individual school's National Beta Club, the Adams County Ohio Valley Schools require the candidate must enter their high school sophomore, junior or senior year with a **3.0** grade point average. Once the candidates have completed an application form for Beta Club membership, the advisor (s) must evaluate and approve each candidate's credentials in the following areas: academics, willingness to fulfill community service, good moral character and leadership. Once the candidate has been inducted, each member must abide by his/her individual school's National Beta Club bylaws and commit to **25** non-paid service hours for each school year.

### **GENERAL INFORMATION**

#### **STUDENT FEES**

1. Fees may be charged to cover the cost of instructional supplies over and above funds provided by the Board of Education. Fees are charged for workbooks in some subjects. Every effort is made to hold extra fees to a minimum. The teacher will inform students of fee charges at the beginning of the school year.
2. Fees may be charged to replace electronic devices loaned to or damaged by the student.
3. O. R. C. 3313.642 provides that grades and credits may be withheld for non-payment of fees approved by the Board of Education. A senior may not be afforded the opportunity to participate in the graduation ceremony until all fees are reconciled.

### **WORK PERMIT**

In order to be employed a student who is 14 years and above must obtain a **work permit application** from the school secretary or from the secretary at the Administration Office. The student then presents the **3 part completed** application (with a document of identification i.e.: birth certificate, driver's license, student I.D. etc.) to the Superintendent's Issuing Officer at the Administration Office 141 Lloyd Road, West Union, OH 45693 or call (937-544-5586 ext. 17110) between the hours of 7:00 a.m. and 3:00p.m. The student will be given a copy of the finished Work Permit to give **to** the employer. An e-copy will be maintained by the Department of Commerce. Visit the district website [www.ovsd.us](http://www.ovsd.us) for more information.

### **PARTIES**

Permission to have parties is granted by the administration and is to be secured in advance of the time of the proposed party. There will be a maximum of **four parties** (including any holiday or birthday) per year in grades K - 6. Parents may bring snacks to the office for a student's birthday during snack break and school personnel will deliver these to classrooms. We encourage healthy snacks to be served during snack break and classroom parties. Parties are a lot of work and parents' help is greatly needed and appreciated. Rooms are crowded and ALL approved volunteers are needed to help with all students. Therefore, siblings or family members/friends are not permitted to attend with the adult who is the designated volunteer.



Please check with your child's teacher prior to the party in order for the teacher to have a correct list of parent volunteers. The school has the right to limit the number of volunteers per event.

### **SCHOOL-SPONSORED ASSEMBLIES**

1. School-sponsored assemblies are a part of the curriculum, and as such, are designed to be educational, as well as entertaining experiences. They provide one of the few opportunities in school to learn about formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. During live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping feet, and booing are discourteous and will result in removal from the assembly. Yelling is appropriate only at pep assemblies.
2. Remember the following points:
  - a. Do not take books or coats to the assembly unless instructed otherwise.
  - b. Proceed to the assembly area quietly and promptly. Find your seat quickly.

### **SCHOOL FUND-RAISING**

Throughout the school year, students will bring home various forms for fundraisers. Some of these will be sponsored by the building as a way to raise funds for rewards and other programs/incentives, and others will be sponsored by the PTO. Please read the information carefully and listen for school announcements with details regarding any fundraisers sent home. If you have questions regarding any fundraiser, please call the office. Without these fundraisers, we would not be able to provide many of the extra rewards, incentives, and programs; we greatly appreciate you allowing your child to participate.

In order to avoid competition or duplication with other school groups, outside school fund-raising projects are not permitted.

### **PETS AND ANIMALS**

1. Prior to bringing any animal(s) into the schools, the building principal approves the use of animal(s) for teaching or training of students in accordance with Board Policy ING-R.

### **LOST OR DAMAGED SCHOOL PROPERTY**

1. The school furnishes textbooks, materials, and equipment to the students as needed. They are to be kept clean and handled carefully. This includes chromebooks, which should be used and cared for in accordance with the district's Chromebook Policy.
2. All textbooks shall be rated when they are distributed to pupils.
3. Students losing, damaging books, materials, or equipment shall be charged a replacement rate according to the condition and age of the book or equipment.
4. Failure to pay for lost textbooks or other classroom materials will result in the grade for that class for that nine weeks being changed to an **Incomplete**, which will become an "F".

### **TEACHER QUALIFICATIONS**

Parents have the right to request their child's teacher's qualifications.

### **PARENT - TEACHER CONFERENCE**

Parents should contact the teacher to schedule a conference. If the teacher does not respond, parents should contact the office to arrange a time to discuss their child's progress. Teachers have assigned time during the day for conferences. We request that parents come only at an assigned time to prevent disruption of the teacher's instructional duties with his/her class.

Also, days are set in the school calendar as specific conference days. Please contact the teacher to schedule an appointment for non-parent teacher conference time. If the parent-teacher conference does not provide satisfactory results, please contact the building principal.

## **CHILD NUTRITION BREAKFAST AND LUNCH PROGRAM**

This school district participates in the “offer vs. serve” federal and state breakfast and lunch programs. This program entitles the child nutrition department to purchase government commodities at a reduced cost and receive money reimbursement on all student meals served. This enables the student meal prices to stay lower than commercial rates. In order to file for reimbursement, all students must be assigned individual student numbers to track who and how many have eaten per day.

### **OFFER VS. SERVE BREAKFAST:**

#### **What a Student Must Be Offered:**

The first requirement for a reimbursable breakfast under offer vs. serve is that all four (4) meal components must be offered (made available) to all students. The four (4) components that must be offered consist of:

- One serving of fluid milk
  - One serving of vegetable/fruit, or 100% fruit juice or vegetable juice
  - Two servings of grains
- OR**
- One serving of meat/meat alternate and one serving of grains

The second requirement is that the serving size of each of the four (4) required meal components must equal the minimum quantities specified in the USDA National School Breakfast Program requirement.

#### **What a Student Must Take:**

For a breakfast to be reimbursable and received at no charge, a student **must** take full portions of no fewer than three (3) of the four (4) components offered. Students are **required** to take one full serving of fruit to 100% fruit juice as one of their required meal components. All portion/serving sizes are based on guidelines set by the USDA National School Breakfast Program.

### **OFFER VS. SERVE LUNCH:**

#### **What a Student Must Be Offered:**

The first requirement for a reimbursable lunch under offer vs. serve is that all five (5) meal components must be offered (made available) to all students. The five (5) components that must be offered consist of:

- One serving of fluid milk
- One serving of vegetables
- One serving of fruits
- One serving of grains
- One serving of meat/meat alternate

The second requirement is that the serving size of each of the five (5) required meal components must equal the minimum quantities specified by USDA National School Lunch Program requirements.

The third requirement is that the lunch must be priced as a unit and students may take three (3), four (4), or all five (5) meal components for the same price. One of the meal components taken **must** be a fruit or vegetable.

#### **What a Student Must Take:**

For a lunch to be reimbursable, a student **must** take the full portions of **no fewer than three (3)** of the **five (5)** meal components offered. Students are **required** under the National School Lunch Program to take one full serving of a fruit or vegetable as one of their required meal components. All portion/serving sizes are based on guidelines set by the USDA National School Lunch Program.

### **COMPLETE MEAL \*STUDENT PRICES FOR 2025-2026 -**

Breakfast:	Universal Breakfast.....	0**
Lunch:	Preschool - Grade 12.....	0**
	Adult Lunch .....	\$4.00
	Extra Milk Plastic Bottle.....	\$0.60

**\*Prices are subject to change. Please check the district website for any adjustments to pricing @ [ovsd.us](http://ovsd.us)**

**\*\*Breakfast and Lunch are available to all students free of charge.**

### **ADVANCE PAY AND CHARGING**

**“Cashless Meal Service System”.** All students will advance pay before lunch meal service time and no money will be accepted during designated lunch hours established for each school. Coordinated with the building principal, a time frame and place will be determined for students/parents to deposit money on the individual student account balance. Meal account prepayment cannot be split between buildings. For definition purposes, meals, as previously defined, are a complete lunch and a la carte items are incomplete meals and/or extra food items. Advance payments can be made using the MySchoolBucks website. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to set up your student’s account. (A convenience fee is charged by the company for credit card transactions.)

Faculty/Staff price meals – \$8.00

(Limitations are based on meal prices)

Complete and dated accountability of all items purchased is available for each student if needed. Students may see their account balance on a daily basis as they reach the cashier station. Parents/guardians may obtain account information by contacting the student’s school or the Child Nutrition Department or by setting up a MySchoolBucks account.

**\*THE LAST DAY FOR CHARGING LUNCH WILL BE MAY 8, 2026**

### **SERVICE IMPROVEMENTS**

K-6

All students will pay for a la carte items. Charging of a la carte items is not permitted, regardless of meal eligibility benefits. Upon entering the serving area, students will pick up their milk and be served the main entrée. The students will proceed through the self-serve lines to choose vegetables, fruits and salad. A key pad will be located at the end of each serving line where they will enter their lunch numbers and report to the cashier before exiting the serving area. Extra servings of a particular item (ex: pizza) may be available in addition to selected a la carte items for an additional charge.

7-12

A la carte items and additional entrée choices are offered in the junior high/high schools as alternatives for students unless otherwise noted on the menu. Food items will be individually priced. The prices for these foods will be more because there is no state or federal reimbursement for these items. All students will pay for a la carte items, regardless of meal eligibility benefits. Charging of a la carte items is not permitted, regardless of meal eligibility benefits. Upon entering the serving area, students will pick up their milk and be served the main entrée. Students will proceed through the self-serve lines to choose vegetables, fruits and salad. A key pad will be located at the end of each serving line where they will enter their lunch numbers and report to the cashier before exiting the serving area. Extra servings of a particular item (ex: pizza) may be available in addition to selected a la carte items for an additional charge.

### **MEAL BENEFITS**

To receive FREE or REDUCED MEALS, **one** application per household, regardless of the number of students in a household, must be completed by a parent, guardian, foster parent, or emancipated student, and returned to the school office to determine eligibility at the start of each school year. Applications are available throughout the year in the principal’s office, administrative office, or the district website. Applications can also be completed online through the online application program available on the Child Nutrition page of the district website. Applications can be completed at any time throughout the school year. Incomplete applications **cannot** be processed or approved. There will be a 30-day grace period to start each school year to give parents/guardians time to complete and return current year meal applications, as well as giving the child nutrition department time to process each application. **It is the responsibility of the parent/guardian to cover any charges that may accrue during that time.** If a new application is not received within that 30-day grace period, students’ status will change to full pay until a new current application is completed and processed. **It will be the parent/guardian’s responsibility to cover any charges during that time.**

### **MEAL ALTERNATIVES**

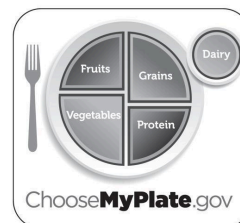
If desired, the student may bring lunch from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal if desired.

### **CLOSED CAMPUS**

The Adams County Ohio Valley Schools are closed campus facilities. Students may bring meals from home or purchase from the school cafeteria. Parents and/or students may **not** have food delivered or brought into the school from any establishments. Students may not leave the school premises for meals. All meals must be eaten in the cafeteria unless approved by the principal.

### **My Plate Diagram**

Daily serving sizes are based on age, gender and level of physical activity.



### **CAFETERIA RULES**

The school cafeteria should be considered a restaurant where students go to eat. **Good manners should apply as within any restaurant**, so everyone may enjoy his/her lunch and visit with the people sitting near them at their class table.

1. Walk at all times.
2. Use classroom voices.
3. Quietly stay in line in the same order as you enter.
4. Be polite to your servers; practice saying "Thank you!"
5. Sit with your class; do not move around.
6. Always eat sitting down.
7. Clean up after yourself.
8. Do not throw objects or food in the cafeteria.
9. Put trays, garbage, silverware/plastic ware, etc. in the appropriate places.
10. Always use appropriate language and topic of conversation, or be prepared to eat by yourself. (This includes not making rude noises.)
11. We want you to enjoy eating in our lunchroom. Please do your part to make this area a pleasant place to have your lunch!

### **HOMEWORK**

As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been developed and complete certain projects, such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress. Homework is expected to be turned in on time for full credit.

According to the National PTA and the National Education Association, students should only be doing about 10 minutes of homework per night per grade level. The recommendation includes homework time increase by ten minutes per year in school. (e.g., a first-grader might have ten minutes, a third-grader would have 30 minutes of homework, while a sixth-grader would have approximately 60 minutes). These times are suggested times and some students may require an extended time to complete work in the classroom which would also be true for needing additional minutes to complete homework.

## GRADING

### **ELEMENTARY K-6**

1. Kindergarten and 1st Grade Grading Scale: The Kindergarten and 1st Grade Grading Scale is standards based on grade level content. Parents are notified of what students have mastered and what they have not mastered based on individual skills.
2. Grade Scale for Grades 3-6 in **all** subjects: Grades A, B, C, and D are passing. "A" indicates exceptionally fine work. "B" indicates better than average work. "C" indicates average work. "D" indicates poor work. "F" indicates failing work. ("I" indicates incomplete work. Arrangements must be made with the teacher for completing the work.)

"A"	=	90 - 100
"B"	=	80 - 89
"C"	=	70 - 79
"D"	=	60 - 69
"F"	=	50 - 59
"I"	=	Becomes a letter grade when the work is completed.

3. Progress Reports – Kindergarten, First Grade, and Second Grade students will receive Progress Reports at nine-week intervals. This report will provide parents with information about their child's learning and academic growth.
4. It is suggested that personal conferences be used instead of interim reports at this level.
5. In grades 3-6, the nine (9) weeks grades are determined by oral as well as written expression. These grades take into account the level of accuracy and independence of the individual child. A minimum of 4 grades will be recorded in each core subject by interim report time. A minimum of eight (8) grades will be recorded each nine weeks in each subject area with the exception of Health in grades 2-6, as well as Science and Social Studies in grades 2-3 where there will be a minimum of five (5) grades recorded. **Art, Music, technology and Physical Education also receive a letter grade of A-F and are counted toward the honor roll.** These three courses are also required to record a minimum of eight (8) grades, unless the class, due to scheduling, does not meet eight (8) times during the grading period. In that case, they must record a minimum of five (5) grades.
6. The final letter grade in grades 2-6 will be determined by averaging the nine (9) weeks' letter grades. Plus (+) and minus (-) may be used to represent the 9 weeks' grades but not final grades.
7. Grade cards or progress reports are sent home four times per year.
8. Interim reports will be sent home or mailed mid-point of each grading period to students with grades below a C.
9. The district uses Progress Book as a grade monitoring and communication system. Parents and students are responsible for obtaining the login information for each child's Progress Book and monitoring the student's grades, attendance, etc.

### **SECONDARY 7-12**

1. Grade Scale: The grading scale is structured in the following manner. Teacher discretion may be used in curving the scale in appropriate circumstances. All grades are computed on numerical average.

"A"	=	90 - 100
"B"	=	80 - 89
"C"	=	70 - 79
"D"	=	60 - 69
"F"	=	59 & below
"I"	=	"I" becomes a letter grade one week after the present report period ends.
2. Class registration is usually accomplished in the spring for the following year.
3. Classes may be added or dropped **before** the 6th day of a course without penalty. Students have 6 days at the beginning of the school year to make a change in their choice for education (CTC, AVA or home high school). After the 6th day, students must finish the school in which they have chosen for the entire school year. (CTC, AVA or their home high school). Extenuating circumstances is at the Principals discretion.
4. In the event a class is dropped after the sixth day, the student will receive a failing grade which will be computed into the overall GPA (Grade Point Average).
5. A minimum of 8 grades will be recorded in each subject per grading period. A minimum of 4 grades will be recorded in each subject by Interim Report time. At the beginning of each course, teachers will inform students of the grading standards and the evaluation procedures (number of tests, projects, term papers, etc.) to be used in the class. At the high school level, the grade earned at the end of the course is the one recorded on the permanent record.

6. In high school grades 9-12, credits will be awarded upon completion of the course. Each nine week's grades will be averaged separately. Each new grading period begins anew for the students; thus the grades are not cumulative.

**The final grade for a year long course will be calculated as follows:**

**The numerical grade for each nine week grading period will appear on the grade card. The end of the year grade will be calculated averaging the four nine weeks. The final numerical grade will be converted to a letter grade for the transcript.**

### **GRADUATION REQUIREMENTS**

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. Additionally, Juniors will have the opportunity to take a nationally-recognized college admission exam free of charge. The honors diploma remains another option for students.

#### **Graduation Requirements**

To earn an Ohio high school diploma, these students must meet both the course and testing requirements identified by the State of Ohio. **Complete Graduation Course Requirements**

English Language Arts	4 units
Health	.5 unit
Mathematics	4 units
Physical education	.5 unit
Science	3 units
Social Studies	3 units
Electives (Must Include the following): 1 Fine Arts Credit .5 Career Exploration Credit .5 Financial Literacy Credit	5 units
<b>Total</b>	<b>20 units</b>

#### **Other Requirements**

Students must receive instruction in [economics and financial literacy](#) (in high school) **and** complete at least two semesters of [fine arts](#) (during grades 7-12). Students must also complete Career Exploration for ½ credit.

*Fine arts may not be required for students in career-tech programs unless it is a component of local course requirements.*

*½ credit of Career Exploration, ½ credit of Financial Literacy, and 1 credit of Fine Arts are counted as electives.*

All seniors wishing to participate in the graduation exercise must attend graduation practice which will be held during the final week of school. Contact your building administrator or guidance counselor for the date and time of the practice.

***STUDENTS MUST COMPLETE ALL REQUIREMENTS FOR GRADUATION BEFORE THEY WILL BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES.***

#### **PHYSICAL EDUCATION CREDIT OPTIONS FOR GRADUATION**

1. Earn one-half (.5) unit/credit in 2 Semester classes of Physical Education = 120 Hours. (one-quarter (.25) unit/credit each semester x 2 = one-quarter (.25) unit/credit)
2. Earn one-half (.5) flex unit/credit in Physical Education. A student (during high school) that has participated in interscholastic athletics, marching band, cheerleading and/or show choir for at least two full seasons will qualify for Flex Credit. The student must Complete the season. The student is also required to complete one-half (.5) unit/credit, consisting of at least 60 hours of instruction, in another course of study. A waiver must be obtained and signed by the Coach or Director and the Guidance Counselor or School Administration. Also, course completion must be documented. These forms are to be kept on file in the student's cumulative file.

3. Earn one-half (.5) unit/credit in a CTE aligned Physical Education course and earn credit in at least one or more integrated academic courses. (Example: Student takes Exercise Science, a CTE aligned Physical Education course. The student has the opportunity to earn one (1) unit/credit for the Exercise Science Course and the one-half (.5) required Physical Education unit/credit as long as the student earns unit/credit in an integrated academic course as well. The option can be chosen as long as the CTE aligned Physical Education course meets the Physical Education standards set by the state of Ohio.

### **ADDITIONAL GRADUATION REQUIREMENTS**

**There are additional graduation requirements that students must meet to earn a diploma. More information on requirements please see your building administrator or counselor.**

1. Students may earn high school credit (Algebra I) prior to the ninth grade under the following conditions:
  - a. The course must be taught by a person with high school certification.
  - b. The course work must meet high school curriculum requirements.
  - c. The student received a grade of B or higher.
  - d. Students receiving a final grade of A or B, or a 3 on the End of Course Exam in 8<sup>th</sup> grade Algebra I will have the option to accept High School credit or retake the Algebra I course in 9<sup>th</sup> grade. Parent notification and signature will be required by all students earning an A or B, or a 3 on the End of Course Exam to determine if they choose to count the credit based on the grade they received or retake the course in 9<sup>th</sup> grade.
  - e. Students receiving a final grade of C, D, or F must retake Algebra I as a freshman.
  - f. The 8<sup>th</sup> grade Algebra I course is the only high school course permitted to be retaken for high school credit.
2. At the end of the 12<sup>th</sup> grade year, students will have developed a Career Passport consisting of the following:

**Section 1: Letter of Verification**

A letter written by the school administrator verifying that the student was enrolled in their school.

**Section 2: Resume**

A resume or personal data sheet developed by the student

**Section 3: Validation of performance**

- Part 1: Career Narrative – a one-page paper defining the student’s career goal and how they have reached that conclusion.
- Part 2: Evidence of Student Skills – the student’s high school transcript.
- Part 3: Verification of Employability Skills – a one-page paper that describes how the student exhibits two of the five SCANS competencies.

**Additional Recommended Contents:**

1. School profile describing the educational environment.
2. List of student accomplishments.
3. Letter of recommendation.
4. Sports or related Personal Data Sheet.
5. Documentation of other abilities.
6. Documentation of community/volunteer service.

### **PREREQUISITES FOR ENROLLING IN A CAREER & TECHNICAL PROGRAM**

To attend the career and technical center a student should have earned at least eleven (11) credits. Failure to have earned sufficient credits could prevent a student from attending the OVCTC.

1. Students (are eligible to) in a Career & Technical Program at the end of the sophomore year if all high school requirements have been completed at the time of enrollment in a Career Technical Program. Students who are deficient in credits may be eligible to take online courses during the summer to recover credits. In order to enroll in a Career and Technical Program a student should have successfully completed the following courses:

Course	Credit
English	2 credits
Mathematics	2 credits
Social Studies	2 credits

<b>Science</b>	<b>2 credits</b>
<b>Health</b>	<b>.5 credit</b>
<b>Physical Education (2 courses .25 each)</b>	<b>.5 credit</b>
<b>Financial Literacy</b>	<b>.5 credit</b>
<b>Career Exploration</b>	<b>.5 credit</b>
<b>Electives</b>	<b>2 credit</b>

2. Students with 93% or better attendance will have priority enrollment for the Career and Technical program of their choice.
3. Students with fewer than 3 minor behavior infractions and no major infractions will have priority enrollment for the Career and Technical program of their choice.
4. Students identified as having a disability will follow the same criteria for priority enrollment as their same age peers. The students placement team will convene the spring prior to the student's junior year to allow the Individual Education Plan (IEP) to focus on successful completion of the student's chosen program. Approval for special education students to enroll in a Career and Technical program at the CTC will be determined by the placement team and the provisions for enrollment will become a part of the student's IEP.
5. Some CTC programs have program fees. No student should refrain from making an application to any technical course offering because of inability to pay. Students interested in a technical education and who feel they may have difficulty in paying the amount necessary to participate in a technical course should discuss the situation with their school counselor and or technical counselor. Solutions for possible assistance can then be sought.
6. Driving to the OVCTC is a privilege and may be revoked at any time due to recklessness or behavior such that the student is not mature enough to maintain the privilege.
7. All Career and Technical Programs have mandated uniforms to be worn at all times. Students are required to wear the appropriate uniform by Labor Day.
8. The following academic and technical programs are offered at the Ohio Valley Career and Technical Center:
  - Agribusiness and Production
  - Agriculture and Industrial Power
  - Automotive Technology
  - Cosmetology
  - Culinary Arts
  - Information Systems Technology
  - Welding
  - Patient Centered Care
  - Precision Machining
  - Early Childhood Education
  - Construction Technology
  - HVAC
  - JTC
- Career and technical students must meet the guidelines for enrollment and graduation as defined in the Student Handbook. Academic classes may be taken at the local high school if scheduling permits.
  - A variety of classes may be offered for dual credit and may be taken for college credit for those who qualify for College Credit Plus (CCP).
  - Students have 6 days at the beginning of the school year to make a change in their choice for education (CTC or home school). After the 6 days, students must finish the school in which they have chosen for the entire school year. (CTC or their home school). Extenuating circumstances is at the principal's discretion.
  - If a student violates a safety protocol to such a degree that it is unsafe for the student to remain in said program, an alternative schooling program will be sought.
9. Career and Technical Programs housed in high school buildings:
  - NAHS: Athletic Training, Engineering, Business, Vocational Agriculture



### **EARLY GRADUATION PROCEDURES**

High School students are eligible for early graduation only if they have completed all credits and courses required for graduation in the ACOVS district. In addition, students must have completed an approved Career Passport, have a 2.0 (C) average and show evidence of passage of Ohio graduation requirements. Students requesting early graduation will not be eligible for valedictorian or salutatorian status. If high school seniors requesting early graduation have met these conditions, they may withdraw for the second semester and still participate in graduation exercises. Students who have met all graduation requirements earlier than their senior year will be eligible for participation in graduation exercises during the year they meet graduation requirements.

No request can be made for early graduation until the student has earned ten credits with at least a 2.0 or C average, and passage of Ohio graduation requirements.

Steps: The student makes preliminary contact with the guidance counselor to see if early graduation is possible. If the counselor determines that the student has met the criteria listed above, the student then writes a letter to the school superintendent requesting early graduation. The student gives the letter to the guidance counselor. The guidance counselor and/or principal approve or disapprove the request for early graduation based on the above criteria. The counselor attaches the approval form to student's letter to the superintendent and sends both to the curriculum supervisor, as well as a copy of student's most recent transcript and state test scores. Upon final approval of the curriculum supervisor, the student will receive a letter from the school superintendent permitting early graduation.

### **CREDIT FLEXIBILITY**

Adams County Ohio Valley Schools will offer flexible credit opportunities to earn credit toward graduation. Credit Flexibility will include, but is not limited to the following options: test-out, project-based learning, portfolio, performance, research, presentation, and time on task. To learn more about Credit Flexibility opportunities, interested students should make arrangements with the high school counselor to discuss flexible options.

### **COLLEGE CREDIT PLUS (CCP)**

The state of Ohio provides a program for students in grades 7-12 allowing them to take various courses at Ohio colleges and universities or at the high school for college credit. These courses may be used for both high school and college credit at no expense to the students or their families. College courses for which three semester hours of credit are earned shall be awarded one unit toward high school graduation; fractional units shall be awarded proportionately. For specific conversion information, see the guidance counselor. Participating in this program may allow students to take courses not normally available at the local high school.

***State of Ohio requirements are that the student:***

- a. Be of high school status.
- b. Must reside at home (cannot live on campus).
- c. Attend a counseling session with the high school counselor concerning this program.
- d. Meet the admission requirements of the institution of higher learning.

***ACOV District requirements are:***

- a. CCP students will be responsible for maintaining contact at the high school for information about important school events (pictures, ordering announcements, etc.)
- b. CCP students who wish to participate in graduation ceremonies must have fully completed the minimum high school requirements by the graduation date.
- c. **College textbooks are purchased by the District. Therefore, the textbooks are property of the District and must be turned in to the student's home high school at the conclusion of each semester.**

Although this is an excellent educational option for some students, there are disadvantages to the program as well. Among possible drawbacks are:

- If a student fails or withdraws from a course, the student or parent shall be financially responsible for tuition, books, and/or fees.
- College schedule times may cause conflicts with desirable high school courses and/or extra-curricular activities.
- Time management responsibility falls more heavily on the student.
- More rigorous coursework may negatively affect GPA.
- Some students may experience social difficulties in classes with older students.
- The student must provide his or her own transportation.
- Because college schedules are not designed around the needs of high school students, it may not be possible to meet all course requirements needed for high school graduation within the college schedule.

It is strongly suggested that the student and parents meet with your counselor to thoroughly discuss the advantages and disadvantages to the College Credit Plus option program.

### **DIPLOMA WITH HONORS**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. Stem Honors Diploma
5. Arts Honors Diploma
6. Social Science and Civic Engagement Honors Diploma

See the Guidance Counselor for the criteria to fulfill one of the honors diplomas.

In order to be eligible for Valedictorian and Salutatorian, the student must earn a Diploma with Honors.

### **CLASS RANK CRITERIA**

*The Adams County Ohio Valley School District Board of Education believes in recognizing academic excellence within the school district.*

1. The Grade Point Average (GPA) for all students will be calculated on a 4.0 scale (A=4, B=3, C=2, D=1, F=0), each grade weighted by the credit assigned to that class.
2. In order to recognize students as Valedictorian and/or Salutatorian at graduation, the grades for those students must be received before the date of graduation. Therefore, grade point averages used for the selection (only) of Valedictorian/Salutatorian will end as of:
  - a. The first semester of the senior year for local high school students and for those students choosing CCP.
3. **To be eligible for the honor of Valedictorian or Salutatorian all students including, transfer students must meet the requirements to receive a Diploma with Honors** (as described in the previous section) and have earned a minimum of (4) credits in actual attendance at one of the Adams County Ohio Valley School District high schools or the Ohio Valley Career and Technical Center. CCP students will be considered for the honor also, provided they have met the above requirements. Students previously from non-chartered or home schooling wishing admission into the district's secondary level will not be eligible for the Salutatorian or Valedictorian honor.
4. The Valedictorian award will be given to the graduating senior with the highest class rank for the four years of high school. The second ranked student will be Salutatorian. In case of a tie in GPAs for Valedictorian honors, the student with the highest ACT composite test score, excluding the separate writing section, will receive the higher class rank. In case of a tie in ACT scores, both students will be declared co-valedictorians. The last ACT composite Test score to be considered for the award of Valedictorian or Salutatorian will be the December exam of the senior year. There will be no salutatorian when more than one student is declared valedictorian.
5. Final class rank will be determined based on all high school final grades. This ranking can include the April ACT scores if necessary. To be eligible for recognition as part of the top ten of the graduating class, students must have earned a minimum of four (4) credits in actual attendance at one of the Adams County Ohio Valley Schools. CCP students will be eligible for this honor also, provided they have met the requirements as specified above.
6. When students transfer into the Adams County Ohio Valley Schools after completing one or more years of study at another accredited high school, and when such students are eligible for this honor, both (or all) transcripts will be considered in computing the highest class rank.
7. The building administrator and counselor retain the grade point average list and ACT test scores and will be responsible for calculating class rank.

### **PROMOTION AND RETENTION**

Assessment for promotion shall be on an annual basis in accordance with the following:

#### **Grades K-8**

The Board of Education recognizes the need for students to progress through school demonstrating the satisfactory completion of required work as preparation for the next higher grade.

Retention of students in grades K-8 will be handled in the following manner: Students may be considered for retention for either of the following reason:

1. Failing two or more subjects or not meeting grade level expectations/requirements.
2. Habitually truant (72 unexcused yearly hours).

If a student is failing and there is reason to believe he/she may be retained, the principal, upon notification from the teacher, will inform the parents of the problem no later than the end of the 3<sup>rd</sup> grading period for grades K-8.

Each year, students scoring below the promotion score on Ohio's grade 3 English language arts test must be retained, except for the following students:

- A student who is an English learner enrolled in U.S. schools for fewer than three full school years and with fewer than three years of instruction in an English as a second language program.
- A student whose IEP specifically exempts the student from retention under the Third Grade Reading Guarantee (more information is available in the Students with Significant Cognitive Disabilities section of this document).
- A student who demonstrates competency on an alternative assessment for reading approved by the Department (see detailed guidance below).
- A student whose IEP shows the student received intensive remediation in reading for two years and the student previously was retained in any of grades kindergarten through 3.
- A student who received intensive remediation in reading for two years and previously was retained in any of grades kindergarten through 3.\*
- A student whose parent or guardian, in consultation with the student's reading teacher and principal, has requested that the student be promoted for grade 4 regardless of the student's score on Ohio's State Test for grade 3 English language arts.\*

### **K-3 LITERACY**

The Third Grade Guarantee requires all students in grades K-3 to be administered a reading diagnostic assessment by September 30th of each school year. As a result of this assessment, teachers must identify students as "On Track," (meaning their performance is meeting expectations for students entering the current grade level) or "Not on Track," (meaning their performance is currently below expectations for the grade level to which they are entering).

This law requires Ohio school districts to develop and monitor a reading improvement monitoring plan (RIMP) for all students who are "not on track" according to the data collected. In the event the data shows a reading deficiency, a written notice will be sent to parents/guardians describing their child's deficiency and the reading improvement plan. This plan will be developed with the parent before November 1<sup>st</sup> or within the 30-day window for transfer students.

### **HOME SCHOOLING**

The homeschooling process and approval must be completed through the Brown County Educational Service Center office in Georgetown, Ohio. The telephone number is 1-937-378-6118, ask for Jenny Luke. Adams County Ohio Valley students applying for homeschooling must remain in school until they receive notification that they have been approved for home schooling.

### **KINDERGARTEN**

ACOVSD requires children entering Kindergarten to be 5 years old on or before August 1st of the year they will be starting school.

**Pre-registration takes place in the spring at all Adams County Ohio Valley School District Elementary Schools.**

**Parents are asked to bring birth certificates, proof of residency and immunization records in order to complete enrollment.** In addition, if there are **custody papers** on file through any county or state court system, copies of those documents must be provided as well.

**State policies require all children to have their immunizations up-to-date before they can enter school.**

### **ADAMS VIRTUAL ACADEMY**

Students in grades 7-12 who need credit recovery, electives not offered by the district or who are not getting the appropriate instruction needed due to extenuating circumstances, may complete a class(es) or participate fully in Adams County Ohio Valley's Virtual Learning. Students will be charged \$50/course which must be paid in advance prior to enrolling. The principal of the Adams Virtual Learning enrolls students and helps the student create a plan for graduating with a skill and goal in life. The principal will monitor attendees log on time, time spent successfully completing classes in the program, monitor attendance issues, computer issues, course work issues and keep in touch with the student. Any student who is not being successful in Adams Virtual Learning will be contacted and required to return to the home school building for all courses needed to graduate. Adams Virtual Learning and the students are required to follow all school laws. A student will not be able to graduate using only the Adams Virtual Academy unless placed on line by an administrator with superintendent or superintendent designees permission. Students must earn two graduation seals and passing or competency scores on the Algebra I and English Language Arts II End of Course Exams (EOC). If students do not receive a competency score, they are required to retake the EOC exams after intervention. Students must also attempt all the additional End of Course exams to graduate.

## **VIRTUAL LEARNING**

In case the school would need to close for an emergency and move to Virtual or Remote Learning:

### Expectations for Students Participating in Virtual Learning

- Create a space to limit distractions.
- Sign-in to the virtual classroom daily-keep connected by attending virtual class sessions and completing work.
- Actively follow the daily learning schedule.
- Seek help when needed (teachers, counselors, principals).
- Create balance by taking opportunities to work offline and upload tasks.
- Turn mic on (mute mic when not talking to avoid feedback).
- Turn camera on as needed or until the teacher directs differently.
- Demonstrate learning with completion of assignments.
- Engage with the classroom and use tools to focus on instructional videos, etc.
- Communicate with your teacher and examine feedback.
- Follow the School's Code of Conduct.
- Reach out to your teachers if you are overwhelmed.
- Collaborate with peers using respectful language and behaviors.
- Use equipment as outlined in the Acceptable Use Policy.
- Wear attire acceptable for school.
- Support each other and brainstorm solutions.

## **PART-TIME ENROLLMENT**

The following applies to part-time enrollment of home-schooled students who may enroll either at the beginning of the school year or at the start of the second semester:

1. Home-schooled students in grades K-6 may be permitted to enroll on a part-time basis all school year, up to a maximum of two special subject areas such as art, music, or physical education.
2. Home-schooled students enrolled on a part-time basis are subject to all rules and regulations of the Adams County Ohio Valley School District, including those pertaining to attendance, code of conduct and disciplinary sanctions.
3. Home-schooled students should not be in the building except when they are present for class or in the office.

## **SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills, tornado drills, and lockdowns in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building or in case of tornado drills and lockdowns, specific instructions on safety procedures for both.

Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire and where to go for a tornado.

### **A.L.I.C.E**

- ***What Does A.L.I.C.E. stand for?***  
**A -ALERT**  
**L - LOCKDOWN**  
**I - INFORM**  
**C - COUNTER**  
**E - EVACUATE**

### **What is A.L.I.C.E.?**

A.L.I.C.E. is a program that will be used by the District to enhance, not replace the current "LOCKDOWN" procedures used frequently in our educational institutions. It involves education on options in crisis and situational awareness.

A.L.I.C.E. will provide staff and students with an increased chance of survival if there is a surprise attack by an Active Shooter.

### **Who will be trained?**

Every district staff member will undergo an online training session. The students will watch a training video in their classrooms during the first few weeks of school.

## SECURITY SYSTEM

The district may record security footage on school property, including the bus. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons.

Security footage contains personal, identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the files as “directory information that may be disclosed to other individuals.” Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law. The footage otherwise will not be disclosed to any person.

## BUS TRANSPORTATION

*In this handbook the word bus refers to school sponsored transportation.*

Student safety is of great importance to the school. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system. Here are how conduct notices may be handled:

1. First Notice: Student will be given a verbal warning by the driver.
2. Second Notice: Driver will contact parent and inform them of misconduct/safety violation.
3. Third Notice: Student will be written-up and referral made to school administration. Student may be suspended from bus.
4. Fourth Notice: Student may be removed from the bus for an extended period of time.
  - Under certain circumstances, building administration, after consulting with the transportation director, may deviate from the above procedures.
  - All bus drivers are required to have students’ assigned seating.

The following requirements are in accordance with the rules for student transportation adopted by the State Board of Education in September, 2008:

- All students riding buses will be considered under school jurisdiction, by law, from the time they board the bus in the morning until they are discharged from the bus in the evening.
- Parents are responsible for meeting students at the bus stop and/or **making sure an adult is home when the student in grades Pre-K-4 is dropped off in the evening.**
- It is not always possible for the driver to know when someone is home.
- When the driver does realize an adult is not present, the driver will keep the student on the bus and return the student to the school.
- Parents/Guardians are ultimately responsible for picking the student up at the school office if they are brought back to the school for any reason. If parents/guardians fail to pick up the student after a reasonable amount of time, the local law enforcement will be contacted to transport the child to Adams County Sheriff’s Office.
- Persistent violation will result in loss of bus privileges.

For safety's sake the school **does not permit phone calls changing the drop off destination or pick-up of a student. Students will be allowed two designated stops and a transportation form must be completed with the school. For extenuating circumstances that sometimes occur, the building administrator may approve a note, email or fax received before 12:00 noon (the parent must call the school office to confirm the acceptance). Extenuating circumstances sometimes occur; the building administrator’s judgment shall prevail. Students are not permitted to ride buses with other students for non-emergency purposes. (Only two designated stops per student.)**

1. School districts shall provide transportation to pupils in grades preschool through eighth grade who live more than two miles from the school. Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.
2. The Superintendent or designee will determine the location of all bus stops. School bus stop locations shall be determined to provide maximum safety for pupils.
3. All students riding buses will be considered under school jurisdiction, by law, from the time they board the bus in the morning until they are discharged from the bus in the evening. **A parent should wait with his/her child at the bus stop each morning and be there when the bus arrives each evening.** When possible, at transfers, students will remain on the bus under the jurisdiction of the driver. Any student having to transfer from one bus to another will be considered under school jurisdiction. If a student leaves school property (Ex. crossing the street), for any reason other than injury, sickness, or other emergencies, he/she will be considered as breaking rules and board policies.
4. School bus drivers as well as all employees may, within the scope of their employment, use and apply techniques as reasonable and necessary to quell disturbances threatening physical injury to others and to self. Bus drivers may also obtain possession of weapons or other dangerous objects upon the person, or within the control of the student, for the purpose of self-defense or for the protection of persons or property.
5. Students riding the bus will be provided due process as defined in the **Due Process** section of this handbook.

6. All student Rules and Regulations listed in the Student Handbook apply to pupils on the bus.
- In addition, the following safety rules need to be followed by students who ride the bus.***
1. Pupils shall be careful in approaching bus stops, walk on the left facing oncoming traffic, and be sure that the road is clear both ways before crossing the highway.
  2. Pupils shall be on time at the bus stop in order to permit the bus to follow the time schedule.
  3. Pupils shall arrive at the bus stop 5 minutes prior to when the bus is scheduled to arrive.
  4. Pupils shall wait in a location clear of traffic and away from where the bus stops in their designated place of safety.
  5. Behavior at the school bus stop shall not threaten life, limb, or property of any individual.
  6. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
  7. Pupils shall remain seated, keeping aisles and exits clear.
  8. Pupils shall observe classroom conduct and obey the driver promptly and respectfully.
  9. Pupils shall refrain from eating and drinking on the bus, except as required for medical reasons with a signed doctor request.
  10. Pupils shall not use or possess drugs, alcohol, electronic cigarettes, or tobacco on the bus.
  11. Pupils shall not throw or pass objects on, from, or onto the bus.
  12. Pupils may carry on the bus only objects that can be held in their laps. Animals and glass containers may be a safety concern and may **not** be brought on the bus (Special circumstances require prior permission from the bus driver and the principal).
  13. Pupils shall leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. Please send a note to school with your child if he/she is to ride the bus to the alternate (second choice address) designation other than home before noon. All notes will be sent to the office for the principal's approval. **No phone calls will be accepted unless approval is granted by the principal after noon in an emergency situation ONLY.**
  14. Pupils shall not put head, arms, hands or any other body parts out the bus windows.
  15. Pupils shall not sell or trade anything on the bus.
  16. When necessary, guidelines shall be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
  17. Parents shall be responsible for any damage done to a bus by their child.
  18. The superintendent, superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges.
  19. Immediate removal of a pupil from transportation is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.
  20. Only authorized persons employed by the school district are permitted to ride the school bus. **Unauthorized persons shall not ride or board the bus.**

### **STUDENT SELF-TRANSPORTATION**

Driving to school is a privilege since bus transportation is provided. The student who drives must obey the following regulations:

1. When a vehicle/bicycle is driven to school, it must be parked in the assigned parking area and not moved during the school day. A card or sticker will be issued to be placed within view on or near the front windshield.
2. A student wishing to drive must obtain a permit from the office. This permit must be signed by the parent and the student, thus absolving the school of any and all responsibility while the student drives to and from school.
3. This permit will also contain the make and model of the vehicle, color(s) and license number.
4. Speeding or reckless operation on the school grounds and on the streets bordering the school is not permitted.
5. Sitting in vehicles during the school day is prohibited.
6. The student will not furnish transportation to other students unless the parents of the students request such an arrangement in writing.
7. Student vehicles on school grounds are subject to search if conditions warrant and the district is not liable for damage to student vehicles.
8. A vehicle permit may be revoked for breaking the above rules.  
Driving privileges on school property may also be revoked if:
  - (a) student leaves school without permission
  - (b) a student provides transportation for other students to leave school without permission
  - (c) a student abuses the policy for tardies as described on the driving permission form.
9. All students with a probationary license will be expected to follow the applicable laws of the state, including the number of allowable passengers and hours of operation.

Riding a bicycle to school is a privilege since bus transportation is provided for in town students. The student who rides must obey the following regulations:

1. When a bicycle has been ridden to school, it must be parked in the assigned parking area and not moved during the school day.
2. The school will not be responsible for any bicycle that has been ridden to school or left on school property.
3. The school encourages any student riding a bicycle to school to be properly prepared for safety by wearing a helmet, elbow and knee pads.
4. Reckless operation on the school grounds and on the streets bordering the school is not permitted.
5. The student will not furnish transportation (riding double) to other students.
6. Bicycle privileges may be revoked if:  
student leaves school without permission
  - (b) a student provides transportation for other students to leave school without permission
  - (c) a student abuses the policy for attendance

### **TITLE IX**

**Title IX** of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Under **Title IX**, schools are legally required to respond and remedy hostile educational environments and failure to do so is a **violation** that means a school could risk losing its federal funding. **Title IX** legislation eliminates sex-based discrimination to ensure all **students**—both male and female—have access and equality in education. It offers a wide range of protections from athletics and admission to housing and sexual harassment. **To report a Title IX violation, please contact the administration office at 937-544-5586**

### **NOTIFICATION POLICIES OF NON-DISCRIMINATION FOR EQUAL OPPORTUNITY**

The Adams County Ohio Valley Board of Education's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

To carry out these policy statements, offices as identified herein shall be responsible for compliance within designated areas:

#### **TITLE VI COORDINATOR**

Tad Mitchell  
Adams County Ohio Valley Schools  
141 Lloyd Road  
West Union, OH 45693  
(937) 544-5553

#### **TITLE IX COORDINATOR**

Tad Mitchell  
Adams County Ohio Valley Schools  
141 Lloyd Rd.  
West Union, OH 45693  
(937) 544-5553

#### **SECTION 504 COORDINATOR**

stacy Howe  
Adams County Ohio Valley Schools  
141 Lloyd Road  
West Union, OH 45693  
(937) 544-5553

Questions or requests for information should be directed to the appropriate office or person.

### **FERPA**

#### **Annual Notice: Access to Education Records**

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *school district* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **PPRA**

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediately except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents 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  
Washington, D.C. 20202-5901



**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**  
**(Restraint and Seclusion)**

**Positive Behavioral Interventions and Supports (PBIS)**

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. Please see the district website for our policy.

PBIS is a general education initiative supporting all children and youth.

A decision-making framework that guides selection, integration, and implementation of the best evidence based academic and behavioral practices for improving important academic and behavior outcomes for ALL students.

**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);
9. aversive behavioral interventions or
10. 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, except 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 (FBAs) 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:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the district regarding incidents of restraint or seclusion and
2. 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.

[Adoption date: October 28, 2013]

[Re-adoption date: March 10, 2016]

### **TESTING**

#### **TEST SECURITY**

The Adams County Ohio Valley School Board recognizes the need for test security for all of the state tests. All test questions and other materials including, but not limited to reading passages, writing prompts, charts, graphs, tables, and questions shall be considered part of the tests. Violation of test security could result in a student's score being declared invalid, the incident noted in the student's cumulative file, and the test being retaken during the next testing session. The most common examples of possible security violations are as follows: (1) The student has a cell phone or other electronic device out during or after the test session (2) Students were cheating or otherwise sharing test items.

#### **ELECTRONIC DEVICE AND SOCIAL MEDIA POLICY DURING STATEWIDE TESTING**

\*Students will not be permitted to use cell phones or other unapproved electronic devices before, during or after testing. Students may not use the testing computers/laptops after logging out of the test session. Test content and/or student responses cannot be emailed, texted, photographed, posted or compromised in any way, including being posted on any social medium.

\*Sharing an image of a live test item or a description in words on social media or other public platforms is a test item security breach, as well as cheating. All students deserve a fair testing experience. Sharing images of test items via Twitter, Instagram, or other public social media sites – or posting a description of, or basic information about test items – results in an unfair test environment by providing students and teachers with advanced information about test questions. This can create an uneven playing field and give some students an advantage over others, and impairs the ability of schools to get valuable information about how students are performing. When the Office of Curriculum and Assessment becomes aware of live test items that have been posted to public social media sites or elsewhere on the publicly-visible internet, it treats it as a potential breach of test item security. When the source is identified, the department works with the district to request the student who posted the

items to remove it. Twitter, Facebook and other social media all have processes for requesting the removal of copyrighted material which are put into place when necessary. Only when an item breach becomes known is any effort made to identify the person who posted it. Social media and other web pages are public and often include information that indicates the name and location of the person who posted the live test item. If the State Department rules that a security violation did occur, the test results of the student(s) involved will be declared invalid and so noted in each student's cumulative file. Depending on the type of violation, the student(s) may or may not be able to retake that test or portion of the test at the next testing session.

**Disclaimer:** Test Schedules may be subject to change; check with guidance counselor for the most current information.

### **2025-2026 State of Ohio Testing Schedule**

*Each school district chooses a consecutive series of school days to administer state tests within specified windows, or periods of time. Below are the state tests and window of administration.*

<b><u>Grade</u></b>	<b><u>Test</u></b>	<b><u>Window</u></b>
PreK	Early Learning Assessment (ELA)	Aug 15 – Nov. 14
K	Kindergarten Readiness Assessment (KRA)	August 14 - Sept. 12, 2025
K-3	Reading Diagnostics - TGRG	Aug. 14 – Sept. 12, 2025
4	COGAT	TBA
2	COGAT	TBA
3	English LA – Fall Third Grade Reading	Oct. 13 – Oct. 31, 2025
HS	High School – Fall End of Course Exam	Dec. 1 – Jan. 16, 2026
2	IOWA	TBA
PreK	Early Learning Assessment (ELA)	Feb. 15 - May 14
3-12	Alternative Assessment (AASCD)	Feb. 23 – April 17, 2026
11	ACT	TBA
K-12	OELPA (EL identified students only)	Feb. 2 – March 27, 2026
3-8 +HS	English LA – Spring State Tests	March 23 – April 24, 2026
3-8 +HS	Math – State Tests	March 30 – May 8, 2026
5, 8, HS	Science – State Tests	March 30 – May 8, 2026
HS	Social Studies – State Tests	March 30 – May 9, 2026
3	Summer Retakes–Third Grade Reading ELA	June 22 – June 26, 2026
HS	Summer Retakes – End of Course Exams	June 22 – June 26, 2026

Calendar.StateTestingCalendar

**ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT  
2025-2026 School Calendar**

Tuesday, August 12	District Inservice – <b><i>No School</i></b> (Back to School Night)
Wednesday, August 13	District Inservice – <b><i>No School</i></b>
Thursday, August 14	First Day of Classes
Monday, September 1	Labor Day – <b><i>No School</i></b>
Friday, October 10	<b>End of 1<sup>st</sup> Nine Weeks Early Dismissal for Grades</b>
Monday, October 13	Columbus Day – <b><i>No School</i></b>
Tuesday, November 4	<b>(Election Day) District In-service - <i>No School</i></b>
Tuesday, November 11	Veterans' Day – <b><i>No School</i></b>
Wednesday, November 26	<b>Thanksgiving Break - <i>No School</i></b> (In lieu of P-T Conf.)
Monday, December 1	First Day back from Thanksgiving Break
Friday, December 19	<b>End of 2<sup>nd</sup> Nine Weeks Early Dismissal for Grades</b>
Monday, December 22	First Day of Christmas Break – <b><i>No School</i></b>
Monday, January 5	First Day Back from Christmas Break
Monday, January 19	Martin Luther King, Jr. Day – <b><i>No School</i></b>
Monday, February 16	Presidents' Day – <b><i>No School</i></b>
Friday, March 13	<b>End of 3<sup>rd</sup> Nine Weeks Early Dismissal for Grades</b>
Thursday, April 2	Spring Break- <b><i>No School</i></b>
Tuesday, April 7	<b><i>No School</i></b> – (In lieu of P-T Conf.)
Wednesday April 8	First Day back from Spring Break
Tuesday, May 5	<b>(Primary Election) District In-Service- <i>No School</i></b>
Wednesday, May 20	<b>Last Day of Classes/Early Dismissal for Grades</b>