

Introduction

On behalf of the teachers and staff at Versailles Middle School we take pleasure in welcoming you to the 2026-27 school year! To help make your experience more enjoyable, this handbook will serve as a reference for the daily operation of the school, our rules, regulations, and expectations.

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

We are proud of our school faculty and students, and striving for excellence will be our goal, which can only be reached by fostering a cooperative effort between the students, teachers, administration, parents, and community. Therefore, we look forward to working with you to help ensure that this year will be the best year yet!

Good luck to you this school year.

Mr. Jon Hemmelgarn
Versailles Middle School Principal

MISSION STATEMENT VERSAILLES MIDDLE SCHOOL

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

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Mrs. Janelle Whittaker
Mrs. Karla Frilling
Mrs. Susan Buschur
Mrs. Amy Shappie

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Mrs. Mandy Graves
Mrs. Kori Saintignon
Mrs. Lindsey Ausborn

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FAMILY LIFE CONSUMER SCIENCE

Mrs. Jacqueline Nomaou

GUIDANCE K-8

Mrs. Michelle Hartings

SCHOOL NURSE

Mrs. Tracy Cordonnier

Grade 6

[Mrs. Danielle Cesaroni](#)
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Mr. Jason Ahrens
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[Mr. Andrew Foltz](#)
Mr. Troy Luebke
Mrs. Amy Shappie
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Mrs. Sundra Bey
Mrs. Holly Keiser

ART

Mrs. Sarah Sutter
Mrs. Michelle Ranly

PHYSICAL EDUCATION

Mr Nick Rhoades
Mr. Brian Shappie

PROJECT LEAD THE WAY/STEM

Mr. Adam Miller

EMIS & DISTRICT TEST COORDINATOR

Beth Simons

MENTAL HEALTH SPECIALIST

Mrs. Sarah Depoy

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PARENT-STUDENT HANDBOOK

This booklet is designed to give you and your child helpful information regarding VERSAILLES MIDDLE SCHOOL. We hope you will read it carefully to understand the rules of the school to make this a successful school year.

1.0 SCHOOL LOCATIONS

1.1 SCHOOL ADDRESSES AND PHONE NUMBERS

Versailles Middle School

280 Marker Road

Versailles, OH 45380

Phone: 937-526-4426 Fax: 937-526-3480

1.2 STUDENT & PARENT VISITORS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the principal first, and then secondly with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities. In order for the educational program to continue undisturbed, when visitors are present, and to prevent the intrusion of disruptive person into the schools, it is necessary to invoke visitor controls

The Superintendent or Principal has the authority to prohibit the entry of any person to a school of this District or to expel or cause to be expelled, any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.) Background checks and confidentiality forms are required for volunteers to be permitted to be in classrooms and/or working with students. Visits to the school building are further governed by the Board of Education's most recently adopted School Student/Parent Handbook.

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

Legal

ORC 3313.20(A)

Cross References

BG (Also GBD) - Board-Staff Communications

KGB - Public Conduct on District Property

KI - Public Solicitations in the Schools

1.4 STUDENT SCHEDULE-STUDENT DAY

Student supervision is provided @ 7:45AM. Students should not arrive prior to that time. Middle school students report to the K-6 gym immediately upon arrival at school. Students arriving prior to 7:45AM to meet with a teacher must report to the office. Grades 5-8 school day is from 8:00AM - 3:05PM.

STUDENT PERIOD SCHEDULE

5th & 6th Grade	7th Grade	8th Grade
8:00-9:10 Period 1	8:00-9:10 Period 1	8:00-9:10 Period 1
9:12-10:22 Period 2	9:12-10:22 Period 2	9:12-10:22 Period 2
10:24-11:35 Period 3	10:24-11:30 Period 3	10:24-11:30 Period 3
11:35-12:05 Lunch	11:30 - 12:00 Lunch	11:30 - 12:00 Lunch
12:10-1:30 Period 4	12:05-1:00 Period 4	12:05-1:00 Period 4
1:32-2:15 Period 5 (5 th grade specials)	1:05 - 1:30 Period 5	1:00 – 2:15 Period 5
2:17-3:05 Period 6 (6 th grade specials)	1:32-2:15 Period 6A (specials)	2:15 - 3:05 Specials
	2:17-3:05 Period 6B	

2.0 CURRICULUM

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

3.0 SPECIAL SERVICES

3.1 GUIDANCE

4.0 REGISTRATION AND WITHDRAWAL

4.1 REGISTRATION OF STUDENTS (AR792)

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

Upon enrollment in the Versailles Exempted Village School District a pupil must:

- (1) present copies of the immediately prior sending school's records of said pupil's attendance and performance
- (2) present a certified copy of the original birth certificate for inspection
- (3) current state issued federal identification of the parent/guardian that is registering the student.
- (4) present proof of residency such as a utility bill, property deed, or lease agreement showing residential address within the Versailles School District, full name of parent/guardian, and recent date (within 6 months). "Junk mail" does not qualify.

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

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

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

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

4.2 REQUIRED IMMUNIZATION COMPLIANCE & MEDICAL REQUIREMENTS

OHIO STATE LAW 3313.671 - A record of immunizations, in accordance with state recommendations and requirements, must be present upon initial registration of each student. State Law requires that no student, at the time of initial entry, shall be permitted to remain in school for <14 days unless the school nurse is provided official documentation that the 1st dose of each immunization sequence has been administered AND subsequent doses are not yet due ("In Progress" not "Due").

1. Official Documentation of Compliance with the following required immunizations (K-12):

K-6th Grades:

- a. **4-5 doses of DPT** - 5th dose required if 4th dose administered prior to 4th birthday
- b. **4 doses of Polio** - 4th dose must be administered on or after the 4th birthday, regardless of the number of previous doses
- c. **2 doses of MMR** vaccine
- d. **3 doses of Hepatitis B** vaccine
- e. **2 doses of Varicella** (chicken pox) vaccine - Dose #1 on or after 1st birthday

7th Grade:

- f. **1 dose of Tetanus** vaccine (Tdap or Td) must be administered **prior to** 7th grade.
- g. **1 dose of Meningococcal** vaccine (MVC4) must be administered **prior to** 7th grade.

12th Grade:

- h. **2nd dose of Tetanus** (Tdap or Td) vaccine must be administered **prior to** 12th grade **BUT** after the age of 16. *(2nd dose not required if 1st dose given after age 16.)*

2. Medical examination by a physician (**Required for Kindergarten**, Recommended 1st-12th)

3. Vision Exam by an Optometrist (Recommended K-12th)

4. Dental Exam by a Dentist (Recommended K-12th)

4.3 WITHDRAWAL OF PUPILS

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

5.0 STUDENT ATTENDANCE

5.1 NOTIFICATION OF ABSENCES

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

- A) If the absence is expected, parents are asked to notify the school before the student is absent from school. This can be done with a phone call, visit, or note. If a student's absence is unexpected, the parents should call the school anytime before 9:00 AM
- B) If parents have not notified the school, school officials will call the home, hoping to contact a parent, babysitter, relative, or other person responsible for the absent child, generally beginning calling at 9:00 AM.
- C) Students will be considered unexcused if the school cannot get ahold of the parents or if the parents do not reach out to the school.

Parent Options (If requested in writing)

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

Middle school students can check Google classroom for assignments they are missing while out sick. Physical work can be requested if a student is out multiple days. School staff will do their best to send all necessary materials from a student's locker so homework can be completed, but the sole responsibility for materials falls with the person requesting the homework.

5.2 DEFINITION OF EXCUSED/UNEXCUSED ABSENCES

The following reasons will be accepted as (but not limited to) excused absences:

PERSONAL ILLNESS

VACATION WITH FAMILY (see 5.2 Vacations for limitations)

RELIGIOUS HOLIDAYS OR CEREMONIES

FUNERALS (Attending with parents)

DOCTOR'S APPOINTMENTS

IN-SCHOOL SUSPENSION

WEDDINGS (Attending with parents)

ATHLETIC CONTESTS WHERE A BROTHER OR SISTER IS PARTICIPATING

The following reasons may be considered unexcused absences:

MISSED BUS (principal's discretion)

OVERSLEEPING

SUSPENSION (out of school)

LEAVING SCHOOL GROUNDS

VACATIONS (on state testing days)

STUDENT TEXTING A PARENT REQUESTING TO GO HOME

FAMILY EMERGENCY & FAMILY DAYS - Details must be provided and will be at the principal's discretion for absence type.

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

5.2 (A) WRITTEN EXCUSES

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

5.2 (B) MEDICAL AND DENTAL APPOINTMENTS

Students will be excused for medical or dental appointments and time missed will be applied to the school hours of attendance. Students are asked to present a doctor's note stating the date and time of the appointment upon return to school for the absence. Students gone over their lunch period will not have the 30 minute lunch period count against time missed. Doctor's excuses must be turned in within 48 hours of the appointment. (Weekends and non-school days excluded). See 5.2(F) for additional information regarding medically excused absences.

5.2 (C) VACATIONS

Absence due to family vacations should be requested in writing on the vacation request form AT LEAST ONE WEEK PRIOR to the first day of absence for that vacation. If a student requests work before vacation, it is expected they will have it completed upon return to school. Students may be assigned additional time for completion (i.e. Homework Helps, Saturday School). VACATION REQUEST, AT THE PRINCIPAL'S DISCRETION, COULD BE MARKED UNEXCUSED BASED ON STUDENT ATTENDANCE, ACADEMIC PROGRESS, LENGTH AND TIMELINESS OF ABSENCE, OR TEACHER FEEDBACK.

5.2 (D) TARDINESS

Students will be given 3 tardies without penalty. After 3, all tardies are considered unexcused and are subject to disciplinary action at the principal's discretion. **ALL tardies will count against perfect attendance and perfect attendance awards.**

The following reasons will be considered as unexcused tardies:

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

5.2 (E) EARLY LEAVE

Students who leave early (between 2:24-3:05) will have time missed applied to hours missed for student attendance. Students who leave early without a medical excuse can have up to 3 per year. For each additional early leave after 3 discipline/intervention may be applied at the principal's discretion. **ALL early dismissals will count against perfect attendance and perfect attendance awards.**

5.2 (F) RELIGIOUS EXPRESSION DAYS POLICY SUMMARY

Students in grades K-12 may be excused for up to three religious expression days per school year to observe holidays or participate in activities related to their faith or religious belief systems. These absences will not count toward absence hour calculations for parental notification purposes:

- Parents/guardians must provide written notice to the principal within 14 days of the school year start or enrollment
- Alternative accommodations for examinations or academic requirements will be provided
- Students may participate in extracurricular activities on approved religious expression days
- Requests will be approved without inquiry into the sincerity of religious beliefs
- The District maintains a non-exhaustive list of major religious holidays, but students may request days not on the list

Any concerns about policy implementation should first be addressed with the relevant staff member, then escalated to the principal, Superintendent, and Board if necessary.

View the complete Religious Expression Days Policy ([JEDC](#))

5.2 (G) MEDICAL EXCUSES

Protocol for determining excused, unexcused, and medically excused absences ([click here](#))

5.3 MAKE-UP WORK

Students are responsible for making up all work assigned during absences. The following guidelines apply based on the nature of the absence:

Excused Absences: Students have one school day to make up missed work for each day absent (e.g., two days missed = two days to complete make-up work) for full credit. Any work submitted after that window may be granted up to 50% credit at the discretion of the administrator.

-For Vacation Absences:

- Parents may request make-up work prior to an extended absence (two or more consecutive days).
- Requests must be submitted in writing at least **one week** before the first day of the absence.
- Unexcused vacation absences fall under unexcused absences for make-up work.

- All requested work must be completed and submitted upon the student's return to school or a Saturday School may be issued for the student to complete the missing work.

Unexcused Absences: Students have one school day to make up missed work for each day absent (e.g., two days missed = two days to complete make-up work); however, the maximum credit awarded for any work completed following an unexcused absence is 50% (unless otherwise determined at the administrator). Any work submitted after that window may be granted 0% credit at the discretion of the administrator.

Definition of Truancy and Excessive Absences:

1. Chronically Absent is when a student has missed 10% or more of the total school hours missed **FOR ANY REASON**. 10% = 115 hours at Versailles (1 day = 6.59 hours). After a student reaches the 10% threshold, all future absence hours will be unexcused, unless a doctor's note is obtained (including vacation).

2. Habitual Truancy. The following hours are based on **unexcused absences** only (Possible Court Charges)

- a. 30 consecutive unexcused hours
- b. 42 hours in a month
- c. 72 hours in a school year
- d. Or not making "adequate progress" while on an Absence Intervention Plan

Absence Intervention Plan (AIP): When a student becomes habitually truant, the district will develop an Absence Intervention Plan within 14 school days by convening an Absence Intervention Team including school staff and the parent/guardian. The plan will be implemented for 60 days and progress will be monitored. If the student does not make satisfactory progress during the 60 day period, the district must file a truancy complaint with juvenile court

Parent Notification Requirements: If your student reaches any of the above thresholds, you will receive notifications. All notices will include the total number of hours missed, whether the absences are excused or unexcused, the applicable threshold reached and the required next steps. Notices will be provided in writing within 7 days of the student reaching the statutory threshold under ORC 3321.191(B). After a student reaches the 10% threshold, all future absence hours will be unexcused, unless a doctor's note is obtained (Including vacation)

It is important to understand that tardies, early dismissals, parent-excused absences, and medically excused absences also count toward absence hours. If a student's absence exceeds the above thresholds for excessive absences, the school may require a medical note for absences beyond the threshold or it may be considered an unexcused absence. Medical excuses must be turned in within 48 hours of the appointment (weekends and non-school days excluded). The district must notify parents of students who have excessive absences' with or without a legitimate excuse (both excused and unexcused absences). Letters will be sent home if students miss 5% of the hours (60 hours) and 10% threshold (115 hours) in a year.

It is the intent of the district administration to work with parents and students to avoid truancy and excessive absence issues. Questions regarding the attendance changes of **(State Law)**, can be found on the Ohio

Department of Education website at education.ohio.gov. Students who meet habitual truancy thresholds will be reported to Juvenile Court.

5.5 TRUANCY

Students who meet habitual truancy thresholds will be reported to Juvenile Court

5.6 ABSENCES RELATED TO HEAD LICE

Students who are sent home with head lice are subject to the following attendance policy:

The DAY the student is SENT HOME and the DAY IMMEDIATELY FOLLOWING (Treatment Day) are considered MEDICALLY EXCUSED ABSENCES, unless however, the "Treatment Day" falls on a day school is not in session. ***Upon returning to school, the student(s) must be accompanied by a parent or appointed guardian and be evaluated by the school nurse (or Principal) prior to returning to the classroom, unless other prior arrangements have been made with the school nurse.***

Students are permitted a total of 52 hours, or 4 separate lice related incidents, during the school year. Any hours missed beyond the 52 hour or 4 incident limits will be considered unexcused.

5.7 GENERAL RULES ON ATTENDANCE

1. Students in after 8:00 AM will have time missed applied to their school hours of attendance.
2. Students arriving between 8:00-8:20 without a medical excuse will be considered tardy.
3. Students arriving after 8:20 without a medical excuse will receive a partial **unexcused** absence.
4. Students out prior to 3:05 will have time missed applied to their school hours of attendance.
5. 30 minute lunch time does not count against school hours of attendance.
Lunch time: 11:30-12:00 for 7th & 8th grade. 11:35-12:05 for 5th & 6th grade.
6. Perfect attendance is perfect attendance. Students must have no time missed.

5.8 APPOINTMENTS

Middle school students leaving for an appointment must be signed out of the office by a parent. Students with an appointment slip can sign themselves in when returning from an appointment. Time missed for appointments will be applied towards students' school hours of attendance.

6.0 SCHOOL HEALTH

6.1 EMERGENCY MEDICAL FORM

In accordance with law, the parents of all children will be asked to sign and submit an emergency medical authorization through FINAL FORMS, which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child. These will be kept readily available in the school office and sent with teachers on field trips.

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

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

6.2 ADMINISTERING MEDICATION

Parents/Guardians are required to submit proper documentation in order for students to receive medication, over-the-counter (OTC) or prescription medications, while at school or during a school related event. Versailles **"School Medication Form"** can be found on the school website and in the School Health Services Clinic. ***This form now includes ALL types of medication including self-carry inhalers, epinephrine & other rescue medications. No other form is required.***

The following information must be included on the School Medication Form according to the type of medication.

All Medications

1. Parental/Guardian permission for medication administration is required and granted with the Parent or Guardian's signature and date in the appropriate section of the School Medication Form.
2. A Parent/Guardian must notify the school nurse immediately if a medication is no longer required or not to be administered.
3. **A new School Medication Form must be completed for medication changes or dose adjustment.**
4. Parents/Guardians will be required to pick up any unused medication (OTC or prescription). With the exception of Self-Carry medications, no medications will be sent home with students.
5. The School Medication Form expires at the end of the school year and a new School Medication Form must be completed each school year
6. All expired medications & any medications not picked up by parent/guardian will be discarded.

Over-the-Counter Medication (OTC) Form to be completed by a Parent/Guardian

Include the following information:

1. The Name & Dose of the medication
2. The Time, Frequency & Method of administration
3. The Reason for Use & the Date to Begin
4. Parent or Guardian's Signature and Date
5. If known, The Date to End and any Special Instructions or possible adverse side effects

All OTC medications must be in the **original container** which **must NOT be greater than 2 inches** in diameter. Any containers larger than 2" will not be accepted. Unless the student's condition is of chronic nature (migraines, cramps etc), it may not be acceptable to retain OTC medications in the School Health Services Clinic for greater than one month. Parent/Guardian(s) will be contacted & requested to pick up the unused medication.

Prescription Medication Form is Required to be Completed, Signed & Dated by Practitioner

The following information should be included on the form:

1. Name of the medication (Brand & Generic preferred but not required)
2. Prescribed Dosage/Strength
3. Time, Frequency & Route medication is to be administered
4. Date to Begin & Date to End (by end of the school year)
5. Reason for Use & any Adverse Side Effects to report
6. Any Special Instructions or an Explanation of request for Teacher's comments if needed
7. Practitioner's Printed Name, Signature, Phone number and Date signed

Parent/Guardian will be notified if a student refuses to take the prescribed medication.

Self-Carry Prescription Medications Form Completed, Signed & Dated by Practitioner as above AND in addition, must include specific information related to Ohio's Self-Carry Inhaler and/or Epinephrine Laws. These laws:

- Permit Ohio students to carry their own inhalers and/or epinephrine ONLY with prescriber and parental/guardian permission
- Require the prescriber to list instructions of actions to take & or who to contact if medication does not produce expected relief or result
- Require the prescriber to list symptoms & required intervention(s) if Life-Threatening symptoms are expected if another student should receive this medication which was not prescribed to them
- Require the prescriber to acknowledge that he/she has determined the student is capable of possessing & using the self-carry medication & device appropriately & that he/she has provided the student training related to proper use of medication & device
- Require the form to include the phone numbers to contact the prescriber &/or parent/guardian(s)

The School Medication Form, with these specific Self-Carry requirements addressed, must be completed & on file with the Athletic Dept and/or School Health Services **prior to** the student being permitted to self-carry medication during school or school related activities whether participant or spectator (ie: any summer, fall, winter or spring extracurricular practice, performance or event: sports, band, choir, theater, FFA, team event, etc.)

If a student is unable to self administer these medications in the moment, staff will administer per package directions. If epinephrine (autoinjector or intranasal) is administered, school staff will contact area emergency medical service immediately (calling 911).

THE SCHOOL MEDICATION FORM IS LOCATED AT THE BACK OF THIS HANDBOOK

6.3 POLICIES FOR CONTROL OF HEAD LICE

Students identified with head lice infestation by the school nurse will be sent home for treatment. Upon pick up, the school nurse, or designated staff, will provide education for parent(s) or appointed guardians, related to head lice treatments, actions to take to eliminate the pest from the home and requirements for student's return to school.

Verbal or written instructions may include:

- Importance of completing the overall process thoroughly in order to prevent recurrence
- Hair/scalp treatment options & Importance of repeating as directed on treatment sheet
- Process for identifying & removal of ALL nits on hair shaft and/or live lice after treatment
- Importance of looking for & removing nits initially & again over several days & weeks
- Identification of nits and/or live lice on family members & treating if discovered
- Necessity of communicating findings to others in close contact & the school nurse
- Process for managing clothing, bedding, hair accessories etc to prevent recurrence
- Process for student(s) returning to school after treatment for Head lice

If treatment is found to be ineffective by the school nurse, parent(s) will be contacted & the student(s) may be sent home to restart the overall treatment process.

See Section 5.6 for absences pertaining to head lice.

Health Clinic Visits

Students must receive permission & preferably a written pass from the school nurse, Office Secretaries, Teacher, Teacher Aide or Principal to visit the clinic. The school nurse will assess the student complaints & symptoms, frequency of visits/complaints & number of school hours missed to date to determine the student's options: return to class, be dismissed home, or rest in the Health Clinic with further observation. The school nurse may also choose to conference with the parent/guardian about the decision/options.

If the student is dismissed home, regular sign-out procedure will be followed (contact with parent/guardian or emergency contacts via phone, email or text) to receive permission and arrangements for student to be released home.

If unable to contact a responsible adult, the student will either be allowed to stay in the Health Clinic or be sent for further medical evaluation (as per the student's emergency medical form). This decision will be made by the school nurse &/or administrators.

7.0 STUDENT SERVICES

7.1 INTERIM REPORTS (Midterm)

Progress reports are issued four times during the year. Progress reports will only be issued to students who have an F or incomplete on the most current midterm report. Parents are encouraged to check "Gradebook" throughout the school year to oversee student progress.

7.2 GRADE CARDS (Progress Reports)

Grade cards are issued four times a year to parents, at the close of the nine-week grading period. Using an Assigned Username and Password, parents may view student progress reports, grades and attendance on-line using "Gradebook". There is a link to GradeBook on our district website (www.versailles.k12.oh.us under the "Academics" header).

7.3 PARENT - TEACHER CONFERENCES

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

7.4 VERSAILLES TESTING PROGRAM GRADES 5-8

Fifth Grade

State Assessment: reading, math, science
Cognitive Abilities Test (CogAT)

Sixth Grade

State Assessment: reading, math

Seventh Grade

State Assessment: reading, math

Eighth Grade

State Assessment: reading, math, science

7.5 Promotion/retention in grades 5-8, the following will apply:

1. At the close of the school year a student may be:

- A. Promoted
- B. Advanced or
- C. Retained

2. To be promoted means that the student has made a passing grade in each major subject.

3. To be advanced means that the student is moved to the next grade level because of the student's age and psychological and sociological welfare.

4. To be considered for retention, the student must have failed one or more of the following subjects: reading, science, English, social studies, or math.

5. Before a student is retained, a conference should be held with the guidance counselor, principal and others to share mutual findings before any decisions are made. In any case, the administration will make the final determination.

7.6 REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

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

7.7 TELEPHONE

Except for emergencies, students will not be permitted to call home.

7.8 CAFETERIA

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

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

3. Students in grades 7-8 will be offered the "Grab & Grow!" specialty line in addition to the items listed on line 1.

4. All ala carte items in the cafeteria will follow the nutritional guidelines outlined by the Versailles School Wellness Policy.

5. Charge tickets will not be issued. These will be flagged by the new Point of Sale system. Students are not allowed to charge ala carte items.

6. Middle school students are not permitted to use microwaves.

7.9 PROCEDURE FOR MILK SENSITIVITY, INTOLERANCE & LIFE-THREATENING ALLERGY The Ohio Department of Education has a specific procedure related to Milk Substitution for Children with Medical or Special Dietary Needs. Students with a milk sensitivity (non-anaphylactic allergy) or lactose intolerance, will not be served a replacement for milk without a licensed practitioner's written request for substitution. Students with a Life-Threatening Allergy should obtain a medical note from a licensed practitioner describing the student's condition and recommendations for substitutions and provide this documentation to both the school nurse and the Director of Food Services. The student will only be served the item(s) recommended by the practitioner. This may or may not include or be limited to fruit juice or water. Ref: ODE/OSHN Policy Statement NSLP 12-09

7.9 PRESIDENTIAL AWARDS/PRINCIPAL'S AWARD

To be recognized with a Presidential award students must earn all A's and P's (for pass/fail classes) for the year end average. To be recognized with a Principal's Award students must earn all A's and P's (for pass/fail classes) for the year end average all four years of middle school

8.0 TRANSPORTATION

Please make sure that you have provided us with accurate information regarding your child's transportation needs. If you have any questions, please call the transportation office at 937-526-4773.

1) Because we need to allow bus drivers the opportunity to learn their routes, there will be no changes for any reason to bus routes within a two week window of the start of the school year. This means if you have a permanent change in pick up and/or drop off (even if the stop is on the route) this change will not be granted until after this two week period. The last day to make any changes in bussing before the beginning will be posted each year. The transportation office closes at 3:00 p.m. that afternoon so all requests must be in by that time. All bus requests after the two week window must be on an established route unless you are moving to a new residence or moving into the district. Permanent changes are those that will be in effect for the remainder of the school year. You are required to provide 48 hour notice for any change request. In all cases 48 hour notice excludes weekends and days when school is not in session.

2) All parents will need to establish one pick up and/or one drop off address for their child/children. This means each day your child will get on the bus at one stop and get dropped off at one stop. Even though the pick-up and drop-off address must be the same every day of the week, they can be different from each other. You can request your child be picked up at home, but be dropped off at the babysitter. Parents won't be permitted to provide the driver with an inconsistent work schedule and request that their child get picked up and dropped off at a different location depending on the day of the week. Schedules must be consistent, very day, allowing no daily changes. See details/examples below.

a) Parents that have shared parenting, with documentation on file, will be permitted to have their child picked up and dropped off at both addresses as long as both addresses are in the Versailles District. However, the schedule must be the same each week. Parents will not be permitted to have an every other week arrangement for bussing. An example that will work: Mon., Wed., & Fri. at mom's house and Tues., Thurs., at dad's house.

b) Students will not be permitted to ride home with another student on the bus or to be dropped off at another location other than their assigned drop off address. Example: A student brings a note from home stating that she/he is spending the night at a friend's house. Sending a note with your child requesting a bussing change cannot be permitted. Any exceptions will require 48 hour notice, approval by the transportation department, and must be a minimum of 5 consecutive days on an established stop on the student's current bus route. No transfer of bus routes will be approved. No family will be approved for more than two requests per year.

c) Students will be permitted to get on the bus at any established stop on their current bus route without 48 hours notice. Students CAN NOT ride any bus other than their assigned bus.

d) One, two, or three hour delays will follow the following guidelines: Students will be permitted to get on the bus at another assigned stop on their route where they will be recognized by their bus driver. This does not need to be cleared through the transportation dept. We will not allow a student to ride any bus but their assigned bus.

e) Emergency situations will allow for a change without prior approval, but will require the approval of the Superintendent of the Versailles School District or the Transportation Coordinator. Building secretaries and the child's teacher are not authorized to make this decision. An example of an emergency situation would be an accident, sudden health emergency, death, or something unforeseen.

3) Students must be picked up/dropped off at a valid address with a valid house number with a door to door pickup. The only exception would be if a road is closed and the bus is not able to travel down the road.

4) All bussing changes require 48 hour notice and must be made directly to the transportation department, 526-4473. Notes to a teacher requesting a change cannot be granted.

5) As always, we will not make any bussing changes regarding babysitters if the babysitter is not on an established route. Keep in mind that babysitter changes will need to be a permanent change.

6) The transportation department has established bus stops in town. These stops are only available for students in grades K-6. You must complete a transportation request and be approved to get on at the bus stop.

All final decisions on transportation requests rest with the Transportation Supervisor and Superintendent of the Versailles School District.

8.1 STUDENT CONDUCT ON SCHOOL BUSES (JFCC(Also EEACC))

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear to traffic;
2. Arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. Not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. Sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. Reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
- 6) Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure the safety;
- 7) Keep the vehicle clean and sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
- 8) Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
- 9) Remain seated keeping aisles and exits clear, keep head, arms, and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
 1. Be courteous to fellow students and to the driver;
 2. Treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden); 1 of 2 Versailles Exempted Village School District, Versailles, Ohio File EEACC-R (Also JFCC-R)
 3. Not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
 4. Carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation. The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

8.2 PUPIL/PARENT RESPONSIBILITIES

1. Pupils will ride only on assigned buses.
2. Discipline procedures that go beyond the bus driver will be handled as follows:
 - a. Driver will report disruptive students to the building principal and parents will be notified.
 - b. Second offense will result in a letter or phone call to the parents advising them that the student will be excluded from riding unless the student modifies his behavior.
 - c. Third offense will result in the student being suspended from riding the bus for a specified period of time.
 - d. Immediate suspension may result if offense is of a serious nature.
3. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus "on schedule".
4. Buses operate on a time schedule as outlined by the Transportation Supervisor. This schedule will not permit waiting for tardy students.
5. Parents will be responsible for any damage done to a bus by their children.
6. Pupil responsibilities:
 - a. Load and unload from bus at its designated stop in an orderly manner.
 - b. Ride only the regularly assigned bus and unload at the regular stop.
 - c. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
 - d. Noise on the bus should be kept to a minimum. The same behavior is expected on a school bus as in the classroom. Pupils may talk quietly if the driver permits.
 - e. Pupils should not change seats while the bus is in motion.
 - f. Pupils must not throw anything while a passenger on the bus.
 - g. Pupils must not hang any object or part of their body outside the bus window.
 - h. Cross the street at least ten feet in front of the bus and upon the signal of the driver.
 - i. Pupils are not permitted to transport animals on the school bus.
 - j. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus they should go directly to their homes, not to mailboxes in particular.
 - k. No electric device of any kind is permitted unless administrator approved.
 - l. Pupils must sit only in their assigned seats or wherever the driver places them.
 - m. No profanity allowed.
 - n. A serious offense such as smoking, lighting matches, playing with sharp objects, etc., may result in immediate suspension from riding the bus and/or suspension from school.
 - o. No eating or drinking of any kind is allowed on the school bus.

8.3 STUDENTS CHANGING BUSES

Students are not permitted to change buses, nor are non-bus students allowed to ride a bus.

8.4 CROSSWALK USE

At all times students are required to use the crosswalks when walking to and from school. Students are required to follow the instructions of the adult crossing guards on duty. Students not using the crosswalks will be sent to the building principal.

9.0 SAFETY

9.1 EMERGENCY SCHOOL CLOSINGS

- a. Radio/TV stations utilized for school information regarding weather are:

Dayton	WING	1410 AM	Dayton	WHIO	1290 AM
Sidney	WMVR	1080 AM	Piqua	WPTW	1570 AM
Sidney	WMVR	105.5 FM	Dayton	WHIO	95.7 FM
Greenville	WTGR	97.5 FM	Dayton	WHKO	99.1 FM
WDTN-TV		Channel 2	WHIO-TV		Channel 7

Please listen to one of these stations if you think school may be delayed or canceled. We will cancel school or delay the start of school as early as possible. However, there will be times when the decision occurs at the last possible minute.

9.2. Automatic Calling System

Our district enrolls in an automatic calling system. You will be given the option of putting your phone number(s) into the system. The system is used to call your home when there is a delay, cancellation, early release or other school related important announcements.

9.3 Social Media

Announcements and other pertinent information with regard to the middle school and school district will also be pushed out through our social media outlets (Middle School X: VMSTigers)(Middle School Facebook: Versailles Middle School)(District X:VersaillesScho1)

10.0 STUDENT CODE OF CONDUCT

10.1 DRESS CODE-GRADES 5-8

Students will have the freedom of choice in dress and grooming provided the student is clean and his or her clothing is properly fitted. It is, however, the responsibility of the administration to exclude apparel that is disruptive to the conduct of education or affects the health or safety of students.

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

All students must wear some type of shoes at all times. Open toed sandals or 'flip flops' are not recommended because of the stairs. 'Heelys' or tennis shoes with wheels are not permitted.

Tops must be modest and have at least a 2-inch wide strap over each shoulder. Tank tops, spaghetti strap tops, and bare midriff blouses or shirts are not acceptable.

Students are not permitted to wear headgear/headwear. However, the wearing of headgear/headwear may be allowed on spirit days. Sunglasses are not permitted in the building during school hours unless deemed medically necessary. For security purposes, hoods must be pulled down uncovering the head immediately upon entering the building.

Some clothing will be considered unacceptable-we do not allow our students to wear clothing that advertise alcohol products, drugs, or tobacco products. Also, clothing that has profanity written or symbolized will not be acceptable. Clothing or personal possessions containing messages, statements, or symbols that are obscene, insensitive or have double-meaning(sexually) that could be taken wrongly are not acceptable. Clothing that may indicate reference to gangs or cults will not be acceptable here at school.

Leggings and yoga pants are acceptable if, and only if, the upper garment (shirt/sweatshirt) covers the entire buttock. Sweatshirts that are banded need to be loose enough that they naturally fall to that length. In addition, the upper garment must cover the front portion of the leggings. Athletic shorts are acceptable if both front and back reach fingertip length. Sides with a slight rise are acceptable as long as they remain at a discrete length. PLEASE NOTE: The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal and office staff.

Outer garments that are too short are not permitted. To set hard and fast rules on how far above the kneecap constitutes too short is difficult because people have different body builds. For most students, the length of the lower outer garment should not be more than 5 inches above the kneecap when standing. For other students, the guideline will be that the length (when worn on the waistline) should never be above the fully extended fingertips when the person is standing. (Whichever guideline is appropriate for you is the one to follow.) There will be times when these guidelines will be inappropriate. The final decision will be made by the principal. Shorts must still fit this criteria if worn with colored stockings or leggings. Colored stockings or leggings worn alone do not meet dress code and are not permitted, as well as any other excessive tight clothing (ex. Triathlon sportswear, yoga pants, etc.)

Any dress or appearance that may constitute a threat to the health or safety of students or disrupts the educational process is prohibited.

1. No student is permitted to wear excessively torn or ragged clothes (ex. Cut-off jeans or pants are not permitted).
2. No undergarments/underwear should be exposed. No bare midriffs (front or back) should be seen.
3. Chains are not permitted in school. (This does not include "jewelry" chains which usually have links 4mm or less in length).

During the school day, students are not to wear (or display in lockers) clothing, jewelry, or other items of expression, which advertise or promote a satanic cult, drug substance, drug paraphernalia, tobacco or alcohol.

10.2 SUGGESTED DRESS CODE FOR P.E.

1. Tennis shoes or rubber-soled shoes should be worn by students.
2. Change of shirt or blouse
3. Pants or shorts instead of skirts
4. Grades 7-8: shorts, shirt and tennis shoes.

10.3 CARE OF SCHOOL PROPERTY

Parents and other citizens of the community have provided students with a facility and equipment and to replace equipment and make repairs is very costly. Any student who damages school property, including books or electronics will be liable for the repair of such damage and shall pay for it in full at the replacement cost.

10.4 SUPERVISION

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

10.5 TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property during established school hours. Outside the scope of a school day (before 7:45 AM or after 3:05 PM) responsibility for the student falls on the parent/guardian for conduct and dismissal protocol. School personnel will not supervise students who go home then return to school either on the playground or in the building. Generally misbehavior that occurs off school property before or after school hours is a police matter. Skateboards, roller blades, roller skates, and scooters are not to be on school property.

10.6 ELECTRONIC DEVICES-cell phones on school property

Students are not permitted to use personal electronic devices from home on school grounds during school hours, 7:45am-3:05pm (including lunch) without the permission of the administration. (Electronic devices include but are not limited to Smart watches, cell phones, laser pointers, ipods, Gameboys, PSP, etc.) All personal electronic devices from home must be turned off during school hours and may not be in the student's possession during the instructional day. Violation of this policy, including inappropriate use of the device before or after the instructional day will result in the device being confiscated and turned in to the office. The device will only be returned to a parent. Further

disciplinary actions beyond the confiscation of the device include but are not limited to detentions, Saturday School and out-of-school suspension.

10.7 CLASSROOM RULES

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

- A. Students shall display appropriate behavior. Examples of inappropriate (disruptive) behavior are:
 - 1. Talking without permission
 - 2. Making unnecessary noise
 - 3. Passing notes
 - 4. Pushing or shoving another student
 - 5. Running in the classroom
 - 6. "Talking back" to the teacher
- B. Unless they have been granted permission, students are expected to be seated in their chairs.
- C. Students should have with them at the beginning of class all necessary classroom materials.
- D. Students are to report to class on time.
- E. Students are not to leave the classroom without permission to get a drink or go to the restroom during class unless an emergency exists.
- F. Students are not to have gum, pop, energy drinks, or candy in class (exceptions; birthdays, holiday parties, etc.).
- G. Students are not permitted to wear hats in any of the buildings..
- H. Students shall treat all school property with respect.
- I. Students are not permitted to have toys, electronic equipment, dolls, trading cards or personal items at school (unless given special permission by a staff member).
- J. Students are expected to follow directions or instructions given by a staff member immediately.
- K. Students are not permitted to carry book bags, sling bags, sport bags, large purses, etc. from class to class. Students are permitted to carry this type of bags to and from school however they must fit easily into a locker.
- L. Students are not permitted to distribute private party invitations of any kind at school.

10.8 BUILDING/HALL RULES

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

- A. Running in the halls is not permitted.
- B. Go QUIETLY AND PROMPTLY to your next destination.
- C. Excessive noise or slamming of lockers is not permitted.
- D. Sliding down banisters is not permitted.
- E. Students should walk on the right side of hall stairways.
- F. No gum unless previously approved by staff member.
- G. No pop, carbonated beverages, or energy drinks without prior approval.
- H. Water bottles-permitted in the classroom with the following guideline. NO GLASS or thermal containers. Water bottle must have a lid with a top that will close. Water bottle must be able to lay on its side without spilling and must not exhibit condensation. No water bottle can be larger than 32oz.

10.9 CAFETERIA RULES

The following is a list of rules governing student behavior in grades 5-8 in the cafeteria. This list represents minimum expected behavior standards, and each teacher is expected to strictly enforce these rules.

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

10.10 PLAYGROUND RULES

The following is a list of rules governing student behavior in grades 5-8 on the playground. This list represents minimum expected behavior standards, and each teacher is expected to strictly enforce these rules.

- 1. The adult(teacher or aide) on the playground is in authority at all times.
- 2. Students are expected to use appropriate language.
- 3. Students are to treat other students with respect and not harass them.
- 4. The decision as to whether students are permitted to be outdoors for recess is left to the discretion of the building principal.
- 5. No students are to return to inside of building without permission from the person on duty.

10.10 (A) EAST SIDE OF BUILDING

- 1. No hard balls allowed on cement (i.e. football, baseball, softball)
- 2. Slide rules:
 - a) Come down in sitting position
 - b) No bouncing before sliding down
 - c) One child slides at a time
 - d) No climbing up poles from bottom
 - e) No sliding down poles from top of slide
 - f) No standing on top of slide
 - g) No walking on slides
 - h) No pushing or shoving in line
- 3. Students are not to jump from any playground equipment to the ground.
- 4. No throwing or kicking of stones will be permitted.
- 5. Standing on top of tunnels is NOT permitted.
- 6. During winter months:
 - a) Dress properly
 - b) Remove snow from clothing before entering building
 - c) No rolling in the snow
 - d) NO SNOWBALL THROWING PERMITTED ANY TIME
 - e) NO SLIDING ON ICE.

7. Students are not to go beyond the northeast or southeast corners of the building.
8. Tetherball goes up by first group out in A.M. and down by last group out in P.M.
9. Balls are not to be kicked against the building where there are windows.
10. No hard baseballs, softballs are permitted.
11. Football is only permitted in the grass area. Tackling is not allowed.

10.11 PLAYGROUND DISCIPLINE PROCEDURES

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

1ST OFFENSE

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

2ND OFFENSE

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

3RD OFFENSE

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

10.12 REPRESENTING THE SCHOOL

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

10.13 HAZING, BULLYING, HARASSMENT, & INTIMIDATION (JFCF)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual

10.14 BULLYING BEHAVIOR RUBRIC (VERSAILLES MIDDLE SCHOOL)

- REPEATED
- IMBALANCE OF POWER
- INTENTIONAL

BEHAVIOR	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
VERBAL/SOCIAL Teasing Rumors/Gossip Name Calling Exclusion Humiliation Etc.	P.M. Recess Verbal Apology	P.M. Recess Written Apology ABC Chart	P.M. Recess Written Apology ABC Chart Go to Office Student contacts parent Begin IAT (parent night)	P.M. Recess Written Apology ABC Chart Go to Office Student contact parent After school detention
INTIMIDATION Threats Taking Possessions Extortion Defacing property Etc.	Go to Office ABC Chart Written apology Student contacts parents	Go to Office ABC Chart Written Apology Student contacts parents Begin IAT (parent mtg)	Go to Office ABC Chart Written Apology Student contacts parents Begin IAT (parent mtg) After school detention	Go to Office ABC Chart Written Apology Student contact parents After school detention Call law enforcement
PHYSICAL Unwanted touching Pushing/Shoving Biting Tripping/Kicking Etc.	Go to Office ABC Chart Written apology Student contacts parents	Go to Office ABC Chart Written apology Student contacts parents Begin IAT (parent mtg) After school detention	Go to Office ABC Chart Written apology Student contacts parents After school detention Call Law Enforcement	Administrative Decision

Cyber-bullying, depending on severity, is at the discretion of the administration. The Rubric will be followed when possible. If behavior is more severe, or is not listed on the rubric, the school does have the right to impose other consequences. School policy is in effect, and more serious offenses could result in other consequences.

11.0 STUDENT DISCIPLINE

11.1 PROCEDURES FOR STUDENT DISCIPLINE

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

MINOR OFFENSES - CONSEQUENCES

Warning

Loss of recess, free time or privileges (under teacher supervision)

Calling parent

Conference with counselor and/or principal

Detention (under teacher supervision)

Written or verbal apology/ABC chart

Removal from class (i.e., time out)

Saturday School

Denial of special events (i.e., assembly, class field trip)

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

MAJOR OFFENSES-CONSEQUENCES

Detention

Denial of attendance at class picnic, field trip, assemblies, programs or parties (after consultation with the building principal)

Removal from class (see Student Removal)

In-School Suspension 1-10 days (see Student Suspension)

Out of School Suspension

Saturday School

Expulsion (see Student Expulsion)

PROCEDURAL GUIDELINES

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

11.2 DISCIPLINARY ACTIONS INVOLVING STUDENTS' DETENTION, REMOVAL, SUSPENSION AND EXPULSION

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

11.3 DETENTION

Students may be issued a detention before/after school or during lunch/recess for a minor or major consequence. Detention served before/after school will require the parent to make arrangements for the child to be brought to or picked up at the assigned time for the detention. Students in grades 5-8 should come prepared with work to be completed during the assigned detention time.

11.4 STUDENT REMOVAL

1. With principal approval, students may be removed from their class for up to 3 days.
2. The student's parents will be notified of the removal within 72 hours of the hearing informing them of:
 - a) The reasons for the removal
 - b) The decisions of the principal at the hearing
 - c) That they may meet with the principal and teacher within 72 hours
3. Students may be removed from class for posing a continuing danger of persons or property, creating a threat of disrupting the academic process, incorrigibility, continually disregarding classroom procedures, defying the authority of the teachers verbally, or physically abusing the teacher or other students.
4. Teachers may remove students from extra-curricular activities for posing a continuing danger to persons or property, creating a threat of disrupting the activity, incorrigibility, continually disregarding procedures, defying the authority of the teachers verbally, or physically abusing the teacher or other students.

11.5 STUDENT SUSPENSIONS

1. Student suspensions may be from 1-10 school days as determined by the principal.
2. The principal will give the student a letter of intention to suspend stating: a) the reason for suspension; b) the length of suspension; c) whether the suspension is alternate placement or out-of-school.
3. Out-of-school suspension is removal from school, school grounds, and school activities. Alternate placement consists of student being placed in a room separated from other students for study at the direction of the principal.
4. In all cases, student absences from classes due to out of school suspensions are unexcused. Student absences from classes due to in-school suspensions are excused.
5. All work, regardless if in or out of school suspension, may be made up for full credit if completed by the due date.
6. Immediately upon receiving the letter of suspension, the student may question the reasons for the suspension or otherwise explain his actions to the principal.
7. Written notice of any suspension will be appealed to the superintendent within twenty-four hours of the suspension.
8. Only an **out-of-school** suspension may be appealed to the superintendent within 10 calendar days (District Policy JGD) of the mailing of the notification to the parents. Upon the reversal of the suspension through an appeal, the student will be allowed to make up all work missed without any penalty of his grades.
9. To appeal the decision of the superintendent, the student and his parents may appeal to the Board of Education and may request that the hearing be held in executive session and they have the right to be represented at the hearing. A verbatim record is required of the hearing.
10. To appeal the decision of the Board of Education, the student and his parents may file an appeal in Common Pleas Court.
11. Students may be suspended for improper behavior or for infringing upon the educational rights of others. Specifically for the following reasons on school grounds or at school activities:
 - a) gambling
 - b) possession, use or sale of alcohol, drugs or counterfeit drugs
 - c) possession or use of explosives or weapons of any type including lighting matches, burning items, smoke bombs or starting a fire
 - d) possession or use of tobacco, including any alternative nicotine products, or electronic cigarettes
 - Vaping Sensors:
 - Vaping is an illegal, addicting, and dangerous behavior that is easily concealable and accessible to kids. In order to provide students with a safe environment, the Superintendent has authorized the installation of vaping detection devices to be placed in all student bathrooms and locker rooms to assist in the deterrence of this behavior. Upon the activation of a vaping sensor, the administration will be alerted to the identified area. Video surveillance, provided for in Board Policy ECA, will be viewed by the building administrator. All student(s) in the bathroom at the time of the activation will be interviewed by the administration. Students will have their personal belongings searched. Reasonable suspicion is determined by Board Policy JFG-R. In addition, a metal detector wand may be used as per Board

Policy ECA-R. Students who are in possession, have been involved in vaping, or were involved in the incident will be subject to disciplinary action up to and including expulsion.

Discretion to reduce the suspension with successful student participation in Counseling, Educational Learning Modules, Community Service may be considered. All incidents of vaping will impact co and extra curricular activities.

e) verbal or physical abuse of staff or other students

f) fighting

g) stealing

h) flagrant lying

i) pulling a fire alarm illegally

j) cheating

- Academic Dishonesty:

- A student shall not engage in academic misconduct including but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print, electronic sources, and/or Artificial Intelligence), forgery, or possession/transmission of unauthorized information. Cheating will include but is not limited to: “crib” notes, giving other students answers, changing answers on a paper in class, allowing other students to see your paper, having access to old tests and/or answer keys if not authorized by teacher, talking and/or passing notes during test, plagiarism, stealing of test, answer key and Teacher Edition will be included in Student Handbook under Unauthorized Use/Possession of Property of Another and will be dealt with according to policy. Cheating on a test, quiz, or major project is an “Extremely Serious offense”. Teachers have no discretion on reporting acts of cheating. They “must” report all acts of cheating (except homework and minor projects) to the administration.

- Artificial Intelligence:

- Artificial Intelligence: Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success Use of Artificial Intelligence/Natural Language Processing Tools For School Work and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

k) forgery

l) improper or derogatory gestures/language, drawings, pictures, or music

m) refusal to follow reasonable directions of staff

n) vandalism

o) skipping school or assigned classes or study halls

p) leaving school or assigned classes or study halls

q) indecent exposure

r) posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process

- s) violation of any of the rules and regulations stated in the Guidelines for Internet Use and/or the Internet Acceptable Use Policy signed by each parent
- t) bullying/harassment
- u) sexual harassment

11.6 STUDENT EXPULSIONS

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

11.7 INTERROGATION AND/OR REMOVAL FROM SCHOOL (JFG-R)

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

The following rules apply in such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches are prohibited. In cases in which school officials believe a strip search is necessary, law enforcement officials must be called to conduct the search.

11.8 SURVEILLANCE AND SECURITY FOOTAGE

To ensure the safety and security of our students, staff, and visitors, [School Name] utilizes a digital surveillance system in various public areas throughout the campus. These cameras are a vital tool in our effort to maintain a secure learning environment.

Purpose of Surveillance - Surveillance cameras are used exclusively for the following purposes:

Safety & Deterrence: To discourage unauthorized visitors and activities on school grounds.

Security Monitoring: To monitor school entrances, hallways, and common areas.

Incident Investigation: To provide an objective record of events in the case of safety concerns, property damage, or disciplinary incidents.

Privacy and Access Policy The privacy of our student body is a top priority. In accordance with school policy and privacy laws (such as **FERPA**), all recorded footage is considered a confidential record.

Please Note: Parents and guardians are **not permitted** to view or receive copies of surveillance footage because video recordings often contain the images of multiple students, allowing a private individual to view the footage would violate the privacy rights of other children.

Exceptions for Law Enforcement - Footage is only accessible to authorized school administrators. In the event of a serious incident, video may be shared with law enforcement agencies as part of an official investigation.

12.0 GENERAL INFORMATION

12.1 FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on the field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

12.2 ATHLETICS

To participate in athletics, extra-curricular and co-curricular activities a student must:

1. Attain a 1.8000 or higher GPA for the previous nine week grading period
2. Must have passed 5 courses in the previous nine weeks

3. Students must arrive to school by 12:05PM (7th & 8th grade) / 12:10PM (5th & 6th grade) to participate in evening activities

12.3 RECESS

Middle school students will be going outside for recess all year long except when it is actually raining at recess time or in the winter when the weather is extremely bad. Children will be kept from recess by the parent if medically necessary and a medical excuse is provided by the doctor or approved by the school nurse for an existing medical condition.

12.4 NAMES, LIST OF

Versailles Middle School will follow directory information guidelines.

12.6 GIFTS AND DONATIONS

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

12.7 FUND RAISING PROJECTS

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

School Medication Form: OTC, Rx & Self-Carry

Student: _____ DOB: _____ Grade/Teacher: _____ School: _____

Address: _____ City: _____ Parent/Phone: _____

Parent/Guardian Permission

I hereby request and grant permission for the above named school to supervise the medication routine below prescribed for the above named child. I hereby release the designated medication administrator, the above named school system and school board, the Principal of the school of which said child is the student, any supervisory personnel, their heirs, executors, administrators, or successors, from any and all liability that may arise out of services rendered in dispensing the below named medication. I further agree to submit a revised statement by the physician who prescribes the drug, if any of the information below changes. *If indicated: I hereby authorize my child to possess and use an inhaler and or epinephrine autoinjector independently, as prescribed while at the school and any activity, event or program sponsored by or in which the student's school is a participant. If applicable, I will ensure availability or provide a back-up dose of epinephrine to the School Health Services as required by law.*

Parent/Guardian Signature: _____ Date: _____

Over-the-Counter (OTC) / Non-Prescription Drugs

*~Medication must be in the **Original Container** & container must **NOT** be greater than 2 inches diameter. Any larger, will NOT be accepted~*

Medication: _____ Dose (Amount): _____ Route: _____ (ie: oral, eye, ear, topical)

Time or frequency med to be administered: _____ (ie: every __ hours, as needed, lunchtime)

Date to begin: _____ Date to end (per nurse & parent): _____ Reason for Use: _____

** Unless required OTC medication for a chronic issue or arranged with the nurse, OTC medications may only remain in the clinic for 1 month.*

Special instructions or adverse side effects: _____

Parent/Guardian Signature: _____ Date: _____

Prescription Drugs / Physician's Directions

~Medication must be in the original and most recent medication container~

In accordance with ORC 3313.713: for Self-Carry/Administer Prescription medication, this form must be completed by both parent and physician. In addition, a copy provided to Versailles School Health Services prior to the student possessing and/or using this medication.

Medication: _____ Dose: _____ Frequency: _____ Route: _____

Date to begin: _____ Date to end**: _____ *For inhalers & Epinephrine:* ☐ Repeat dose if symptoms do not improve.

*** This form expires at the end of the school year unless a physician's order indicates earlier.*

Procedure if inhaler or epinephrine does not produce expected relief, Contact: ☐ Parent ☐ EMS ☐ Other: _____

Reason for Use: _____ ☐ Special instructions: _____ ☐ Adverse side effects to report: _____

☐ Not expected to produce Life Threatening Symptoms should another student receive a dose not prescribed for them.

OR ☐ List Expected Severe Reaction symptoms & Required Interventions: _____

☐ Practitioner requests teacher's comments, Explain: _____

☐ **Yes *** Student may Self-carry & Administer** (If student unable to self administer, staff will administer per package directions)

******* By signing below as the prescriber, I have determined that this student is capable of possessing and using this inhaler and/or epinephrine autoinjector appropriately and have provided the student with training in the proper use of the above medication/device.

Practitioner's PRINTED Name

Practitioner's Phone

Practitioner's Signature (required)

Date

** Parents will receive a request to pick up unused medications after 1 month. If not picked up within 10 school days, it will be discarded.*

** All medications will be discarded upon expiration.*

** All unused medications must be picked up by year-end. Any unclaimed medications will be discarded at that time.*

Physician's signature

Physician's signature

Versailles School District

Acceptable Use Policy Supplemental

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or network services. All users of Versailles School District technology must adhere to this policy, its terms and conditions for acceptable use stated therein, and shall assume full liability, legal, financial, or otherwise, for any violations of district policy on technology use.

1. Users shall use proper etiquette, protocols, and language at all times. Do not use profanity, obscenity or other language that may be offensive or threatening to other users.
2. Do not reveal your or other's personal home address, phone number, or other pertinent personal information when electronically corresponding with unknown or unverified sources.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages, including those relating to or in support of illegal, malicious, or other disruptive activities. Such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All electronic devices utilizing district technology and network resources must be approved by the administration in advance.
7. Rules and regulations of computer and network use are subject to change by the administration.
8. The student in whose name an on-line service or computer account is issued is responsible for its proper use at all times. Users shall keep personal account information and passwords private. They shall use the network only under their own accounts. The use of any other account shall be permitted only with prior special authorization.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the proper licensure or without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail or files.
15. Users shall immediately report any security problem or misuse of district technology or network-based services to the supervisor, teacher, or principal.

VERSAILLES SCHOOLS (K-12) Computer/On-Line Services Acceptable Use Policy

The Internet, the electronic information superhighway, is used by educators, businesses, government, and others to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the advantages to students from access to the Internet in the form of information resources and opportunities exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. I understand that in all cases while at school, it is unacceptable to use the Internet for illegal, malicious, and/or commercial purposes. Such prohibited uses include but are not limited to entering or attempting to enter someone else's computer account without permission; accessing or spreading resources of a pornographic, viral, or otherwise questionable or damaging nature; installing illegal or unauthorized software on computers or networks, etc. I understand that if I encounter any inappropriate material, illegal activity, or security risk that I will notify a teacher or administrator immediately. I understand that rules and regulations regarding Internet usage will be adhered to at all times. I understand that access to the Internet is for educational purposes only and that proper protocol and etiquette must be adhered to at all times. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

GENERAL GUIDELINES FOR INTERNET USE

1. No student may access and/or use the Internet except under the direct supervision of his/her teacher
2. No student may give out his/her own or another's address, phone number or other pertinent personal information while accessing the Internet or sending or receiving e-mail.
3. No student may send or keep content which contains material of an inappropriate and/or questionable nature.
4. Student use of the Internet should be limited to educational use with a specific purpose in mind, not recreational use.
5. No student may access the Internet without parent permission, as documented by a signed Acceptable Use Policy. Internet Web Page Release Form In an effort to maintain the integrity of the mission and goals of the

Versailles School District, the following Parental Release Form must be completed for each student in the district. The Versailles School District does not authorize the use of:

Names of any student Pictures which identify students by name.

Pictures or property of students without consent Computer Network Agreement Form Your child's use of the Internet and the placement of any pictures and property on any district webpage will be adhered to in accordance to what is written below.

This form does not need to be returned unless you DID NOT complete the online forms.

I give permission for my child's picture to be included on the school webpages and newspaper with the understanding that my child's name will not be associated with their picture on the websites. I also authorize the release of property (including art work, poetry, essays, and performances) to be used on district web pages. I understand that I must request in writing not to have my child's photograph or property used.

Written request must be provided to the child's building secretary.

By signing this form, I agree that I have read through this policy with my child, understand its terms and conditions, and agree to the rules and standards for acceptable use stated therein.

Parent/Guardian Signature: _____ Date: _____