

**2015 - 2016**

**STUDENT AND PARENT  
HANDBOOK  
FOR**



**BELLVILLE ELEMENTARY  
SCHOOL**

**Mr. Steven C. Bloir - Principal**

**Mrs. Deb Williams – Secretary**

**Office number - 419-886-3244**

**Fax number – 419-886-3851**

## *Principal's Welcome*

*Dear Parents and Students,*

*Bellville Elementary School is a great place to learn and grow. We are committed to providing a safe environment for student learning. In addition, we are committed to helping all of our students learn and develop skills in working together to become good decision-makers and productive citizens. This happens best when we all work together in a spirit of cooperation.*

*This handbook has been prepared to communicate vital information about the school day and procedures that help us to create a safe learning environment for students. Please spend a few minutes reading this handbook and then refer back to it as needed during the school year.*

*It is our hope that this will be educationally rewarding for all of our students. Parents, please feel free to call the school if you have any questions or concerns. Communication is very important and can assist us in better understanding the needs of your child. We are looking forward to working with you during this school year.*

*Together, we do make a difference in the lives of our children.*

*Respectfully,*

*Mr. Steven C. Blair  
Principal, Bellville Elementary*

# **MISSION STATEMENTS**

## **CLEAR FORK VALLEY LOCAL SCHOOLS**

We care for our students by modeling our communities' heritage and tradition of excellence to increase student achievement.

## **BELLVILLE ELEMENTARY SCHOOL**

At Bellville Elementary, we will be good citizens while doing our best to learn together.

***All parents, volunteers, and other visitors are welcome. We ask that you sign in and out at the office for the safety of our children.***

# **SCHOOL HOURS**

**OFFICE HOURS** – 7:30 a.m. – 3:30 p.m.

**STAFF HOURS** – 7:35 a.m. – 3:05 p.m.

**STUDENT HOURS** – 8:05 a.m. - 2:40 p.m.

**DOORS OPEN AT 7:45 A.M. FOR STUDENTS TO ENTER BUILDING**

## **PARKING AT BELLVILLE ELEMENTARY**

(School St./upper building)

The upper parking lot at Bellville Elementary is for **STAFF PARKING ONLY**. We ask that people entering the building, to park in the lower lot. We also ask that people not use the upper lot as a turn around. This is for the safety of the students at the beginning and end of the school day. In the past, we have nearly had students get hit, so we ask parents and people dropping students off to use the drop off and pick up line in front of the building and not to use the staff parking lot as a turn around.

## **PARKING AT HINES AVENUE BUILDING**

(lower building)

At the Hines building, parents are to drop off and pick up in **front of the building and not behind** the building where the buses pick up and drop off.

# STUDENT ATTENDANCE POLICY

Regular attendance is essential to maintain satisfactory progress in school. The Ohio State Board of Education has adopted regulations governing excuses from past and future school attendance and within the framework of Section 3321.04 of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from attendance. The following, taken from the Ohio Revised Code, indicates the regulations governing excuses for absences from school:

- A. The explanation of each past absence shall be made by the parent to the superintendent or to the person designated by him to approve or disapprove past absences.
- B. An excused absence from school may be approved on the basis of any one or more of the following conditions:
  - 1. Personal illness – the approving authority may require the certificate of a physical if he/she deems it advisable.
  - 2. Illness in the family.
  - 3. Quarantine of the home.
  - 4. Death of a relative.
  - 5. Act of God.
  - 6. Observation of a religious holiday.
  - 7. An emergency or set of circumstances that prevent student's attendance.
- C. After a student has been absent for a total of **ten** days, they will be placed on Medical Status. A doctor's excuse will then be required each time the student is absent or it will be counted as unexcused.

The elementary school principal (or designee) shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendation in fairness to the student and the policy.

- A. Absences shall construed to mean any time a student is not physically present in the building other than school business such as:
  - 1. **Illness:** If your child is ill, he/she should remain at home until well enough for full participation in school. When your child is absent, please notify the school by calling the **Learning Line 419-886-2962 or the school by 9:00 a.m.** When your child returns to school he/she must have a written and signed note, either by parent/guardian or a physician. The note must have the students first and last name, date(s) of absence and reason. If a note is not turned in, it will be counted as an unexcused absence.
  - 2. **Vacations:** Parents and students are urged to take their vacations during the scheduled school vacation times on the school calendar. If this is impossible, the student must present a note prior to the time of the absence and fill out the necessary form to take to the teachers. It is the student's responsibility to make arrangements with the teacher. We ask that parents avoid vacations during Achievement Testing and other standardized testing periods. If you request work prior to vacation, the work must be turned in immediately upon return. **You must contact the school and fill out the application for absence from school form in order to get a possible excuse absence for vacation. If the form is not filled out, it will automatically count against the allotted ten days.**

3. **Early Dismissals:** If student leaves after 1:00 p.m. this is considered early dismissal. This must be approved by the principal prior to the beginning of the school day.
- B. Students must be in attendance at least ½ day to participate in extracurricular activities.
- C. **Half Day** - If student comes to school and leaves between 10:30 a.m. and 1:00 p.m. or student arrives between 10:30 and 1:00 p.m.
- D. The Board of Education feels that in order for a student to be an effective learner, the student must be in attendance in the classroom to receive the benefits of teacher instructions.
- E. **Make-up assignments** – a student unexpectedly absent from the school will have as many days as he/she was absent to make up the work. A note from the parent or doctor must be submitted to the office the same day the student returns to school. Request for homework must be made by **9:00 a.m.** and you must wait until **3:00 p.m.** to pick up the work
- F. **Tardiness** – Students are encouraged to report to school and class promptly. If it appears that a student is habitually tardy, disciplinary measures which could include detention, will be taken. Students in grades 3-5 may be assigned a detention either noon time or after school for excessive tardiness.

## **RICHLAND COUNTY JUVENILE COURT ATTENDANCE POLICY**

The following outline is a truancy process guideline for Richland County Schools and the Juvenile Court. This guideline will further assist the court and schools to work together to deter or decrease the incidence of truancy. The process is intended to supplement rather than replace existing school procedures that related to unexcused absence.

- A. **WARNING LETTER** (2 days Unexcused Absence)
  1. Parent(s)/Legal Guardian is sent a notice/warning from designated school authority.
- B. **PARENT EDUCATION PROGRAMS** (5 days Unexcused Absences)
  1. Parent(s)/Legal Guardian will be strongly encouraged to attend a school/court sponsored educational program as specified in R.C. 3321.19.
- C. **UNOFFICIAL HEARING** (8 days Unexcused Absences)
  1. Parent(s)/Legal Guardian and child will be required to attend an unofficial court hearing. Notice of the court hearing will be sent by a representative of the school.
  2. The hearing will be conducted by a court official and a designated school official.
  3. Parent(s)/Legal Guardian who fail to show for the unofficial hearing or refuse to cooperate will be court ordered to attend a truancy hearing at the juvenile court.
- D. **OFFICIAL HEARING** (10 days Unexcused Absences)
  1. School files a formal truancy complaint with the juvenile court by contacting court intake supervisor.

2. All parent(s)/legal guardians responsible for the care of their child will be required to attend the hearing with the child or must present written documentation to the court regarding their inability to attend. The judge or court referee will preside over the hearing.
3. Failure by parent(s)/legal guardian to comply with orders of the court may result in contempt or court charges.

## **STUDENT CONDUCT CODE**

**AUTHORITY OF ADULT SCHOOL EMPLOYEES:** All of the adult employees of Bellville Elementary School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction.

### **CODE OF STUDENT CONDUCT - In accordance with O.R.C. 3313.66**

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school, and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being of the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas, which could lead to suspension, expulsion, detention, or other forms of disciplinary action:

1. Stealing, causing damage to or destroying school or private property.  
This includes damage to school personnel's property.
2. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
3. Threats, intimidation, harassment (sexual or other), coercion, (causing or attempting to cause physical, verbal and/or relational harm to any student, teachers, or any other person.) This includes hitting, kicking, striking a student, teacher or other person.
4. Disruption of or interference with curricular, co-curricular or extra curricular activities.
5. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal threats or words or pictures that can be construed as a threat.
6. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain or club. Other more commonplace devices, which are not normally considered weapons, may under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, they will be considered in violation of the policy on weapons and will be treated accordingly.

This guideline applies:

- On the school grounds before and during and after school hours.
- Off the school grounds, on a school bus, or rented carrier, at any school activity, function or event.

**Penalty:** Student is suspended, not to exceed 10 days, from school pending the processing of the recommendation of expulsion. The weapon will be confiscated.

7. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person. Included in this prohibition is the use obscene gestures, signs, pictures or publications.
8. Gambling on school premises or at school events.
9. Failure to comply with the directions of teachers, student teachers, school aides, principals, or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls, which will aid in efficiency. Any request made by a teacher must be promptly complied with by students.
10. No student shall possess, consume, or show evidence of having consumed or offer for sales, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in school building, or on school premises, or at any school activity.
11. Failure to comply with attendance procedures.
12. Truancy from classes, study halls and/or lunch period. Not signing in or out on the sign-out form in the office.
13. Persistent disobedience, gross misconduct or cheating.
14. A student shall not possess, handle, transmit, or conceal fireworks, explosives, or detonative devices.
15. Being out of assigned area.
16. Holding hands, kissing, hugging, or public display of affection.
17. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
18. Immature acts pushing in the halls, running in the halls, throwing objects in the classroom.
19. Interference with members of the staff in the discharge of their duties.
20. Habitual tardiness to school or class.
21. Extortion.
22. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

Bellville Elementary School has **no tolerance toward violence**. Students involved in fights or who make verbal or written threats of a violent nature, or makes gestures of a sexual harassment nature will be disciplined.

## **ANTI-HAZING POLICY/BULLYING**

It is the policy of Clear Fork Board of Education and School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing 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. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibited contained in this policy.



**SUSPENSION PROCEDURES**  
**(Board Policy JGD)**

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.  
*NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*
  2. Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:
1. The reasons for the suspension.
  2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspended was provided.
  3. The right to be represented in all appeal proceedings.
  4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
  5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
  6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.
- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

**EXPULSION PROCEDURES**  
**(Board Policy JGE)**

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:
  - 1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

***NOTE:** Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*

- 2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall includes the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify student and the student's parent, guardian, custodian, or representative of the new time and place to appear.
- F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:
  - 1. The reasons for the expulsion.
  - 2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
  - 3. The right to be represented in all appeal proceedings.
  - 4. The right to be granted a hearing before the Board/designee in order to be heard against

- the expulsion and to request that the hearing be held in executive session
5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
  6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
  7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

### **EMERGENCY REMOVAL PROCEDURES** **(Board Policy JGDA)**

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
- G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply.

## **COMPUTER/ON-LINE SERVICES** **(Acceptable Use and Internet Safety)**

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

To view this policy in its entirety please visit the following website:

<https://www.clearfork.k12.oh.us> Navigate to: District Tab, Board of Education Policies, Section E Support Services, Policy EDE.

Reference: Clear Fork Valley Local Schools Board Policy 9.094

ACCEPTABLE USEAGE POLICY AUTHORIZATION FORM  
CLEAR FORK VALLEY LOCAL SCHOOLS

I will abide by the Acceptable Use Policy established by the Clear Fork Valley Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined in the AUP is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined in the Acceptable Usage Policy found on the Clear Fork webpage under Student Resources.

Student First Name (printed): \_\_\_\_\_

Student Last Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Graduation Class of: \_\_\_\_\_

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Clear Fork Valley Local School District.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Deny Photograph Use**

If you do not wish to have your child photographed for the use of blended learning, newsletters, the web page or other media sources, then you will need to submit a letter to the school office yearly.

## **BELLVILLE ELEMENTARY PLAYGROUND RULES**

1. **No** tackle football. If any game of football, basketball, soccer, or other games gets to rough the privilege of playing maybe removed.
2. Play in the designated recess areas.
3. **Do not** wrap swings around the poles.
4. Use the playground equipment appropriately. Climb on only what is meant to be climbed upon.
5. Stay on the blacktop area during inclement weather.
6. Children staying inside must have a supervising teacher.
7. Games are not to be played in a rough manner. Students are to exhibit good sportsmanship and treat each other with respect.

## **STUDENT DRESS CODE**

Students should dress for school in a modest manner that displays respect for themselves, their peers, their school and community. It is the belief of the school that some dress or attire may cause a distraction to the school day and the learning process.

Furthermore, it is a belief that schools are a direct reflection of the standards and expectations of the community. To demonstrate that these standards and expectations are followed, the following guidelines will be enforced for the school day and school sponsored events. Students have the right to wear clothing and have an appearance that is comfortable and displays their personality as long as it fits within the following guidelines:

1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings.
2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn.
3. There cannot be any drug, alcohol, drug reference or references to weapons and/or violence on any item of clothing.
4. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing and sitting. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.
5. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as they are school appropriate. Items that are NOT school appropriate include pajama pants, flannel pants, sweatpants, yoga/spandex pants, leggings, jeggings and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible. Bellville Elementary students may not wear shorts from October 31 through April 1 unless preapproved by the principal.
6. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals that have a heel strap. Footwear that is not appropriate includes slippers, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.
7. Clothing and appearance may not be used to intimidate or create tension amongst the population.
8. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building.

9. Students will be required to leave all backpacks, purses and other unnecessary items in their lockers. The principal or his designee has the final say of appropriateness of appearance and attire.

The 3x3x3 rule (three inches for shoulder, neckline and shorts/skirts) will be measured by using a 3x5 index card to verify that clothing is within guidelines.

Students who do not comply with the dress code regulations will be subject to disciplinary action and may be sent home to change. Time from school will be unexcused and make-up work will not be accepted. The decision regarding the appropriateness is at the discretion of the principal.

## **SCHOOL AND PERSONAL PROPERTY**

The school property is here for your convenience and benefit. Considerable efforts have been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

## **CLEAR FORK TRANSPORTATION (BUS) RULES**

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose:

1. While riding the school bus, the driver has complete authority on the bus.
2. Students shall meet the bus promptly at the assigned stop. Drivers will not wait when students are late arriving to the bus stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
3. Drivers may assign seats to bus students. No student will take a seat other than the one assigned to him/her unless reassigned by the driver.
4. Normal conversation is permitted while riding the bus. Here is a list of other common sense bus rules:
  - Keep arms inside the bus
  - Use quiet, appropriate language
  - Do not throw articles
  - Do not take items that do not belong to you
  - Be respectful and in your seats at all times
5. Eating food is not permitted while riding the bus and students shall refrain from littering the floor with paper or other items or from causing damage to the bus by marking on or tearing seats or other surfaces.
6. No student shall be permitted to disembark from the bus at a place other than the normal stop for that person except when written permission is furnished from the parent to the office and a bus pass is issued to be given to the driver.
7. Students who must cross a highway to either enter or exit the bus shall cross the highway approximately ten feet in front of the bus and while the bus and other traffic is completely stopped.
8. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to and from school.

## **WAITING FOR THE BUS**

1. Be careful going to your bus stop.
2. Be at your stop before the bus schedule time.
3. Wait for the bus at least ten feet back from roadway in a place of safety on residence side of the road.

**IT IS OF THE UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINE ACTION BE AWARE THAT THE STUDENT IS ON SCHOOL PROPERTY WHEN RIDING THE BUS AND THE PARENTS ARE LIABLE FOR ANY AND ALL PHYSICAL DAMAGE CAUSED BY THE STUDENT. DEPENDING ON THE SEVERITY OF THE STUDENT'S ACTION(S), OTHER DISCIPLINE ACTION MAY BE TAKEN (I.E. school suspension, etc...).**

## **BUS PICK-UP PROCEDURE**

### **FOR STUDENTS WHO CROSS IN FRONT OF THE BUS**

1. Make eye contact with the driver.
2. Watch for HAND in window.
3. Students do not cross until HAND is dropped.
4. Check traffic before crossing.
5. STAY FAR IN FRONT OF THE BUS SO DRIVER CAN SEE YOU AND YOU CAN SEE THE DRIVER!!! (Approximately 10 feet or 10 steps).
6. If HORN HONKS, WARNING DANGER. Check traffic, then driver.

### **FOR STUDENTS SAME SIDE PICK UP**

1. Stay away from bus until red lights are on and you see the door is open.

### **DROP OFF PROCEDURE FOR CROSSING STUDENTS**

1. All students will remain seated until the bus is STOPPED.
2. Walk 10 steps in front of the bus, along roadside, until you see driver and driver sees you, watch drivers hand in the window.
3. When driver drops hand, go to middle of road – STOP.
4. Check traffic both ways, IF CLEAR – CROSS
5. IF HORN HONKS, DANGER CHECK TRAFFIC AGAIN.
6. Watch me for instructions: THEN CROSS
7. Go to Designated Place of Safety.

## **RIGHT SIDE OF ROAD DROP OFF**

1. Check out procedure #1 at top of page
2. Walk to Designated Place of Safety.

## **FIELD TRIPS**

For the safety of the students, they are required to ride the bus on field trips. Parents can not transport their child to and from the trip they are to ride the bus.



## **BUS PASSES**

Students will only be permitted a bus pass in emergency situations, in case of an emergency the office must receive a note or a phone call explaining the severity of the situation.

## **MEDICAL CONCERNS**

JCHD\_R (4)

### **MEDICATION ADMINISTRATION OF NONPRESCRIPTION MEDICATIONS:**

In compliance with policy JCHD: Medication Administration to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. Parent-recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. **The medication shall be in its original container with its original label.**
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication, dose, or time.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits/consequences of the medication when it is parent-prescribed.

Reviewed 04/12/11

### **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

**CHICKEN POX:** A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over. Usually 5-7 days after the appearance of the first crop of blisters.

**COMMON COLD:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**FEVER:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**FLU:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

**HEAD LICE:** HEAD LICE –. Management of head lice issues should not disrupt a student's education. Head lice are **NOT** an infection and **DO NOT** cause disease. In-school transmission of head lice is considered to be rare. Any student found to have nits will remain in the classroom and go home at the end of the school day to be treated. The parent or guardian will be notified by telephone and/or letter.

**IMPETIGO:** Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**PAIN:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

**PINKEYE:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

**SKIN RASHES:** Skin rashes of unknown origin should be evaluated by a physician before your child goes to school.

**STREP THROAT AND SCARLET FEVER:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until they are without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

**VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until they are without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night he/she should **not** be sent to school the following day.

# **CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS**

## **OTHER MEDICAL CONCERNS**

### **LIFE THREATENING ALLERGIES:**

Parents are responsible for informing the school of their child's allergies; especially life threatening allergies to bee stings and peanuts or other foods.

In the case of ALLERGIES, the **PARENTS ARE RESPONSIBLE** for providing the school with the allergy medication and a doctor's statement about how the medication is to be administered.

In the case of allergies requiring an EPI-PEN or Antihistamine, the **PARENTS ARE RESPONSIBLE** for providing the school with the medication and doctor's orders for administering the medication.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

These forms are sent home the first week of school. Parents are required by law to have this form on file at school. If any information changes, please keep us informed.

### **IMMUNIZATIONS**

In order to comply with the state law, students are required to have the following immunizations upon entering school:

**MMR'S – 2 doses**

**DTP/DtaP injections – 5 doses**

**POLIO VACCINE – 4 doses**

**HEPATITIS B – 3 doses**

**VARICELLA – 2 doses**

Children who do not have evidence of proper immunizations will be excluded from school after **15 days**. Students must have TB Test on record after the age of four.

Immunization exemption forms are available in the office for medical, philosophical or religious objections to immunizations.

### **STUDENT INSURANCE**

Each year, parents are given the opportunity to purchase a "Student Accident Insurance Policy" which has been selected by the Board of Education. Forms are sent home the first week of school.

# SCHOOL PROCEDURES

## CANCELLATION OR DELAY OF SCHOOL

Cancellation or delay of school takes place during circumstances such as extreme weather, equipment failure or public crisis. The following radio stations will broadcast school cancellations: WMAN, WVNO, WLKR, and WYHT. You will also find the information on the WVNO website, WMFD.com and on Channel 68. Any delay, closing, cancellation or emergency early dismissal information for Clear Fork Schools is posted on the Ohio Alerts System. To sign up for text message and/or e-mail notification please go to the Clear Fork web page at [www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us). Click on the Ohio Alerts Text/Email Alerting System for Ohio. There you may sign up for either text message or e-mail or both; also you have a choice of district and each building. The closing and delay is sent out through the district. For sporting events, concerts, etc cancellations are posted at the building level. You can also call the Learning Line at 419-886-2962 and listen for your options. **Please do not call the school to check on cancellations.**

## DEPARTURES AND RETURNS DURING SCHOOL HOURS

For safety reasons, a child may not leave the school premises without the permission of the principal. The school day begins at 8:05 a.m. or when the student arrives at school in the morning and ends at 2:40 p.m. When given permission to leave the school premises, the student **must** be signed out by parent, guardian, or designated person. On the day the student needs to leave for appointments, the student must bring a note that is written by his/her parent or guardian that specifies the reason for leaving. This note should be given to the child's teacher and will be sent to the office in the morning. Please sign your child in/out by using the sign-in/out sheet in the office. This procedure assists us with attendance and safety concerns for your child.

If at all possible, please make dental or medical appointments for times when school is not in session for before or after the school day. Regular attendance is very important.

## GETTING MESSAGES TO YOUR CHILDREN

Please try to get messages communicated to your children before they come to school. If it is necessary to call, please do so **before 2:15 p.m. After this time, we cannot guarantee that the message will be delivered.** Please contact the office or e-mail the teacher when trying to reach your child's teacher. **Parents are not to go to the child's classroom during the day, as teachers are teaching.**

## ADDRESS CHANGE

Please notify the school immediately of any changes in residence and/or home or work telephone numbers.

## **COMMUNICATION WITH YOUR CHILD'S TEACHER**

Communication with your child's teacher is vital. Please plan to attend Parent/Teacher Conferences. They will be held in the fall and in the spring. Other meetings before or after school can also be arranged. Feel free to call or e-mail your child's teacher to resolve concerns before contacting the principal.

## **LUNCH**

All students are to eat their lunch in the school cafeteria. Students are to line up in the cafeteria and use the serving line of the kitchen. No food is to be taken out of the cafeteria and no cutting into the serving line will be permitted. Families who have a financial problem should inquire about the free/reduced lunch program that is available. Applications are available in the school office. Application information is considered confidential and will be used only to determine eligibility.

Students are expected to use good manners. The privilege of eating in the cafeteria may be lost through improper lunchroom conduct. Please leave the table and your area in a neat clean condition for the next students.

Candy and other food items are not to be sold before or during school hours by any organization. Only packed or purchased lunches should be eaten during the school's "closed" lunch period.

## **CLEAR FORK VALLEY LOCAL SCHOOLS CHARGE POLICY**

The food service department is pleased to offer breakfast and lunch to all students. Applications for free or reduced price meals are available at each school office and on line at the school website at [www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us). Applications may be filled out ANY time during the school year!

We understand that occasionally a child may forget his/her lunch money therefore we allow charged meals, however, the charges have become excessive. Below is our district policy for charges:

1. Students in grades K-5 may accumulate no more than 5 charged meals.
2. Students in grades 6-12 may only have one charged meal on his/her account.
3. Charges are not allowed on a la carte items with the exception of milk for packed lunches.
4. Parents will be called to bring the student lunch or money if charge amounts are exceeded. This can be very embarrassing for your child so PLEASE make sure lunch is taken care of each day!

Please be aware that you may apply or reapply for free/reduced meals ANY time during the school year. Even if you do not currently qualify but your family income decreases or your family size increases you may fill out a new application at ANY time.

## LIBRARY POLICY

### CHECK OUT PROCEDURE

All library materials must be checked out before a student leaves the library.

**Students must use their own library card to check out a book. They should not let anyone borrow the books they check out. The student checking out the book is the one responsible for any damages.** Books are checked out for two weeks. Items may be renewed if there are no other requests. Renewals must be made in person with the item to be renewed. No more than three books may be checked out at a time.

### OVERDUE LIBRARY MATERIALS

1. Students need to return books by the due date or a daily fine will be assessed.
2. All financial obligations regarding library costs/fines must be satisfied by May 15<sup>th</sup> for that school year.
3. If a library book is lost, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback).
4. An Accelerated Reader book must be replaced with the same title.
5. Other books must be replaced with another book (in good condition) of the same subject, ie: baseball for baseball, dinosaur for dinosaur. Otherwise, the book must be paid for at the current replacement cost.

### LIBRARY RULES

Your library is available for reading and research Monday through Friday. A quiet atmosphere is expected. Do not bring food, drink, backpacks, or electronic devices to the library. School rules also apply when in the library.

### FIRE AND TORNADO DRILLS

Monthly fire drills are required. A signal will be given via the P.A. system when teachers are to take students to the designated areas.

The windows and doors on the east side of the building should be open approximately one inch. Proceed **QUIETLY AND QUICKLY** to designated area when the signal is given. Directions for exiting the area are posted near the doorway in each room. If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass.

### ELECTRONICS

CD players, radios, tape players, I-Pods, electronic devices are not to be used for games but can be used as a part of class assignment.

## **CELL PHONES**

We prefer that cell phones remain with an adult during school or at home. Any cell phone that is brought to school must be turned off during school hours. Students **are not** to use cell phones to make personal calls but can use them if permitted by the teacher if the phone is a “smart phone” and is used for educational purposes.

## **TELEPHONE CALLS/USAGE**

The office telephone is a business phone and should not be used by students except for emergencies. Forgotten items do not constitute an emergency. Permission from a teacher and the office are required before students may use the telephone.

## **TEXTBOOKS**

You have been assigned certain textbooks for your use. These same books must be used by others next year and in the years to follow. Treat these books accordingly. If any text is lost or shows unnecessary abuse and wear, you will be charged.

## **SCHOOL FEES**

School fees are **\$40.00** for K-5 if paid by September 30<sup>th</sup>. After that date, school fees will be **\$50.00**. School fees are to be paid as soon as possible at the beginning of the school year. For families who have a financial difficulty a payment plan can be arranged by calling the building principal. Students who qualify for free lunches can have their fees waived if you check “Yes” on part 5 of the Free and Reduced Price School Meals Family Application form. Failure to pay school fees may result in the following: student unable to participate in non-academic classroom events, ie: parties and field trips and withholding final grade card including Progress Book being locked. You may pay school fees on-line at [www.clearfork.k12.oh.us](http://www.clearfork.k12.oh.us) by clicking and registering at “Pay For It.”

## **REFUND OF FEES OR FINES**

If your child is due a refund of fees or fines, the amount of the refund will be applied as follows: First to any outstanding fees or fines for this child or a sibling; Secondly to any unpaid cafeteria charges for this child or a sibling; and lastly it will be applied to fees for the next school year for this child or a sibling. If you do not have any other children attending in future years, the refund will be sent to you following the last day of classes for the current school year.

## **LOCKERS**

Students in certain grades will be assigned a locker and will be responsible for the locker during the school year. Students must use only lockers assigned to them. The lockers are the property of the Clear Fork School System and are subject to inspection by authorized personnel. At Bellville Elementary, we do not use any kind of lock on our lockers. You are cautioned against having anything of VALUE in you locker. The school is not responsible for items stolen from lockers. **Students are not permitted to share their locker space with other students.**

## **BAND**

At Bellville Elementary our fifth grade students have the opportunity to participate in either band or music. Once a student has started band they will not be permitted to leave the program for that school year. However, certain arrangements can be made in order to ensure the student will be successful if they are any concerns.

## **SCHOOL AND PERSONAL PROPERTY**

The school property is here for your convenience and benefit. Considerable efforts have been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

## **LOST AND FOUND**

Lost and found articles are turned in at the office. We will dispose of any articles that have not claimed within a reasonable time period. You can help prevent articles from becoming lost by putting your name on them – especially shirts, purses, lunch boxes, and jackets.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher.

## **BELLVILLE ELEMENTARY PTO**

The Parent Teacher Organization meets on the last Tuesday of each month at 7:00 p.m. Meetings take place in the school library and are open to all parents of Bellville students.

## **SALES PROJECTS**

The Bellville PTO sponsors sales events during the year. Money is raised to enrich the educational programs for our students. If your child participates, please meet the deadlines for returning the money collected from your child's sales.

## **STUDENT ASSEMBLIES**

Student assemblies will be held at intervals during the school year. They are held to supplement the regular school program and educate as well as entertain the students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges and/or other disciplinary action. Seating will follow the pattern set by the principal.



## **PARENT-TEACHER REQUESTS FOR THE FOLLOWING YEAR**

Please do not request a specific teacher for your child. Much thought goes into the make-up of the classes based on the learning needs and social interactions of the children. If a specialized situation exists, please notify the building principal in writing by **April 1st. No written requests will be guaranteed.**

## **PARENT VOLUNTEERS**

Here at Bellville Elementary we encourage parents to come in to assist and volunteer in the classroom. Please contact your child's teacher in order to make the necessary arrangements. If you wish to meet with your child's teacher to discuss any issues, please contact the school to set up an appointment. **Please remember all parent volunteers are at the teacher's discretion.**

## **STUDENT ORGANIZATIONS**

**STUDENT COUNCIL:** Representatives are chosen by classroom in the fall by voting. Meetings are called as needed by the Student Council advisors. Students participate in a fall fundraiser and help plan and prepare for the end-of-year school carnival.

**NEWSPAPER:** Our school's newspaper is called the "The Stampede." Student participation will be elicited in the fall. Meetings are held twice a month and the students must have a signed permission form to participate. You will want to read this interesting monthly account of happenings at Bellville Elementary School!

## **TEACHER QUALIFICATIONS AVAILABLE**

In accordance with federal law (No Child Left Behind) parents may request information about the certification/licensure and qualifications of the teachers of their children. Parents interested in seeking this information should contact the Board of Education.

## **SPECIALIZED PROGRAMS**

### **TITLE VI, TITLE IX, SECTION 504**

Pursuant to the requirement of Title VI, Title IX and Section 504, the Clear Fork Valley Local School District has a policy of non-discrimination that extends to students, staff, the general public and individuals with whom it does business. The policy of non-discrimination applies to race, national background, religion, sex, economic status, age and handicap.

The district has formal procedures for reviewing any concerns in these areas. The Title VI, Title IX and Section 504 Coordinator is Ms. Janice Wyckoff, Superintendent of Clear Fork Valley Local Schools, telephone number 419-886-3855.

## **GIFTED IDENTIFICATION POLICIES**

Clear Fork Valley Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts

You will be notified by the school if your child qualifies. If you have questions/concerns about the Gifted program, contact the Gifted Intervention Specialist.

## **DIRECTORY INFORMATION**

Ohio Revised Code Section 3319.321 (B) provides that "No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending public school without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.

Ohio law working within the confines of the Federal Family Educational Rights and Privacy Act, prohibits release of student records of any kind if the student's parent, or 18 year old student, informs the district that they do not consent to release of any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

It is the policy of the Board of Education to maintain confidentiality of information regarding all our students. Only directory information is released. Directory information is that information used to publish athletic programs, school musicals, and award programs. Parents who desire to have the school withhold even directory information may contact the school to formally make that request.

## **DISTRICT PHONE NUMBERS**

	<b><u>Long Distance</u></b>	<b><u>Local</u></b>
<b>Board Office</b>	<b>877-464-8355</b>	<b>419-886-3855</b>
<b>High School</b>	<b>877-650-2601</b>	<b>419-886-2601</b>
<b>Middle School</b>	<b>877-915-3111</b>	<b>419-886-3111</b>
<b>Bellville Elementary</b>	<b>877-883-3244</b>	<b>419-886-3244</b>
<b>Butler Elementary</b>	<b>877-650-3451</b>	<b>419-883-3451</b>
<b>Bus Garage</b>	<b>877-880-3491</b>	<b>419-886-3491</b>
<b>Learning Line</b>	<b>877-552-2962</b>	<b>419-886-2962</b>

Please complete this form if you **DO NOT** wish your child's name to be submitted to the news media for events such as honor roll or receiving special awards or other recognition.

I do **NOT** want my child, \_\_\_\_\_, to have  
(print first & last name)

their name submitted to any news media for the 2015-2016 school year.

Parents' signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**MY CHILD AND I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS HANDBOOK. THIS MUST BE TURNED INTO THE SCHOOL FOR STUDENTS FILE.**

**Print Students Name:** \_\_\_\_\_  
(first & last name)

**Students signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_