ST. CLAIRSVILLE ELEMENTARY SCHOOL

2026-2027 STUDENT/PARENT HANDBOOK

MS. AMBER GALLOWAY
PRINCIPAL

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ST. CLAIRSVILLE, OH 43950

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Welcome to St. Clairsville Elementary School. We are planning for a challenging and successful 2026-2027 school year.

Please read the information contained within the student/family handbook. We have tried to highlight the most common items that might be addressed during a new school year; however, it is not an all-inclusive list. There are many Board of Education policies, state policies, and federal policies that our school personnel adhere to daily. If you have a question about something not covered in this handbook, please call the school office or refer to the Board Policy, available on the school's website (stcschools.com).

We plan to provide educational experiences that will successfully meet your child's social, emotional, physical, and intellectual needs. We support and encourage your involvement in helping us to meet these needs. Questions or concerns can be addressed by contacting the school office at 740-695-0884.

- Just a reminder of school fees:

Kindergarten:	$40.00
First Grade:	$40.00
Second Grade:	$40.00
Third Grade:	$40.00
Fourth Grade:	$40.00

In the event a check is returned due to insufficient funds,
a service charge of $30.00 will be assessed.

STUDENT DAILY SCHEDULE

Students may enter building	**8:25 a.m.** (Supervision of students will begin at 8:25 a.m.)
First Bell	**8:40 a.m.**
Tardy Bell	**8:45 a.m.**
Walker students dismissed	**3:10 p.m.***
Bus students dismissed	**3:25 p.m.***

*Times may vary due to buses arriving and departing from the elementary building.

St. Clairsville Elementary will not be held responsible for any child remaining on school property beyond school hours unless the child is attending a supervised event.

SCHOOL PHONE DIRECTORY

Elementary School Office **740-695-0884**
Ms. Amber Galloway, Principal
Mrs. Beverly Robinson, Secretary
Mrs. Laura Thrash, Secretary

Elementary Guidance Counselor **740-699-2386**
Mrs. Dana Gallagher, Guidance

Elementary School Nurse **740-695-0884**
Mrs. Lee Anne Vargo, Nurse

Elementary Fax Number **740-695-2753**

Superintendent's Office **740-695-1624**
Mrs. Christina Laudermilt, Superintendent
Mrs. Sharon Harrison, Executive Administrative Assistant

Middle School Office **740-695-1591**
Mr. Mike McKeever, Principal
Mrs. Melanie Vargo, Secretary

High School Office **740-695-1584**
Mr. Justin Sleutz, Principal
Mrs. Cassi Hynes, Assistant Principal
Mrs. Joyce Zeiher, Secretary
Mrs. Denise Skaggs, Secretary

Bus Garage **740-695-2477**
Mr. Lowell Perkins, Director of Support Services

ACCEPTABLE USE POLICY - COMPUTER AND INTERNET

The St. Clairsville-Richland City School District ("District") provides students with access to interconnected computer systems within our schools and to the Internet, the worldwide network that offers various means of accessing significant educational materials and opportunities.

For the District to continue making its computer network and Internet access available, all students must take responsibility for the appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize all students' ability to enjoy such access. While the District's teachers and staff will make reasonable efforts to supervise students' use of the network and Internet access, they must have students' cooperation to exercise and promote responsible use of this access.

Upon reviewing this handbook and signing the Handbook Verification Form, each student will be allowed to use the Internet at school and agrees to follow this policy. If a student is under 18 years of age, they must have their parents or guardians read and sign the Handbook Verification Form. The District cannot provide access to any student who, if 18 or older, fails to sign the Handbook Verification Form, or, if under 18, does not return the form as directed, with the student's signature (as appropriate) and the signatures of parents/guardians.

1. **Personal Responsibility**
   By signing the Handbook Verification Form, the student agrees not only to follow this policy's rules but also to report any misuse of the network to the teacher, aide, guidance counselor, principal, or technology director. Misuse means any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or their own property.
2. **Term of the Permitted Use**
   A student who submits to the school, as directed, a properly signed Handbook Verification Form and follows the policy to which they have agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Handbook Verification Form each year while they are students at the school, before they are given an access account.
3. **Acceptable Uses**
   a. Educational Purposes Only
      The District is providing access to its computer network and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the District to help you decide if a use is appropriate.
   b. Unacceptable Uses of the Network
      Among the uses that are considered unacceptable and constitute a violation of this policy are the following:
      i. Users should not violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use of any substance the possession or use of which is prohibited by the District's discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the network or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission to use them.

ii. Users should not cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that mislead message recipients into believing that someone other than you is communicating or otherwise using their access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, network, or information systems.

iii. Users should not jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; **don't impersonate another user**.

iv. Users should not make commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not share private information about yourself or others, including credit card numbers and Social Security numbers.

v. Users are responsible for the computer they are working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing hardware components, removing or loosening keyboard keys, removing mouse balls or the mouse itself, etc.

vi. Users will respect the privacy of information in other people's files and will not copy, destroy, or use it.

vii. Users will understand that there will be no playing of unauthorized games, nor any games commercially prepared or prepared by students brought into the District. The production of chain letters is also prohibited. No commercially prepared programs are to be brought into the District.

viii. Users will not attempt to install unauthorized software on the system or onto any computer, nor will they attempt to make a copy of copyrighted software. Users will only use software provided by the teacher.

ix. Users will not enter the operating system or control panels unless it is part of the course material.

c. Netiquette - All users must abide by the rules of network etiquette, which include the following:

i. Be polite. Use appropriate language: no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

ii. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

iii. Don't assume that a sender of email is giving their permission for you to forward or redistribute the message to third parties or to give their email address to third parties.

iv. Be considerate when sending attachments to the recipient's system and ensure they are in a format that the recipient can open.

4. Internet Safety

a. General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include exposure to materials inappropriate for school-aged pupils. Every user must take responsibility for their use of the computer network and the Internet, and avoid these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, they should report such use to a teacher, aide, guidance counselor, principal, or technology director.

b. Personal Safety

Be safe. When using the computer network and the Internet, do not reveal personal information such as your home address or phone number. Do not use your real name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parents' permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

c. Privacy

Network and Internet access are provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any usage of the computer network and Internet access and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

d. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered directly or indirectly, by any user or their parent(s) or guardian(s) arising out of the user's use of its computer network or the Internet under this policy. By signing the Handbook Verification Form, users are taking full responsibility for their use. The user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the District and all of their administrators, teachers, and staff harmless from any loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the District in the event of the District's initiating an investigation of a user's use of their access to its computer network and the Internet, whether that use is on a District computer or on another computer outside of the District's network.

e. Updates

Users, and if appropriate, the user's parent(s) or guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Handbook Verification Form, for example, to reflect developments in the law or technology. Such information must be provided by the user or their parent(s) or guardian(s), or a new Handbook Verification Form must be signed if the user wishes to continue receiving service. If, after you have provided your account information, some or

all of the information changes, you must notify the person designated by the District to receive such information.

f. Acceptance of Terms and Conditions
All terms and conditions stated in this policy apply to the St. Clairsville-Richland City School District. These terms and conditions constitute the entire agreement between the parties and supersede all prior oral or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio and the United States of America.

ATTENDANCE AND ABSENCES

A. Attendance

Regular school attendance is essential to academic success. Consistent attendance promotes student achievement, responsibility, classroom participation, and positive school engagement. Because classroom instruction, discussion, collaboration, assessments, and learning experiences cannot always be fully recreated, absences from school — whether excused or unexcused — may negatively impact student learning.

In accordance with Ohio law, all students enrolled in the District are expected to attend school regularly during the days and hours school is in session unless excused for a reason permitted by law or Board policy.

Attendance and punctuality are shared responsibilities between students and parents/guardians. Families are strongly encouraged to schedule appointments, vacations, and other non-emergency activities outside the school day whenever possible.

A student absent for the observance of a bona fide religious holiday or religious expression day shall be excused in accordance with Ohio law.

B. Excused Absences

Students may be excused from school for reasons including, but not limited to:

1. Personal illness or injury
2. Illness in the immediate family requiring the student's presence
3. Quarantine or contagious disease
4. Medical, dental, behavioral health, or counseling appointments
5. Death in the family
6. Religious observances or religious expression days permitted by law
7. Court appearances or legal obligations
8. Approved college or post-secondary visits
9. Military-related absences permitted by law
10. Foster care placement changes or related court proceedings
11. Homelessness-related absences
12. Approved educational enrichment or extracurricular activities
13. Driver education instruction permitted by law
14. Emergencies or circumstances approved by the Superintendent or designee
15. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time (students over 14 years of age only) when approved in advance by the Superintendent

The District reserves the right to require documentation or verification for any absence.

C. Reporting Absences

Parents/guardians are responsible for notifying the school of a student's absence and the reason for the absence between 7:30 a.m. and 9:00 a.m. on the day of the absence. The Elementary School office may be contacted at (740) 695-0884. A written excuse signed by a parent/guardian is required upon the student's return to school. Notes should include the student's name, date(s) of absence, reason for absence, and parent/guardian signature. Students must submit absence documentation within seventy-two (72) hours of returning to school unless otherwise approved by the administration. Failure to do so may result in an unexcused absence, and no credit will be issued for the work missed.

In accordance with Ohio law, the school will attempt to contact the parent/guardian of any student absent without prior notification. Parents/guardians are responsible for maintaining current home, work, and emergency contact information within Final Forms.

Students arriving late to school or returning after leaving during the school day must report to the office and sign in before returning to class.

Students who are 18 years old and living at home are still required to provide parent/guardian verification for absences unless otherwise approved by administration.

D. Documentation Requirements

Parent/guardian notes may be accepted for absences totaling up to seventy-five (75) school hours during the school year.

After seventy-five (75) hours of absence, the District may require official documentation for additional absences, including: physician notes, court documentation, counseling appointment verification, or other approved professional documentation. Absences without acceptable documentation after the 75-hour threshold may be considered unexcused.

E. Make-up Work

Students who are absent for excused reasons are responsible for contacting their teachers promptly upon returning to school to arrange for make-up work, assignments, and assessments.

Except in cases of pre-approved absences, students will have the same number of days missed to complete assignments due to an absence. Example: If a student misses 2 school days, the student must complete all missing work on the third school day back to school. Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to school unless other arrangements have been made with the teacher prior to an excused planned absence or extended illness. ***It is the student's responsibility to meet with all their teachers to secure missing assignments and reschedule missed quizzes and tests. Teachers have the authority to assign zeros for all work that is not made up within that time frame.***

Students serving in-school or out-of-school suspension will be permitted to make up missed assignments in accordance with District procedures. Make-up work related to religious expression days will be handled in accordance with Ohio law and Board policy.

F. Attendance and Extracurricular Activities

Students must attend at least three (3) hours during the school day in order to participate in or attend athletic contests, practices, performances, or other school-sponsored extracurricular activities on that day. Exceptions to this requirement must be approved by the principal or assistant principal.

G. Pre-Approved Absences

Students anticipating an absence for vacations, family emergencies, hunting, or other planned events must complete a pre-approved absence form. Forms must be submitted at least three (3) school days prior to the absence.

Pre-approved absences:

- Count toward total attendance hours unless otherwise exempted by Board policy
- May not be approved during semester exams, final exams, or state testing windows
- Require students to arrange make-up work with teachers before the absence whenever possible

Students are responsible for completing all missed assignments and assessments within the timeframe.

Pre-approved absences may be denied due to excessive attendance concerns or other administrative considerations. The Board discourages vacations and other non-emergency trips during the school year, as classroom instruction and participation cannot be fully replaced through make-up work.

H. Permitted Leaves and Early Dismissals

Students needing to leave school before the end of the day must provide a written note or a parent/guardian phone call to the attendance office prior to the start of the school day. **Text messages will not be accepted.**

Students leaving school early:

- Must sign out through the office
- Must provide official documentation for medical, legal, counseling, or college visitation appointments when applicable
- Must sign back in if returning to school the same day

Failure to follow sign-out procedures may result in disciplinary consequences.

I. Student Illness During the School Day

Students who become ill during the school day must report to a teacher, school nurse, or office staff member. Students may not leave class or school without permission. The school will contact a parent/guardian before a student is permitted to leave school due to illness.

J. Physical Education Excuses

Students requesting exemption from Physical Education must provide physician documentation specifying the medical condition, activity limitations, and length of exemption.

Students medically excused from Physical Education may not participate in athletics until cleared to return to Physical Education class.

K. Excessive Absences and Chronic Absenteeism

Student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning. The District is committed to working collaboratively with students and families to improve attendance and reduce barriers to school participation. A student is considered "chronically absent" when they miss 10% of the minimum number of hours required in the school year for any reason under O.R.C. §3313.48. In accordance with Ohio law, students may not be suspended, expelled, or otherwise excluded from school solely due to absences.

L. Attendance Intervention Process

The District utilizes a tiered attendance intervention process designed to provide increasingly intensive support as absences accumulate.

Tier One Intervention	
25 hours of absence	● A written attendance notification will be sent to the parent/guardian.
Tier Two Intervention	
50 hours of absence	● A written attendance notification will be sent to the parent/guardian. ● An Absence Intervention Team may begin working with the student and family to improve attendance. Parents/guardians may be invited to participate in developing an Attendance Intervention Plan. ● The District may connect families with school or community resources and supports.
Tier Three Intervention	
75 hours of absence	● A written attendance notification will be sent to the parent/guardian. ● The Absence Intervention Team may reconvene to review and revise the Attendance Intervention Plan. ● Additional attendance supports and interventions may be implemented. ● Parents/guardians may be asked to participate in attendance-related support programs or meetings. ● If required by law, the District may pursue additional truancy actions or referrals.

M. Attendance Supports and Interventions

The District may implement a variety of strategies and supports to improve attendance, including:

- Positive parent/guardian communication
- Student mentoring or check-in/check-out systems
- Counseling services
- Tutoring or academic support
- Attendance recognition and incentives
- Student success planning
- Before- or after-school activities
- Connections to school and community mental health resources
- Alternative scheduling when appropriate
- Positive Behavioral Interventions and Supports (PBIS)

Interventions will be individualized based on student needs and circumstances.

N. Unexcused Absence and Truancy

An unexcused absence (truancy) is any absence not permitted under State law or District policy. Examples of unexcused absences include:

- Oversleeping
- Missing the bus
- Unapproved personal appointments
- Leaving school without permission
- Unapproved trips or vacations
- Tardiness

O.R.C. §2151.011 defines "habitual truant" as any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for:

- 30 consecutive hours,
- 42 hours in one school month, or
- 72 hours in one school year.

Unexcused absences result in a zero (0) entered for all graded materials in each subject for the class period(s), day(s), or partial day of non-attendance without the opportunity to make up the missed work. **An unexcused absence may also be an absence by consent of a parent or with a parent's knowledge for a reason not acceptable to the school. Examples may include music lessons, hair appointments, car trouble, oversleeping, out-of-town, etc.** The consequences for unexcused absences (truancy) are as follows:

Duration of Truancy	Consequence
30 Unexcused Hours (Consecutive)	● School Administration will assign discipline/attendance restitution, which may include three (3) days Alternative School (CCAP) ● Possible Juvenile Court Referral
42 Unexcused Hours (One Month)	● School Administration will assign discipline/attendance restitution, which may include five (5) days Alternative School (CCAP) ● Possible Juvenile Court Referral
72 Unexcused Hours (One Year)	● Juvenile Court Referral
Additional Truancy	● School Administration will assign discipline/attendance restitution on a case-by-case basis ● Possible Juvenile Court Referral

Failure to attend assigned disciplinary consequences or attendance restitution may result in additional disciplinary action.

Students who skip individual class periods may also be assigned disciplinary consequences or attendance restitution. Students will be given three (3) tardies to class per semester. The teacher will notify the office of every tardy thereafter.

Students are expected to arrive at school and class on time each day. Students arriving after 8:45 a.m. are considered tardy. Students arriving late to first period or returning during the school day must sign in through the office.

Progressive consequences for excessive tardiness include:

Number of Tardies	Consequence
Three (3)	Warning
Four (4)	Three (3) Lunch Detentions
Five (5)	Two (2) 0/8 Periods
Six (6)	Three (3) 0/8 Periods
Seven (7)	Five (5) 0/8 Periods
Eight (8)	Saturday School
Nine (9) and above	Additional Saturday Schools and attendance restitution will be required for each additional tardy. Failure to attend the assigned restitution may result in assignment to the CCAP in-school suspension program.

School Administration may assign varying degrees of discipline based on the duration/frequency of tardies.

ACCIDENTS

All accidents that occur during school hours or on school property are to be reported to the nurse immediately. Please be sure a contact phone number is on file in the office in case of such an emergency. If this contact number changes, please call the school secretary and update FinalForms.

ANNOUNCEMENTS

Daily announcements are made to the entire school at the beginning of each school day. Please encourage your child to listen carefully to these announcements, as there may be information relayed that is important to them as a student and/or to you as a parent. Quite often, notices are distributed to the children regarding school matters. Please encourage your child to promptly bring the notices home to you. Also, be sure to check our website (stcschools.com).

ARRIVAL OF STUDENTS

Students walking to school or being dropped off by a parent/guardian **should not arrive before 8:10 a.m. The school is not responsible for any child arriving before this time.**

1. Bus students are to enter the building immediately upon arrival.
2. All students should go directly to their homeroom upon arrival.
3. Walkers and/or students transported by parents should not arrive in the building prior to 8:10 ~~8:25~~ a.m. These students are all required to use the crosswalk areas at the far west front of the building, adjacent to Norris Street. Students will be assisted in crossing the street by the School Crossing Guards provided by the city police department. Therefore, it is not necessary for parents to leave vehicles unattended to assist children. All students are to stay off the school lawn, trees, shrubbery, and fences adjoining the grounds.
4. Using the staff parking lot to drop off or pick up a student is **PROHIBITED!** The configuration of this parking area creates a very precarious situation for our children's safety.
5. **PARENTS, BE ALERT! WATCH OUT FOR OUR CHILDREN!** Teach your children to use caution when unloading vehicles.
6. Parents are not permitted to escort the student to or from classrooms at the beginning or end of the day. No parents are permitted to enter the building during drop-off/pickup times unless they have an appointment.
7. All students leaving during the school day MUST be signed out by school personnel, and the name of the individual (s) picking the child up must be on the emergency medical card, and they must show a picture identification (to be copied and kept on file) before the child will be released. NO EXCEPTIONS.

BICYCLE USE

Riding a bicycle to school is prohibited. The school will not be responsible for any situation involving a child's bicycle on school property.

BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. This privilege can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the bus driver's authority and must obey and respect the bus driver at all times. If a child presents a clear and present danger to the other students or the driver, the driver will bring the child to the bus garage or school immediately. At this point, parents will be contacted to transport their child. ***Students should be out waiting for the bus 5 minutes before the scheduled arrival time.***

If there is a bus transportation problem, please contact the bus garage immediately (740-695-2477). The office is not made aware of all bus incidents until the driver submits a written notice.

BUS RULES

While riding the bus, all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) determined by the bus driver. Any violation of these rules will result in disciplinary action, including suspension of riding privileges.

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. No eating or drinking on the bus.
4. Keep aisles clear at all times.
5. Keep hands, arms, feet, and head inside the bus at all times.
6. Do not open windows more than halfway.
7. No destruction of school property. Students involved in vandalism to a bus will be disciplined and required to pay for the damages.
8. No animals are permitted on the bus.
9. Do not leave the bus without the driver's permission.
10. Enter and exit only by the front door.
11. Do not throw objects inside the bus or out the windows.
12. Obey the driver's instructions to cross the road when boarding or exiting the bus.
13. Stay seated at all times and keep your hands/feet to yourself.
14. Do not move until the bus comes to a complete stop.
15. Pick-up and drop-off only at designated areas.
16. Always sit in your assigned seat.

First Offense:	Verbal/Written Warning by Driver
Second Offense:	Written Warning
Third Offense:	3-Day Removal from Bus
Fourth Offense:	5-Day Removal from Bus
Fifth Offense:	Possible Permanent Removal

CAFETERIA

St. Clairsville Elementary offers a breakfast and lunch program. The school does not permit students to eat meals in the cafeteria purchased from outside restaurants or fast-food establishments, or to bring cans of soda.

Students will be allowed to charge one meal if they have a negative balance on their account. After charging the limit, students will not be able to charge anymore. **No charges will be allowed after May 1st of each year**.

Free and reduced lunch forms are available on the first day of school, during the school year at the office, and on our website (stcschools.com). Students previously on the free and reduced-price lunch program may continue to receive these benefits for the first two weeks of school until a new form is received and approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch.

Breakfast: $2.00 Lunch: $3.75 Milk: $0.75

TOUCH SCREEN DEBIT SYSTEM

This is a debit system used in the cafeteria for lunch only. It is a program that enables students to deposit money in their personal cafeteria accounts. Parents are asked to deposit money into their child's cafeteria account by sending cash or a check to the school with their child, or by paying online using PaySchools Central (payschoolscentral.com). When paying by check, please make the check payable **to "St. Clairsville Elementary Cafeteria."** Please make sure the student's and teacher's names are printed on the bottom of the check. Also, place the check or cash in an envelope with the student's name and the teacher's name. The debit system provides:

1. Elimination of lunch money collection by the elementary teachers
2. More accurate information for reports on the number and types of meals served to speed up State reimbursement
3. Ability to deposit funds to cover lunch money on a weekly or monthly basis
4. The same process for all students to receive lunch

CANCELLATION/EARLY DISMISSALS

A. School Cancellation

There may be an emergency during the school year that could cause school to be canceled for a day or a short period (snow, icy roads, furnace failure, etc.). We ask that you DO NOT CALL the school offices, officials, or other school personnel, but listen to the local radio and television stations. Also, a message will be sent to your home by phone.

B. Emergency Dismissal

The St. Clairsville Schools may have to dismiss early during the school day due to snow, icy roads, or other emergency situations. Your child should be given instructions on the procedures to follow in the event of an early emergency dismissal. Please listen to local radio and television stations for specific information and any changes to the emergency dismissal procedure. Also, a message will be sent to your home by phone.

CELL PHONE AND ELECTRONIC DEVICE POLICY

In order to respect the important work of the classroom and the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for the St. Clairsville Elementary School.

1. Cell phones and electronic devices are to be kept inside your backpack at all times. This also includes the bus ride to and from school.

2. If a cell phone or electronic device rings, vibrates, is used for any reason, or is visible anytime during class time, or if you are caught using it during class time or while walking around campus, you will be asked to surrender your device.

3. Refusal to surrender your device when asked is insubordination. Insubordination can result in suspension, and your parent/guardian will be contacted.

    - First Offense – The device will be held in the school office until the end of the school day. Students may pick up the device after school.

    - Second Offense – The device will be held in the school office until the end of the school day, and detention(s) will be issued. Only a parent/guardian may pick up the device.

    - Third Offense – The device will be held in the school office. Further consequences, determined by the building principal and/or Superintendent, will include Saturday School or suspension. Only a parent/guardian may pick up the device.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the school and update FinalForms of any change in address or telephone number without delay. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

CHILD ABUSE

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

CONFERENCES

Parent/teacher conferences are encouraged and always welcome. Parents should call ahead to schedule an appointment to ensure the teacher will be available. Special conference days are established throughout the year.

CUSTODY

Parents have an obligation to inform the school whenever a child's custody changes. The school officials **will need to see the original court order** and will copy the sections pertaining to the child's custody. It is the responsibility of the parent/guardian to send current paperwork to the school office.

DISCIPLINE

A. Philosophy

It is considered a fundamental understanding by each student and their parents that any teacher or school official has not only the right but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program. It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures. The building principal is charged with the proper enforcement of discipline in the total school setting. They have the discretionary authority to use, or authorize other certificated personnel to use, the following disciplinary measures to correct pupil behavior:

1. Arrange pupil conferences
2. Establish loss of privilege(s)
3. Assign detention
4. Arrange a parent conference
5. Recommend/require counseling
6. Implement emergency removal
7. Assign suspension
8. Call juvenile authorities and/or notify police
9. Cite to Juvenile Court
10. Recommend expulsion to the Superintendent
11. Insist upon restitution

B. Discipline Code

Anything not listed specifically but causing a disruption to the educational process may be treated as insubordination. A violation of any of the school's rules may result in disciplinary action, including suspension or expulsion. A suspension will not exceed ten (10) days.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in a school operated by the Board or provided on any property owned or controlled by the Board, or misconduct by a student that occurs off property owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

C. Student Harassment/Bullying

The Board of Education recognizes that a student has a right to learn in an environment untainted by harassment or discrimination. Prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, weight, and/or disability. For the purpose of this policy, racial/ethnic harassment is defined as physical, verbal, or any other behavior, including written, non-verbal, or pictorial expression, that either recklessly disregards the harmful effect of the behavior on or the intent to hurt or intimidate, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' member's race, color, religion, or natural origin. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including offensive sexual flirtations, advances, and propositions, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual, and the display of sexually suggestive objects or pictures. Harassment of a student

with physical impairment based on height, weight, or disability is defined as physical, verbal, or any other behavior that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' members. Discipline will be imposed.

D. Hazing/Bullying

Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition in this policy. ***Jessica Logan Act (3313.666)***

E. Code of Conduct

1. **<u>Disruption of School</u>**

   A student shall not, by the use of violence, force, coercion, threat, noise, hazardous action, or repeated violations of code, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.

2. **<u>Assault – Physical, Student Harassment, and Threats</u>**

   The Board of Education recognizes that a student has the right to learn in an environment free from harassment or discrimination. Conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, weight, and/or disability is prohibited. A student shall not hit, grab, or behave in such a way as to cause physical injury to another person. This includes hazing, menacing behavior, unwanted touching, acts of violence, or placing any individual in a situation where the physical or mental well-being of an individual is in danger. **Racial/Ethnic harassment** is defined as a physical, verbal, or any behavior, including written, non-verbal, or pictorial expression that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt or intimidate, a specific individual, group of individuals, or an organization's member's race, color, religion, or national origin. **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Behaviors such as offensive sexual flirtations, advances, propositions, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual, and the display of sexually suggestive objects or pictures are included. Harassment of a student with a **physical impairment** based on height, weight, or disability is defined as physical, verbal, or any other behavior that disregards the harmful effects of the behavior on, or the intent to hurt, a specific individual, group of individuals, or organization by referring in derogatory and insulting fashion to that individual, group of individuals, or organization's members. **DISCIPLINE WILL BE IMPOSED.**

3. **<u>Damage or Destruction of Property</u>**

   A student shall not cause or attempt to damage property, including the building (i.e., writing on walls or desks), grounds, buses, books, equipment, or materials. Discipline could include up to five days of suspension and restitution for damages, with possible Juvenile Court charges.

4. **Narcotics**

   A student shall not possess, use, transmit, or conceal drugs or "look-alike" narcotics or drugs or be under the influence of any narcotic, drug, or other controlled substance. A student shall not possess drug or smoking paraphernalia. Students shall not possess, use, or transmit steroids or similar substances unless prescribed by a medical doctor. Discipline will be imposed, and parents and authorities will be notified.

5. **Alcoholic Beverages**

   A student shall not possess, consume, transmit, conceal, buy, or be under the influence of any alcoholic beverage.

6. **Tobacco**

   A student shall not smoke, transmit, conceal, use, or possess any tobacco product, including vapes or e-cigarettes. Smoking is defined as having a lit or unlit cigarette or other smoking equipment in hand or mouth. The product will be confiscated, and parents and authorities will be notified. Discipline will be imposed.

7. **Leaving School Grounds**

   A student shall not leave school grounds during the school day without parental and/or administrative approval.

8. **Cheating**

   A student shall not use any unauthorized information from any source to try to improve academic or extracurricular performance.

9. **Truancy**

   A student shall not be absent from school except for reasons stated under Attendance in this handbook. Absences other than those excused are unexcused, and tests, homework, or other assignments missed may not be made up. Instead, they will receive a failing grade.

10. **Falsifying**

    A student shall not falsify the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

11. **Absence from Class**

    A student shall not skip a class nor leave any class without the permission of the instructor.

12. **Profanity and/or obscene language**

    A student shall not use any form of profanity, indecent, or obscene language, messages, pictures, publications, signs, or gestures, either written or verbal. Discipline could include up to 5 days of suspension.

13. **Pornographic Material**

    A student shall not possess or display pornographic material.

14. **Improper Conduct**

    A student shall not conduct themselves in an obscene or immoral manner. This includes **intimidating, threatening, degrading, or disgraceful acts.** A student shall not engage in any acts that intimidate, threaten, degrade, disgrace, or appear as any of these actions towards a teacher, fellow student, visitor, administrator, school employee, or member of the Board of Education by written, verbal, or gestural means.

15. **Disseminating Information**

    A student shall not disseminate information, verbally or in writing, about individuals that may be construed as inflammatory, malicious, or derogatory.

16. **Emergency Medical Authorization**

    Each student must turn in a copy of the Emergency Medical Authorization form required by the State of Ohio, signed by their parent/guardian, by September 16th.

17. **Boy/Girl Decorum**

    It is expected that a student has personal pride and that they will observe acceptable standards of behavior in school. Undue familiarity or intimacy in a school setting is considered inappropriate and in poor taste; e.g., hugging, kissing, or walking arm in arm is not acceptable.

18. **Theft/Trespassing**

    A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property belonging to another student, visitor, teacher, or employee of the school district. Nor shall they enter a room or area of the school without authorization. Discipline will be imposed, full restitution made, and possible Juvenile Court charges filed. This includes receiving stolen property.

19. **Bus Conduct**

    A student's failure to observe bus rules will result in disciplinary action that could include the denial of the privilege.

20. **Throwing Snowballs or Other Objects**

    A student shall not throw snowballs or other objects in the vicinity of the school, as this is a dangerous practice.

21. **Activity That Changes or Alters Any Student or Staff Records**

    A student is not permitted to alter or change any written or electronic record.

22. **Detrimental Behavior**

    A student's behavior that is detrimental to a proper school and/or school activity atmosphere, as prescribed by the Administration or as outlined in the student handbook for the building in which the student is enrolled, is prohibited.

23. **Extortion**

    A student is not permitted to be involved in the act of extortion.

24. **Falsely Reporting Incidents**

    A student may not falsely report incidents, make accusations, or give false testimony to school personnel.

25. **Fighting**

    A student shall not fight, incite, and/or encourage others to fight. Fighting could result in up to 10 days of out-of-school suspension. The school may also find it necessary to arrange a parent-student conference to reach a final resolution. In the case of an unprovoked attack, the aggressor shall be suspended under the above regulation until possible Juvenile Court charges are filed.

26. **Gambling**

    A student shall not gamble for money, valuables, or gain.

27. **Immoral Act**

    A student shall not commit an immoral act.

28. **Insubordination and/or Disobedience**

    A student shall not be insubordinate and/or disobedient in refusing to obey reasonable directions given by school personnel.

29. **Loitering, Littering, or Causing a Disturbance**

    A student is not permitted to loiter, litter, or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site while either coming to or from school activities or during the school day or during school activities.

30. **Repeated Offenses or Flagrant Violations**

A student shall not have repeated offenses or flagrant violations of any school rules or accepted standards of school behavior. **Repeated violations** are defined as a student repeatedly failing to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel, and will result in disciplinary action.

31. **Unauthorized Touching**

A student is prohibited from engaging in unauthorized or inappropriate touching, including hitting, grabbing, or pushing.

Violation of State Student Mandates

A student shall not be in violation of state student mandates, including, but not limited to, required immunization. The student will be disciplined and referred to court depending on the offense.

32. **Violations of Federal or State Statutes**

A student shall not violate federal or state statutes on school premises or while involved in school activities.

33. **Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline**

A student who violates the terms of suspension, expulsion, or other forms of discipline may receive additional discipline and will be referred to court, depending on the offense.

34. **Dangerous Weapons**

A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon, ordnance, or instrument. This list, though not complete, includes, but is not limited to, firecrackers, lighters, sharp instruments, knives, guns, or any objects that resemble them, including TOYS, stun guns, ice picks, switchblades, brass knuckles, chains, chemicals, and gases, including mace and pepper spray.

35. **Arson or Attempted Arson**

A student shall not commit or attempt arson. Unauthorized use of fire is prohibited.

36. **False Alarms**

A student shall not make false alarms, including fire and/or bomb threats.

37. **Fireworks, Explosives, or Other Such Instruments**

A student is not permitted to possess, use, or threaten with the use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the school. (To include: inert explosives ordinance that could/would induce panic.)

38. **Misuse of Computers**

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend specific user accounts. Full text of our district's Acceptable Use & Internet Safety Policy for the Computer Network is available on the website (stcschools.com) at each building's library, and the St. Clairsville Public Library.

39. **Pocket Pagers or Other Electronic Devices**

A student must follow the school policy prohibiting the use or possession of pocket pagers and other electronic communication devices. Unapproved devices will be confiscated. **This includes pagers, digital cameras, *Game Boys,* iPods, MP3 Players, etc.** (unless these items are pre-approved by the administration for educational purposes). If a student needs to call home, they need to do so from the school office. The above items will be confiscated, and parents will need to make arrangements to pick them up from the building principal.

40. <u>Vandalism of Computers</u>

Vandalism is defined as any malicious attempt to harm or destroy the property of another user or of any other agencies or networks that are connected to the Internet. Vandalism includes but is not limited to the uploading, downloading, or creation of computer viruses, as well as tampering with hardware or software.

DISMISSAL OF STUDENTS

Student dismissal is at approximately 3:10 p.m. for students who walk; 3:25 p.m. for bus students.
Parents are not permitted to escort the child from the classroom. Use of the faculty parking lot is prohibited. Vehicles may be towed at the owner's expense!

A. BEFORE THE END OF THE DAY

Requests for student dismissal during school hours must be made in writing to the classroom teacher. Parents are responsible for signing the child out in the office or in the designated area. Children leaving early must be signed out. Individuals removing the child must show identification to office personnel and be noted on the emergency medical card. No student will be permitted to wait outside the building.

B. CHANGE IN ROUTINE

If a child is to go to another person's home, they must bring a note explaining to their teacher the change in plans. Please make sure that the other person's name, address, and telephone number, as well as the bus number, are on the note. If a child is going home with a classmate, **two** notes must be brought to school, one from the parent giving permission to visit and one from the parent whose child is to be visited. Bus students are not permitted to have guests accompany them home on the bus without approval from the office. We are responsible for your child's safety and need to know where your child will be in the event of an emergency. If your child is to go home any way other than they normally do, they are to bring a written note from home explaining the change. Without a note, this will not be permitted. **Should an emergency arise, students will only be released to individuals noted on the student's emergency card, and that individual MUST present a picture ID.**

C. WALKER DISMISSAL

At 3:05 p.m., a Kindergarten teacher will bring out one class at a time and stay with them under the modular breezeway. The teacher will announce the class brought out and hold a sign indicating the class. The principal or Dean of Students will also announce the class from the corner of the building. In addition, two other staff members will be at the end of the breezeway to walk the students to their parents/guardians. They will have each student show them their parent/guardian and wait for the parent/guardian to wave back before releasing the student. Finally, the staff will watch the student walk to the parent/guardian.

D. CROSSING GUARDS

The crossing guard(s) assists with the traffic flow in the gravel lot. Traffic is blocked until all students and parents are loaded into their vehicles. Any remaining students will wait with a staff member in a designated area. At 3:20, any remaining students will be brought back to school once all cars have exited the parking lots, and their parents will be called.

DRESS CODE

A student shall comply with the dress code policy while on school grounds, in school-related activities, or while using school transportation. A student's attire for school directly reflects his or her self-esteem and school pride. Students' dress should be appropriate to educational activities and the school environment, and governed by good sense, good taste, and cleanliness. Much responsibility is placed on parents regarding students' appearance.

The dress and grooming guidelines set forth below are necessary to promote discipline, maintain order, ensure student safety, and provide a healthy environment conducive to academic purposes. Such guidelines prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Causes excessive wear or damage to school property;
4. Prevent the student from achieving their educational objectives due to blocked vision or restricted movement.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff or that have an inappropriate neckline.
2. Dresses, skirts, and shorts must be no shorter than mid-thigh.
3. No shirts with inappropriate or obscene images or writing
4. No hats or bandanas in the building, unless used as a student-earned reward, incentive, or on school spirit days.
5. No coats are worn in the classroom.
6. No inappropriate piercing will be permitted. Pierced ears are permitted.
7. No shorts will be permitted from October through April.
8. Hairstyles that disrupt the academic process are not permitted.

Shoes: Anchored at the heel, gym shoes on gym days, casual, comfortable shoes.

Final interpretations of appropriate dress and grooming reside with the building principal and/or their designees.

DRESS POLICY

Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel. Parents and school personnel share responsibility for addressing any situation involving inappropriate attire. On the days students have physical education, they should wear appropriate clothing and tennis shoes.

DROPPING ITEMS OFF AT SCHOOL

1. When delivering items from home (lunch, homework, money, etc.), please leave the item with the office staff.
2. Make sure all items are labeled with the student's name and the teacher's name. **DO NOT GO TO THE STUDENT'S ROOM.** The office will make sure the items get to the student.

EMERGENCY REMOVAL FROM PREMISES

If a student's presence poses a continuing danger to persons or property, or an ongoing threat to disrupt the academic process, a school official may remove the student from curricular or extracurricular activities or from the premises without prior notice or hearing. During an emergency removal, a student can be kept out of class until the matter of their misconduct is addressed through reinstatement, suspension, or expulsion.

FEES

It is the parents' responsibility to pay all fees owed to the school. If you are currently receiving funds from Aid to Dependent Children (ADC) or Ohio's Disability Assistance Program, you are eligible for a waiver for any fees associated with participation in a course of study. Any unpaid charges or fees that have not been paid by the end of the year could result in report cards being held. Current class fees are as follows:

Kindergarten:	$40.00
First Grade:	$40.00
Second Grade:	$40.00
Third Grade:	$40.00
Fourth Grade:	$40.00

FIELD TRIPS

Students will participate in various field trips throughout the school year. These activities are curriculum-based and determined by the classroom teacher. A student may be denied such privileges due to extreme, inappropriate behavior. If the trip fee is not paid due to negligence rather than financial hardship, the student will remain at school.

FLOWER DELIVERIES

No flower deliveries to celebrate birthdays or special occasions are allowed to be delivered to the school.

HUNTING

For hunting to be considered an excused absence, a completed Hunting Form (available from the office), a copy of a valid hunting license and tag, or a letter of permission from the landowner is needed for prior approval by the building principal and/or his or her designees. This is limited to one day per year. Any student in current violation of the Attendance Policy or who has been suspended will not be permitted time off for hunting and will be charged with an unexcused absence.

INDOOR RECESS

Children are sometimes sent to school with minor illnesses, and parents request that they be kept indoors during recess. We will attempt to comply with requests of this nature, provided that they are for a short period. Should your child need to stay indoors for more than two days, we ask that a note from the attending physician accompany the request. The note from you and the doctor should specifically state the reason for the request, the duration, and any other conditions that will help us provide proper care for your child.

INVITATIONS

Party invitations **will only** be distributed at school if all boys or all girls (or both) from the student's homeroom are invited.

MEDICAL CONCERNS

A. Immunization Law (ORC 3313.67 – 3313.671)

Children who do not have evidence of proper immunization will be excluded from school after 14 days.

B. Bee Stings and Other Allergies (including food allergies)

1. Parents/guardians are responsible for informing the school administrator of the child's allergies.
2. The parents/guardians are responsible for providing the school with the bee-sting and/or allergy medication(s) and a doctor's statement on how the medication is to be administered.
3. In the event of a food allergy and following parent/guardian notification to the school administrator, a food/allergy action plan will be developed per the Board of Education Policy.

C. Emergency Medical Treatment

Parents/guardians are responsible for informing the school of the emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat their child with and the hospital they wish to have their child cared for in an emergency.

MEDICATION

A. Medications should be administered at home whenever possible.

1. Children are not allowed to carry medication (prescription or non-prescription) on their person at any time. These medications can be confused with illegal drugs.
2. Children are not allowed to self-medicate. A school staff member must dispense medication.

B. Prescription drugs may be administered at school only if:

1. A signed order from the physician and a signed parent permission form are brought to school with the prescription. No medication can be dispensed unless this is received.
2. The prescribed medication is in the **original prescription container** (the pharmacist will provide a container for school if you request it) labeled with the following information:
    - Student's name
    - Date
    - Name of the drug
    - Dosage and time interval
    - Doctor's name

C. Non-prescription medication may be administered at school only if:

1. A **school medication permission form*** is completed and signed by a parent/guardian.
2. No medication can be dispensed unless a permission form is received.
3. Medication is in the original container.

***Medication authorization forms for prescription and non-prescription drugs are available in the office and on our website (stcschools.com – Under Nurse). Forms expire at the end of the year or if there is a change in the prescription. A copy of the medication order form must be filed with the office. For medications related to allergies, this information must be filed with the office, as well.**

MONETARY COLLECTIONS

At various times during the school year, monetary collections are made (pictures, sales, assemblies, etc.). Information regarding these matters will often be distributed to the children to take home to parents/guardians. Announcements will be made daily during these collection periods. Please encourage your child to listen carefully to these announcements and to bring home any parent/guardian notification letters received.

PERSONAL BELONGINGS

Children should learn at an early age the value of personal belongings (including money), the responsibility of caring for these items, and respect for other children's belongings. Often, during a school year, some children will experience the trauma of having their belongings lost, broken, or stolen. To prevent such trauma, keep all valuables at home. Although we at the Elementary School will assist as much as possible should your child experience difficulty with personal items, we will not be responsible for any item that is lost, broken, or stolen. Therefore, we ask that you label items and take some time to instruct your child on the responsibility of caring for their own belongings and respecting fellow students' belongings.

PETS

Pets should be kept at home. Special permission may be obtained if a pet is to be brought as part of a classroom lesson. Transporting pets on school buses is prohibited.

PHYSICAL EDUCATION EXCUSE

We will comply with requests to be excused from physical education due to illness, provided the requests are for a short period. Should your child need to be excused from physical education classes for more than two days, we ask that a note from the attending physician accompany the request. The note from you and the doctor should specifically state the reason for the request, the duration, and any other conditions that will help us provide proper care for your child.

PLAYGROUND RULES

At the beginning of the school year, school personnel will review rules with students. School rules also apply on the playground.
A coat must be worn at recess during cold weather.

PROMOTION/RETENTION POLICY

A. Promotion

A student will be promoted to the succeeding grade level when they have:

1. Completed the course and State-mandated requirements at the presently assigned grade;
2. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. Demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

B. Retention

1. Parents are informed in advance of the possibility of a student being retained at a grade level.
2. Efforts will be made to remediate students' difficulties before they are retained.
3. Students may be retained if they are truant for 10% or more of the required school days and have failed at least two (2) courses of study unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
4. The **Principal** has the final responsibility for determining each student's promotion, placement, or retention.
5. A student may be placed at the next grade level when retention would no longer serve as a positive intervention.

GRADE SCALE

Percent	Letter
94-100	A
91-93	A-
88-90	B+
84-87	B
81-83	B-
78-80	C+
74-77	C
71-73	C-
68-70	D+
64-67	D
61-63	D-
0-60	F

PUBLICITY PICTURES

If your child is in a classroom or group that is taking part in a special event and/or activity, their picture may be taken and used for publicity purposes in the newspaper, T.V. station(s), and/or website. If you do not wish your child's likeness to be used, please complete the Media Release form in FinalForms and inform the classroom teacher and the office personnel.

SAFETY ENTRANCE AFTER 8:45

Anyone entering the building will utilize the Raptor System. Visitors must scan their photo ID, print out a badge, and proceed to the main office. No visitors will be allowed inside the building without proper identification.

SCHOOL NURSE

Students have access to a school nurse. Injuries and illnesses will be directed to her immediate attention. Parents/guardians may or may not be contacted at the discretion of the school nurse.

GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is important to reduce the spread of disease and prevent your child from acquiring another illness while resistance is low. We follow the communicable disease guidelines provided by the Ohio Department of Health (odh.gov).

A. Chicken Pox

Incubation is 13 to 21 days. Reddened, raised spots that turn into blisters and later form a scab. May have a fever. The rash generally starts on the trunk of the body, then spreads to the face, neck, arms, and legs. Children may return to school when all lesions are dry and scabbed.

B. Common Cold

Sore throat, watery discharge from the nose and eyes, sneezing, chilliness, and generalized discomfort. Exclusion from school is encouraged during the first 24 to 72 hours to help prevent the spread of infection.

C. Conjunctivitis (Pinkeye)

Incubation is 24 to 72 hours. The child may have redness, swelling, burning, itching, watery or yellow discharge from the eye, and sensitivity to light. There will be an exclusion from school until no medication for 24 hours. Need a note from a doctor before returning to school.

D. Fever

If your child's temperature is 100 degrees Fahrenheit or higher (or 1-2 degrees above the child's normal temperature), they will not be permitted to return to school until they have been **fever-free for a full 24 hours without medication**. Remember, fever is a symptom indicating the presence of an **illness.**

E. Fifth Disease ("slapped cheek")

Incubation for 5 to 10 days. A solid bright red area begins on the cheeks and then spreads to the upper arm, legs, trunk, hands, and feet. Rash frequently disappears, becoming lace-like in appearance. A rash may recur for several weeks after exposure to sunlight, exercise, heat, or emotional stress. Students may attend school. However, if your child feels ill or has a sore throat, please keep them home and contact your doctor.

F. Flu

Abrupt onset of fever, chills, headache, and sore muscles. A runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and they are fever-free for 24 hours, without medication.

G. <u>Head Lice</u>

Lice are small, grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts close to the scalp. Nits are much easier to detect than lice. They are small white specks usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after being treated with a lice shampoo, and **ALL LIVE BUGS HAVE BEEN REMOVED. Please bring your child to school and have them visit the school nurse before they can be released back to class. Any child with live bugs will be sent home.**

H. <u>Impetigo</u>

Incubation for 2 to 5 days. Small blisters filled with thin, yellow fluid, which later develop into crusted, pus-like sores. It may be accompanied by itching. Usually found on the face, elbows, and knees. It will spread if left untreated. Need a note from the doctor to return to school.

I. <u>Pain</u>

If your child complains or behavior indicates that they are experiencing persistent pain, evaluation by a physician should be done before being sent to school.

J. <u>Pinworms</u>

The life cycle requires 3 to 6 weeks. Anal irritation, itching. Exclude until treated for at least 24 hours. Pinworms of animals are not transmissible to man. Need a note from the doctor to return to school.

K. <u>Ringworm</u>

Ring-like lesions that tend to clear in the center. Exclude until released by the doctor or the skin is clear. Students should be on medication at least 24 hours before returning to school.

L. <u>Scabies</u>

It may appear in days or weeks. Small blisters, irritation, or burrows under the skin, between fingers, on arms, legs, back, or abdomen. Intense itching at night. Exclude until treated. Need a note from the doctor to return to school.

M. <u>Skin Rashes</u>

Skin rashes of unknown origin should be seen by a physician before your child is sent to school.

N. <u>Strep Throat and Scarlet Fever</u>

Strep throat begins with a fever, a sore, red throat, pus spots on the back of the throat, and tender, swollen glands in the neck. Scarlet fever has all the symptoms of strep throat, as well as a strawberry appearance to the tongue and skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home until they have received 24 hours of antibiotics and have been without fever or vomiting for 24 hours without medication. Most physicians advise rest at home for 1-2 days. ANTIBIOTICS FOR STREP INFECTIONS ARE TO BE TAKEN FOR 10 DAYS OR UNTIL ALL MEDICATION IS GONE. Only when these directions are followed is the strep germ eliminated from the body, regardless of how well the child feels after the first few days of medication. It is also recommended that you discard and replace toothbrushes if you have this illness.

O. <u>Vomiting and Diarrhea</u> (Intestinal Viral Infections)

If your child has vomiting or diarrhea related to a virus, they should remain home until they are symptom-free for 24 hours.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT

SCHOOL PROPERTY

Students are responsible for all books and articles issued belonging to the school district. A fee may be charged to cover the cost of lost or damaged articles.

SMOKE/TOBACCO-FREE ENVIRONMENT POLICY

Please be aware that our smoke/tobacco-free environment policy prohibits smoking and other tobacco use on the school's property. This includes use inside buildings and in vehicles in parking lots. Parents will be asked to vacate the property. Students caught with vapes will result in disciplinary action.

STUDENT PLACEMENT

It is the policy of St. Clairsville Elementary School to separate siblings within the same grade level for the following reasons:

1. to foster independence and individual growth
2. to eliminate competitiveness
3. to prevent classroom disruptions
4. to alleviate distractions among peers
5. to encourage relationships with a variety of peers

STUDENT RECORDS

A. Parent/Guardian Access

a. Parents/Guardians requesting access to their child's records must be granted access within 4-5 days of the request.
b. Parents/guardians have the right to receive copies of their child's records. The school may charge for the actual cost of duplicating records.
c. Parents/guardians have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
d. Parents/guardians have the right to an opportunity for a hearing to challenge the contents of those records.

B. Non-Custodial Parent

a. A divorce or change in custody does not change the rights of a natural parent to their child's records.
b. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
c. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers them.

C. Child Custody

a. Parents/guardians and students have an obligation to inform the school whenever a child's custody changes.
b. The school officials will need to see and copy court papers pertaining to a child's custody.

D. Parent/Guardian Conferences

a. Parent/guardian/teacher conferences are always welcome
b. Call ahead to schedule an appointment to ensure the teacher is available.

E. Student Address and Phone Number

a. Parents/guardians and students have an obligation to keep the school informed when the home address and/or phone number changes. FinalForms should also be updated. This is very important for emergency medical reasons.

F. Student Rights and Directory Information (Notice of Rights)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach age 18 or attend a school beyond high school. Students to whom the rights have transferred are "eligible students."

a. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
b. Parents or eligible students have the right to request that a school correct records they believe are inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
c. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - School officials with legitimate educational interests;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies and
    - State and local authorities within a juvenile justice system, pursuant to specific State law.
d. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

e. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under FERPA. The complaint must be timely (submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state clearly and succinctly specific allegations of fact, giving reasonable cause to believe that the school has violated FERPA.
    - Family Policy Compliance Office
      U.S. Department of Education
      400 Maryland Avenue, S.W.
      Washington, DC 20202-4605

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll. The parent or adult student has a right to review a copy of the Board's policy governing educational records by contacting the Superintendent's office.

SURVEILLANCE

St. Clairsville Elementary School is under camera surveillance twenty-four hours a day, seven days a week. Cameras are posted both inside and outside the buildings.

SUSPENSION/EXPULSION

The student is provided due process rights under school board policy and the laws of the land when a student must be suspended or expelled for willful or persistent violations of the school code. (Revised Code of Ohio 3313.66.)

1. The principal or superintendent (in the absence of the principal) may suspend a student from school (curricular, extracurricular, or school premises) for not more than ten days beyond the current school year. The first day of suspension will begin on the date of removal.
2. This policy shall not be construed to require notice and a hearing in the case of normal disciplinary procedures in which a student is removed for less than 24 hours and is not subject to suspension.
3. This policy is made available to students and parents upon request.
4. Grounds for suspension shall include, but not be limited to, any violation of the School Discipline Code.

TARDINESS AND EARLY DISMISSALS

Tardy is defined as arriving at school or class after the final morning bell or the signal identifying the start of a new period (class).

1. The tardy bell rings at **8:45 a.m**. (Students must be **in their classrooms by 8:45.**)
2. Students arriving late to the building **must first report to the office, and their parent must sign them in**.
3. Students arriving between 8:45 a.m. and 9:00 a.m. will be marked tardy a.m.
4. Students leaving after 2:20 p.m. will be recorded as an early dismissal.

Being late to class or to school in general is, at times, unavoidable. However, chronic tardiness to class or school is disruptive and disrespectful to the education process as a whole and negatively affects the education of the chronically late student. For these reasons, the following discipline procedure is implemented:

1. On a student's 3rd tardy to class or school, the student shall receive a verbal warning.
2. If tardiness continues, and the student is tardy six (6) times, a letter will be sent home to the parent(s)/or guardian(s), advising them of the situation and explaining that their child is continuing to disobey the school's policy on tardiness. Furthermore, continued disobedience may result in the filing of unruly charges with the Belmont County Juvenile Court.
3. If the parent/guardian continues to habitually disregard the policy against truancy and their child is tardy fifteen (15) times to school or class, the school may request attendance restitution in the form of after-school detention.

TEACHER REQUEST POLICY

No parent requests will be accepted for specific homeroom teachers.

TELEPHONE POLICY

1. Teachers will not be called from the classroom to answer the telephone unless an emergency arises.
2. Messages will be relayed in writing and placed in the teacher's mailbox and/or by e-mail.
3. Students should not expect to use the office phone to call home because books, homework, etc., were left at home.
4. Students must obtain a pass from their teacher in order to use the telephone.

THRILLSHARE

With the convenience of mass calling, we can quickly contact all families within minutes with urgent and non-urgent news. We expect to use the service for school closings, delayed openings, or early dismissals due to bad weather. We will also use this service to contact you in the event of a crisis at school, send reminders, and share important school information.

All announcements will be sent to your primary phone number on file at school. In an **emergency,** urgent message situation, calls will be made to your primary number and to additional phone numbers and email addresses that you have added to your personal emergency contact list. If you choose not to add more emergency contacts, urgent messages will go to your primary phone number **only.** If, for any reason, you choose not to participate and would like your primary phone number removed, please contact the school office at 740-695-0884. By declining, you will **not** receive Thrillshare announcements.

VISITORS

The modular building in front of the school is not the main office. It is utilized for classrooms. Visitors to this building must also report to the main office first.

1. All visitors to the school must utilize the Raptor System. Visitors must scan their photo ID, print the badge, and proceed to the main office. **No one is permitted to enter any classroom unless cleared by the office and the teacher first.** This is a must to prevent classroom interruptions.
2. The parking lot across the street from the Elementary is for volunteers and anyone coming into the building. Be aware that you will be asked to move your vehicle if it is parked in the faculty lot (on the same side as the building). These numbered spaces are reserved for school employees only. **VEHICLES IN VIOLATION MAY BE TOWED AT THE OWNER'S EXPENSE!**

ST. CLAIRSVILLE ELEMENTARY SCHOOL WELLNESS POLICY

The St. Clairsville Elementary staff takes pride in educating students in many aspects of life, including overall well-being. The Wellness Policy is intended to guide parents, teachers, and students in making smart choices that affect who you are today and who you will be tomorrow. Priority is given to keeping all children well and to teaching an understanding of self-respect by making healthy choices physically, emotionally, and in our eating habits.

A. Food Safety Guidelines

To ensure food safety, all food and beverages used for snacks, rewards, and parties must be prepackaged by the manufacturer and sealed/unopened, with the nutrition and ingredient label provided on the package. **No homemade items will be allowed at any time.** In addition, all items must not contain traces of peanuts or tree nuts and cannot be manufactured in a facility that may contain peanuts or tree nuts. (Look for warning alerts such as *"processed in," "manufactured in," and "may contain traces of"* used by most manufacturers.) Teachers' use of candy or snack rewards within the classroom must comply with the food safety guidelines. Food rewards should not exceed one serving per student and must be monitored by the teacher.

B. Well-Balanced Parties

To maintain the Food Safety Guidelines in the Wellness Policy, teachers will be responsible for planning a well-balanced party. Teachers will choose a variety of items from the approved food list and distribute selections based on the serving size as indicated on the packaging. Teachers will be responsible for reading package labels and verifying that all food items comply with the Food Safety Guidelines. Treat bags provided at holiday parties may contain only non-food items; therefore, candy treat bags are prohibited.

C. Party Planning Letter

Teachers will use a uniform letter when requesting food for parties or celebrations. This letter may be altered by the teacher to meet classroom needs. Each letter must include the Food Safety Guidelines.

D. Daily Snack

Per the classroom teacher, a daily snack may be scheduled. Teachers who choose to schedule snack time during the school day are expected to follow the Food Safety Guidelines. Snacks may be managed in three ways: (1) a rotating calendar managed by the classroom teacher where families take turns sending in a snack for the whole class, (2) the teacher may collect money and purchase snacks to be distributed, or (3) students may bring in an individual snack-must not be a leftover lunch item and must be packaged in a separate container from lunchbox due to cross-contamination with other food allergens. For the safety of all students, the Wellness Committee has approved a food list that must be followed, regardless of the management method.

E. Birthday Celebrations

Any parent wishing to send in items to celebrate a child's birthday must choose a nonfood item. No candy treat bags will be permitted. Suggested items include pencils, erasers, bubbles, or a donated item, such as a book, in honor of your child's birthday.

*All food used within the classroom, outside of that provided by the cafeteria, must come from the approved food list unless otherwise approved by the administration.

*It is important to note that variations to the Wellness Policy's Food and Safety Guidelines may be necessary to meet all student needs and ensure safety.

APPROVED SNACK, PARTY FOOD, AND BEVERAGE LIST

A. Beverages

Fat-free or 1% milk
Water
100% Fruit Juice

B. Fruits (Focus on fruits) and Vegetables (Vary your veggies)

Fruit of any kind (whole, unpeeled, unopened)
Vegetables of any kind (whole, unpeeled, unopened)
Vegetable Trays (must follow Food-Safety rules)
Fruit Trays (must follow Food-Safety rules)
Fruit Sauces
Fruit Cups
Fruit Slices
Fruit Snacks

C. Protein Food (Go lean with protein)

Turkey
Chicken

D. Grains (Make at least half your grains whole)

Cereals	Cereal Bars
Popcorn	Pretzels
Flour tortillas	Rice Cakes
Animal Crackers	Graham Crackers
Oatmeal cookies	Muffins

Bread or Buns (wholegrain is the best)
Crackers (examples: goldfish, Cheez-its, Ritz, or any cracker made with grains)
Pizza (no extra cheese or meat, and covers both meat and dairy groups)

E. Dairy (Get your calcium-rich foods; we encourage low-fat or fat-free when possible)

Pudding	Yogurt
Ice cream	Sherbet
Cheese	Cottage Cheese
Whipped Topping	

F. Foods Cooked in Oils

Chips (corn, tortilla, vegetable)
Salad Dressings (Fat-Free)

G. Sweets (no nutritional value; should only choose one item from this list per party and maintain serving size)

Cookies	Popsicles
Potato Chips	Mini Cup Cakes

Hershey syrup (can be used in addition to a sweet)

POLICIES RELATING TO THE SCHOOL HEALTH PROGRAM

1. School policy requires a phone call to the elementary office between 7:30 and 9:00 a.m. on the day of absence.
2. In addition to the phone call, a note explaining the absence is recommended when your child returns to school.
3. If your child becomes ill at school, you will be called to pick them up. Please make sure the school is aware of any changes to telephone numbers. We will call the numbers listed on the emergency medical form if you are not available.
4. All Kindergarten students must have had a physical exam prior to starting school. Also, students must have updated immunizations, including Kindergarten boosters.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The St. Clairsville-Richland City School District ("District") has designated certain information contained in the education records of its adult education students as directory information for purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding adult education students is considered directory information: name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance at the District; date of graduation; most previous educational agency or institution attended; degrees, honors, and awards received; e-mail address; or any other information which would not generally be considered harmful or an invasion of privacy if discussed.

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult education student, i.e., for release of such information to current or prospective employers; publication of information in the local newspaper; including such information in a student directory; or displaying such information on the District's website.

Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the Refusal to Release Directory Information form, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the District cannot give information, without your written, dated, and signed consent, to any of the following or place information regarding the student on or in any of the following*:

Yearbook	Class t-shirts	School Website	Parents' Night
Awards	Class Picture	Newspaper	Employers
Honor Roll Lists		Graduation Programs	Prospective Employers
Perfect Attendance		Scholarship Information Building	Student Directories
Student Recommendation Letters		Student Awards (month, subject area)	
Class Lists on Doors		Student Projects on Display in Buildings	
Birthdays Posted with Student Names			

*Please note that the above list cites examples and is not all-inclusive

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by completing the form and filing it with the Central Office located at 108 Woodrow Avenue, St. Clairsville, OH 43950, Attention: Superintendent, within 20 days after receipt of this notice. This form is located on our website (stcschools.com) under the "Forms and Links" tab.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

The Children's Internet Protection Act (CIPA) is a federal law that mandates Internet filtering, acceptable use policy, and teacher-to-student monitoring, among other things. CIPA compliance is a requirement for E-Rate program participation for eligible services other than telecommunication. Internet filtering is in effect to reduce inappropriate or harmful material, electronic mail, chat rooms, unauthorized hacking, etc.

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This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

Please visit the school website:
stcschools.com

ST. CLAIRSVILLE ELEMENTARY SCHOOL

120 Norris Street
St. Clairsville, OH 43950
Phone: 740-695-0883
Fax: 740-695-2753
Website: stcschools.com

Ms. Amber Galloway, Principal
Mrs. Dana Gallagher, Guidance Counselor

STUDENT HANDBOOK VERIFICATION FORM

Your signature indicates the following: You have read and understand the contents of the St. Clairsville Elementary School Student Handbook. You agree to abide by all rules and regulations communicated in the handbook, both stated and implied. You understand that the School has the right to amend rules and regulations as necessary during the school year. In this case, a notice of amendment may be sent to all students' families and take effect upon announcement. You are committed to fulfill the obligations according to the requirements of the handbook as a condition of enrollment.

_____ _____

Student Name (print) Grade

_____

Student Signature (if appropriate)

_____

Parent/Guardian Name (print)

_____ _____

Parent/Guardian Signature Date