



**Austintown Intermediate School**

**Student Handbook**

**2020-2021**



**MESSAGE FROM THE SCHOOL ADMINISTRATION**

On behalf of the Austintown Local School District staff and administration we welcome you. This handbook is published so that all students in the Austintown Intermediate School have easy access to information that will allow for a safe and successful school year. It is essential that parents and students read the handbook, as all students will be required to adhere to its provisions. We are more than happy to answer any questions or concerns that you may have, and we look forward to working with you throughout the school year. The number one priority is maintaining a safe and appropriate learning environment. All of the policies outlined in this handbook are intended to protect this learning environment and to ensure that the students of ALS have complete access to a rigorous and relevant school experience.

**AUSTINTOWN LOCAL SCHOOLS CODE OF CONDUCT**

The rules and standards in this code are applicable to all students when they are on school grounds, property, involving school property, under the authority of school personnel, during a school activity, function, or at any such school-sponsored event or function, whether on property owned, rented, or maintained by the Austintown Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school buses or any other school vehicles, or if the act affects the operation of the schools. These rules and standards also apply to any misconduct regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

Violations, by a student, of any one or more of the rules and policies in this code may result in disciplinary action(s) which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, in-school restriction, suspension, expulsion, permanent exclusion, or other disciplinary actions as deemed necessary to respond to inappropriate actions or behaviors.

<b>AIS Administrative Team</b>
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**Section 1: General School Information**

**PLEASE NOTE- THESE TIMES HAVE CHANGED FOR THE 2020-2021.**

**A. Building Schedule:**

- Front Doors Open: 8:15am
- Buses Begin Drop Off: 8:15am
- Breakfast: 8:15 - 8:35am
- Tardy Bell 8:40am
- Bus Dismissal: 3:25pm

*\*Car riders and walkers who arrive before 8:15am will stand on the sidewalk area by the flagpole until 8:15.*

***Students are not permitted to play on the playground if dropped off early.***

***\*\*Bus riders who get dropped off before 8:15am AND are not eating breakfast must report to the tables closest to the stage until 8:15.***

Note: a variety of modified schedules will be used for 2 hour delay days, early dismissal and special events.

**B. Grading Policy:**

The Austintown Local Schools grading scale is as follows:  
A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Below 60

**Report Card Key for Indicators:**

**LIMITED:** Students at this level have made very little progress and have not yet met standards.

**BASIC:** Students at this level have made some progress, but have not consistently mastered standards.

**PROFICIENT:** Students at this level have made satisfactory progress and have met standards when applying them directly.

**ACCELERATED:** Students at this level have progressed to show a command of the standards, as well as applying them to varying learning situations.

**O:** demonstrates the skill/behavior in an outstanding manner.

**S:** demonstrates the skill/behavior satisfactorily.

**U:** demonstrates the skill/behavior unsatisfactorily.

**C. Retention Policy:**

AIS adopted new report cards for the 2020-21 school year. The retention policy is as follows:

<b>Grade 3</b>	Students who have 3 or more “Limited” indicators in either MA or LA on their final averaged report card will be required to attend summer school. Those who do not attend, will be retained if they have not passed the TGRG. Those who attend and complete successfully, will be promoted. Students in Grade 3 who have 3 or more limited indicators in BOTH MA and LA on their final average report card will be asked to attend summer school, but will be retained.
<b>Grade 4</b>	Students with a final F average in one core class AND at least 2 “limited” indicators on their final average, will be required to attend summer school. Those who attend and complete successfully, will be promoted. Students with a final F average in both core classes AND at least 2 “limited” indicators in both classes, will be asked to attend summer



	school but will be retained.
Grade 5	Students with a final F average in one core class (MA, LA or SC) AND at least 2 “limited” indicators on their final average, will be required to attend summer school. Those who attend and complete successfully, will be promoted. Students with a final F average in 2 or more core classes AND at least 2 “limited” indicators in both classes, will be asked to attend summer school but will be retained.

Parents MUST be notified of the possibility of their child being retained or attending summer school initially by Feb 11th and again by April 1st.

**D. Homework Policy:**

Homework policies have been adopted by the Board of Education. Please refer to board policy for the latest information.

**E. Grade Reports:**

Grade reports (report cards) are available on Progress Book at the conclusion of each grading period. Hard copies of report cards are no longer sent home. Parents/guardians are permitted access to Progress Book, which allows for 24/7 supervision of student academic progress.

**F. Progress Book:**

All students and parents/guardians are provided with Progress Book accounts. Parents and students can login daily using student username/passwords via “Sign in to Google” to view all homework assignments and current grades. AIS staff members will attempt to update grades weekly.

**G. Visitors:**

Students are not permitted to have guests. State law requires that guests enter via the main office and obtain permission from the principal upon entering. Additionally, the Austintown Local Schools will not permit visitors to go beyond the front desk without a state issued photo ID, which will be scanned by school security prior to the visitor receiving access.

If a person wishes to confer with a staff member, he/she should contact the school for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

**H. Student Telephone Usage Policy:**

School telephones are available for student use in the case of an emergency. Students requesting to call home for emergency purposes must first receive permission from school staff, school secretary, or school administration. Student cell phone use is not permitted during the school day (8:15 am -3:25 pm). Emergency messages from parents/guardians will be delivered to students via the main office.

**I. Bus Transportation Policy:**

Riding a school bus is a privilege and not a right. Students must abide by all regulations determined by the school bus policy and the bus driver. Questions regarding transportation can be directed to the Transportation Office. See also Section 7: Transportation for more information.



**J. Walking to School Policy:**

Students walking to and from school shall obey all local safety rules. Parents must complete a yearly “Walker Permission Slip” in order for their child to be permitted to walk home from school. No students will be permitted to leave the campus and walk to a location without a current permission slip on file. Loitering after school is prohibited. The use of a bicycle is permitted as transportation to and from school. While walking to and from school, students are prohibited from trespassing on residents’ property surrounding the school. Students who trespass may face disciplinary action.

**K. Early Arrival to School Policy**

The school doors officially open at 8:15 a.m. for all students. Students should not arrive before this time because they will not be supervised by school officials. Students entering at 8:15 a.m. should report to their classrooms. Students may go to the cafeteria for breakfast until 8:35am.

**L. Recess**

Third and fourth grade students will go outside for recess when the weather permits and the temperature or wind chill factor is no lower than 30 degrees. All students are expected to go outside for recess. If your child is not permitted to go outside, he/she must have a note from you explaining why they cannot go out. The principal or designee or playground supervisor will decide if recess will be outdoors or indoors based upon that day’s weather conditions. Students should dress under the assumption that recess will be outside. Failure to respect or obey the teacher or playground supervisor could result in loss of recess time, or other such disciplinary action.

**M. Counseling Services:**

Counselors are available at each grade level to assist students with educational and personal concerns. School counselors provide an opportunity for students to discuss their thoughts and feelings with a concerned adult in a confidential setting.

<b>AIS School Counselors</b>	<b>Email</b>	<b>Phone</b>
Jeanne Senchak	<a href="mailto:jsenchak@austintownschoools.org">jsenchak@austintownschoools.org</a>	330-797-3901 Ext. 6027
Lisa Fitzgerald	<a href="mailto:lfitzgerald@austintownschoools.org">lfitzgerald@austintownschoools.org</a>	330-797-3901 Ext. 6026

**N. Student Valuables:**

Students are responsible for the care of their own personal property and should not bring items of value to school. Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft. Students are highly encouraged to keep electronic equipment such as gameboys, cell phones, I-pads, or any other hand held electronic device at home. The School is not liable for any loss or damage to personal property or valuables.

**O. Lost and Found**

The lost and found area is in the third grade hall next to the main steps. Students who have lost items should check there. Unclaimed items will be discarded or given to charity after parent teacher conferences, the beginning of winter break, and at the close of the school year.





**P. Fees and Student Expenses:**

All fees and student expenses are to be paid in the building in which the student attends. All obligations must be met by October 25th , 2020. Students are responsible for asking for a receipt when paying expenses, fees, and other payments. **\*\*Checks returned for non-payment are subject to bank fees (currently \$10) and will be added to your account automatically.\*\***

**Q. Safety Drills:**

Fire and tornado drills are required by law at regular intervals and are an important safety precaution. When the fire alarm sounds, everyone must promptly and quietly clear the building by the assigned route, which is posted in each classroom. When the tornado alarm sounds during a tornado drill, students are to report to their assigned stations and remain quiet. No one is to return to the building during a fire drill or to a classroom during a tornado drill until the signal is given by the school administration.

**R. Bullying Policy:**

Harassment, bullying, and intimidation is defined by the Ohio Revised Code as an “**intentional**” written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim **more than once**; and the behavior both 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 (O.R.C. 3313.666) and that false reports will result in disciplinary action pursuant to the Student Code of Conduct that may include, but not limited to: detention, suspension, and/or expulsion depending on the circumstances. If you have been the victim, or know of a victim, who is suffering harassment, bullying or intimidation as defined above, please complete a Harassment / Bullying Incident Formal Report. Reports are available on the district website and in each school’s main office and should be turned in to the grade level principal of the victim. If you wish to report anonymously, please use the form on the district website. **The complete Board of Education Anti-Harassment and Bullying Policy and the district’s formal reporting form are included at the end of this student handbook.**

**S. FERPA notification:**

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the Austintown Local Schools receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask any Austintown Local School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of



their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request].
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Austintown Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**See the list below of the disclosures that elementary and secondary schools may make without consent:**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or



functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**T. Student Birthdays:**

We ask that parents observe the following with regard to student birthdays:

1. Do not have balloons, flowers or other items sent to school to be delivered to the child during school time. These will not be delivered to the classroom and balloons are not permitted on the school bus.
2. **Food items of any kind are not permitted.**
3. Birthday treat bags (non-food items only) may be sent to the school. Please notify the teacher in advance.
4. Birthday invitations may be handed out only to a student’s entire class or all students of one gender (i.e- all boys or all girls). No exceptions will be made. We ask that parents drop them off in the front office to be delivered to their child’s teacher. Please do not send the invitations to school with your child so that teachers can make sure they are passed out at an appropriate time to avoid an academic disruption.



### **U. Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of AIS's co-curricular and extracurricular 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 and attendance rules applies to all field trips. Students may be denied participation in field trips if students do not meet established attendance and behavior expectations. Students who violate school rules may lose the privilege to go on field trips. Additionally, students will be denied participation in field trips if they **owe outstanding fees to the district**.

### **Camp Fitch**

Camp Fitch is our annual outdoor education trip to the YMCA Camp Fitch by the shore of Lake Erie. This is an Austintown tradition that goes back many years and is open to all **fifth** grade students. In order to attend this program there is a fee to attend and in addition all school student fees and expenses are to be paid in full prior to the Friday before camp or the student's reservation to camp will be revoked. Any student suspended or expelled from school is also subject to possibly having their reservation revoked at the administrator's discretion. The purposes of the trip are as follows:

1. To provide a foundation of interest for continued self-involvement in the study of the outdoors.
2. To enhance the curriculum of the classroom by providing practical application in an outdoor setting of what is learned in the classroom.
3. To engender a healthy respect for the natural resources around us and to develop an awareness that these natural resources must be conserved for the future of mankind.
4. To provide a program of physical and recreational activities.

#### **Camp Fitch Program Details**

1. All activities and lessons are taught by AIS and Camp Fitch staff.
2. Students are divided into groups of about eighteen with high school counselors. These high school counselors are carefully screened. They have outstanding academic and behavioral records.
3. Students will be housed in cabins and chaperoned by Camp Fitch, AIS Staff and Fitch student chaperones.
4. Meals are prepared by Camp Fitch each day. Students get plenty to eat. The only meal which students are responsible for is lunch on the first day.
5. The cost is \$135.00 per student. This includes a Camp Fitch T-shirt, lodging, six meals, Camp Fitch staff, and use of recreational equipment.
6. Transportation to and from Camp Fitch will be provided for by Austintown School buses.
7. First aid will be provided by Camp Fitch staff, AIS staff, or by the nurse accompanying us on the trip. Emergencies will be taken to a medical center in Lake City, PA, which is about fifteen minutes away

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

### **V. Parent Teacher Conferences:**

Parents who wish to discuss their child's behavior or class work with teachers or counselors may do so in one of two ways. Parents may schedule an appointment via email or phone call to their child's teachers or guidance counselor. Teachers have a non-academic planning time each day and can make themselves available during that time. Designated fall and spring conferences will be utilized for student led conferences. Students work and



prepare diligently for this special opportunity to present and discuss their progress to their parents/guardians. We hope all parents/guardians can attend both nights.

**W. Enrollment for New and Transfer Students:**

Parents wishing to enroll new or transfer students should report to the Board of Education office. The following documentation must be presented: academic transcripts, report cards, birth certificate, immunization records, proof of custody or court order, and proof of residency in the district. Enrollment will not be processed without these documents.

**X. Withdrawal from School:**

In order to withdraw from school, an official withdrawal form needs to be completed by the custodial parent or guardian. Records cannot be sent to a student's new school until all charges or fees are paid in full. Student withdrawals must be done at the school the student currently

**Section 2: School Clinic Information**

Students who are ill must first get a pass from their classroom teacher before going to the clinic. Failure to follow the correct procedure could result in the student being reported truant from class. If the clinic is closed, the student should report directly to the main office. Students may not leave school due to an illness or injury without being released by the medical staff. If it is necessary for the medical staff to administer medication during school hours, the following requirements must be met prior to the administration of medication:

**EMERGENCY MEDICAL AUTHORIZATION**

State law requires a complete Emergency Medical Authorization Form signed by a parent or guardian be on file yearly with the school. Students will not be able to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities without the form being submitted. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school clinic.

**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day must first get a pass from their classroom teacher before going to the clinic. Failure to follow the correct procedure could result in the student being reported truant from class. If the clinic is closed, the student should report directly to the main office.

An appropriate adult in the clinic will assess the student to determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.



### **ADMINISTRATION OF MEDICATION TO STUDENTS DURING SCHOOL HOURS**

All medication should be given at home when possible. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. In the event that it is necessary for a student to receive medication during the school day, the following requirements must be met prior to the administration of medication.

**If it is necessary for the medical staff to administer medication during school hours, the following requirements must be met prior to the administration of medication:**

#### **A. ADMINISTRATION OF PRESCRIPTION MEDICATION:**

1. A Medication Administration Record (MAR) Form or the appropriate School Action Plan (Asthma, Diabetes, Emergency Allergy, Seizure) must be completed and signed by both the healthcare provider and the parent/guardian.
2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport an emergency medication (i.e. Inhaler, EpiPen/Diabetes supplies/medications) unless previously authorized by the school, healthcare provider, and parent/guardian.
3. All prescription medication must be labeled appropriately by the pharmacist or healthcare provider and in its original container. The label must state the student's name, dosage, route of administration and time(s) to be taken and must match the Medication Administration Record (MAR).
4. A Medication Documentation Record (MDR) will be maintained noting the personnel administering the medication, as well as the date and the time of day that the medication was administered. This record will be maintained along with the prescriber's written request and the parent's written release.
5. Any change to the medication must be submitted on a new Medication Administration Record (MAR). If a prescriptive medication is to be discontinued, a written note must be provided by the healthcare provider.
6. The first dose of any new medication will not be administered at school in case of an allergic reaction.
7. If a prescriptive medication is to be discontinued, a written note must be provided by the healthcare provider. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
8. It is the student's responsibility (age appropriate) to report to the clinic at the designated time to receive the medication ordered.
9. New medication forms must be submitted for **each** school year and for **each** medication. Parents/guardians must pick-up any unused medication.



## B. ADMINISTRATION OF NON-PRESCRIBED (OVER THE COUNTER) MEDICATION

Parents may authorize administration of a non-prescribed medication. Physician authorization is not required in such cases.

1. A Medication Administration Record (MAR) must be completed and signed by the parent/guardian.
2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport medication unless previously authorized by the school, physician, and parent/guardian and is an emergency medication (i.e. Inhaler, EpiPen).
3. All non-prescription medication must be in its original container and labeled with a permanent marker indicating the child's name. Medication not in its original container will not be administered to the student.
4. The recommended dosage on the box of non-prescription medication will be reviewed and compared to the parent/guardian's request. If the dosage exceeds the amount recommended on the medicine container/box, it must be requested by a healthcare provider's order on a Medication Administration Record (MAR).
5. A Medication Documentation Record (MDR) will be maintained noting the personnel administering the medication, as well as the date and the time of day that the medication was administered. This record will be maintained along with the parent's written request/release.
6. Any change to the medication must be submitted on a new Medication Administration Record (MAR).
7. The first dose of any new medication will not be administered at school in case of an allergic reaction.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel when a medication is no longer to be administered or at the end of a school year.
9. New medication forms must be submitted for **each** school year and for **each** medication. Parents/guardians must pick-up any unused medication.
10. Cough drops will not be given out in the clinics. Clinic staff can use a warm salt-water gargle to ease scratchy throats. Students may bring cough drops to school with a note from the parent/guardian. However, the cough drops, along with the note, will be stored in the clinic.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.



If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **LICE**

In an effort to control head lice infestations and protect all students, Austintown Local Schools maintain a "no-nit" policy to control the spread of head lice among classmates. Students will not be admitted to school if there are any visible signs of lice or lice eggs (nits). The policy is enforced in this manner:

1. If a child is found to have lice or nits, the parent will be called to take the child home and treat the infestation until all lice and nits have been removed. The school will provide information about treatment.
2. The student may return the following day if he/she has been treated and all nits have been removed.
3. A parent/guardian is required to accompany the child when returning to school and the school nurse will check the child's head. If any nits are found, the parent/guardian must take the child back home to complete the removal.
4. For a few weeks after the child returns, head checks will be performed to monitor the possibility of reinfestation.

The Ohio Administrative Code states "a person with head lice shall be excluded from school or child care centers until after the first treatment with an effective pediculicide." Most parents/guardians successfully treat this issue, if and when it occurs, with assistance from the school nurse.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, CO-VID 19, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed





by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the clinic. **Students must complete requisite documents (e.g., Form 8453.02 F1 Exposure Report).**

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or \_local urgent care\_ [health service]. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

[ ] The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or \_local urgent care\_ [health service].



- ( ) The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- ( ) The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **IMMUNIZATIONS**

In order to minimize the spread of preventable illnesses in schools and to provide students with a healthier learning environment, the Board requires students be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements.

**In the event of an outbreak of any of the vaccine preventable life-threatening diseases, any child who does not have the necessary immunizations will be excluded from school for the duration of the outbreak. (Unless provided a statement, signed by a physician, verifying the student has had the disease in question, the student cannot attend school). This action is necessary to protect your child, the students and staff of the school.**

The Board may also require tuberculosis examinations in compliance with the law.

Students eligible for kindergarten and students new to the district must present written evidence of similar immunizations, or written evidence to indicate they are in the process of receiving immunizations, to be completed no later than the day of entrance. All students entering the 7th grade will be required to have one dose of meningococcal vaccine (also known as MCV4, Menveo or Menactra) in addition to one dose of Tdap (Tetanus, diphtheria, and acellular pertussis) prior to entry.

### **Section 3: Food Service Information**

#### **Food Service Department Information / Charge Policy**

Please visit our website [AFFoodServices.com](http://AFFoodServices.com) for complete policies and further information. This institution is an equal opportunity provider.

#### **Contact Information:**

Food Service Director: Alexis Weber, RDN, SNS

Food Service Supervisor: Jayme Rarick

Office Address: Austintown Elementary School; 245 Idaho Road - Lynn Kirk Loop

Phone: (330) 797-3901 ext. 5041

Email: [AFFoodServices@austintownschoools.org](mailto:AFFoodServices@austintownschoools.org)

Website: [AFFoodServices.com](http://AFFoodServices.com)



**Student Meal Accounts:**

Each student in the Austintown School District has a student ID number and meal account that is created during the enrollment process. This number can be obtained through Progress Book or by contacting your building secretary. Students will enter their student ID number on a keypad to access their account in the cafeteria. AES and AIS students will also be enrolled into our biometrics finger scanning system and can choose to scan or use the keypad. Please visit our website for more information

**Making Cafeteria Purchases**

We serve any student that presents in the lunch line. We do not force students to purchase complete meals, although it is encouraged. Students are able to purchase whatever they choose, even in grades K-2. If the student does not have enough lunch money we charge their account according to our Unpaid Meal Charge Policy (see below). If a parent wishes to restrict what a student can purchase or limit charging, contact Food Services directly (see below).

**Restricting Cafeteria Purchases**

We do not limit what your child can purchase or how much they spend, so long as they have a positive balance in their account. We do refuse the sale of extras if students have meal debt (a negative balance) on their account. Contact Food Services directly if you wish to restrict or control what purchases are made on your student’s meal account, (330) 797-3901 ext. 5041

**Menu and Pricing**

Meal prices are subject to change each school year. Each school develops a monthly menu while considering age appropriate options and variety. Lunch/Breakfast prices are based on a complete meal (see Offer vs. Serve). The 2020-2021 meal and component prices are as follows:

School	Lunch	Breakfast	Milk	Entrée	Side	WAM*
Fitch High School	\$3.00	\$1.50	\$0.50	\$2.00/\$1.75	\$0.50	\$1.00
Middle School	\$2.85	\$1.50	\$0.50	\$2.00/\$1.75	\$0.50	\$1.00
Intermediate School	\$2.85	\$1.50	\$0.50	\$2.00/\$1.75	\$0.50	\$1.00
Elementary School	\$2.50	\$1.50	\$0.50	\$2.00/\$1.75	\$0.50	\$1.00

\*WAM stands for “with a meal”. If your child would like a second entrée, the price is \$1.00 as long as they also purchase a complete meal.

Visit [AFFoodServices.com](http://AFFoodServices.com), on your computer or smartphone, to access monthly Breakfast and Lunch Menus. Online menus are now interactive and display nutrition and allergen information by simply hovering over or selecting menu items. You can also have the menus emailed to you monthly by signing up for the Going Green Menus option on our website.



### **Charging Meals**

*Please see the full Unpaid Meal Charge Policy at [AFFoodServices.com](http://AFFoodServices.com) or below.*

In summary, Austintown Schools wishes not to deny meals to students who are unable to pay. However, as a self-funded operation, we cannot incur meal debt. In the case that a student has forgotten their packed lunch or lunch money, students will be able to charge the equivalent of 1 week worth of meals in the cafeteria (5 breakfasts and 5 lunches at the appropriate rate). Once this limit is met, an alternate entree will be served to K-8 students. Grade 9-12 students will not be given an alternate meal. Extras are never allowed to be charged.

The district will make repeated efforts to notify parents of accumulated debt in an effort to collect payment. All charges on a cafeteria account are the responsibility of the parent, regardless of meal benefit eligibility status. Meal debt accumulates and carries with a student throughout their enrollment with the district. It is considered a school fee and certain privileges may be revoked if meal debt is not paid in full.

### **Offer vs. Serve & School Breakfast and Lunch Programs**

Austintown Local Schools offers breakfast and lunch each day in partnership with the United States Department of Agriculture (USDA). The USDA recognizes 5 food groups important at each meal: grains, meat/meat alternatives, fruit, vegetable, and dairy. Each of our schools participates in Offer vs. Serve, where our students select each component of the meal they want instead of our staff serving the whole meal. Students must select at least 3 components (with at least one fruit/vegetable component) to create a complete meal. Our staff is here to guide students on selecting a complete meal.

### **Free and Reduced Price Meals**

#### **LUNCHAPPLICATION.COM**

Visit the website above after July 1st to apply for free and reduced price meal benefits online. Use your computer, tablet, or smartphone. Applying online is quicker and more efficient for families and for our district. We no longer distribute paper applications to everyone, but you may request one from your building secretary or Food Services.

We encourage all our Falcon Families to apply for meal benefits. Free and reduced price meal benefit applications are only good for one school year so you **MUST APPLY EACH SCHOOL YEAR**, regardless of eligibility the previous year. You will be notified via postal mail on your eligibility for these benefits once the application is processed. Ultimately, it is the family's responsibility to ensure we received your application – let us know if you don't hear from us.

Until the application is approved, you agree to pay the full price for meals served in the cafeteria or pack a lunch for your child. Families are responsible for **ALL** meal charges that occur before an application is approved. Your eligibility **DOES NOT** back date or cover the cost of charged meals, so be sure to apply promptly.



## **Meal Account Information and Payments**

### **K12PaymentCenter.com**

We encourage parents to utilize K-12 Payment Center. Creating an account is free and gives you access to set up low balance email and text alerts, view meal history, and transfer funds between your student accounts.

### **Making Meal Payments**

Money may be prepaid on a student's account, or students may use cash in the lunch line. It is the parent's responsibility to provide lunch money. Make meal payments online at K12PaymentCenter.com or send cash or check in a sealed envelope labeled "Lunch Money" with their student ID number and full name to their school cafeteria. Make checks payable to the school cafeteria, for example: AES Cafeteria.

### **Food Allergies**

*Please see our full Food Service: Food Allergy Information Sheet at [AFFoodServices.com](http://AFFoodServices.com) or attached.*

Food Services works with the school clinic to update food allergy information from the Emergency Medical Form annually. Life-threatening food allergies are observed with proper documentation. Food preferences are not observed. Each cafeteria offers several menu choices for our students for each meal component. Please call our office to discuss the specific allergies of your student.

## **Unpaid Meal Charge Policy**

### **Purpose**

The Austintown Schools Food Services Department provides nourishing meals to our students and helps fuel their learning in the classroom. The department operates as a self-funded entity, like any other business, and unpaid meal charges place a large financial burden on the Austintown Local Schools.

The intent of this policy is:

- i. To be transparent with our families on the district procedures for handling unpaid meal charges
- ii. To establish policies that are age-appropriate for our students
- iii. To encourage parent/guardian responsibility of meal payments and charges
- iv. To outline the actions the district will take to implement and enforce the policy and collect outstanding debts.

### **Purchasing & Payments in the Cafeteria**

Every student has a meal account created during the enrollment process. Students use their Student ID number to access their account and make purchases in the cafeteria. Purchase restrictions must be arranged with the Food Services Office directly at 330-797-3901 ext. 5041.

Money can be applied to a student's account electronically at K12PaymentCenter.com. Cash or check may be sent in an envelope, marked with the student's name and ID number, to your student's cafeteria (pay to the



school’s cafeteria, for example: AES Cafeteria). Payments are applied to negative meal debt first, if applicable, and any additional funds will remain as a positive balance for future purchases.

**Charging Meals (Negative Account Balances)**

Charging meals is like using a credit card. Meals can be charged to a meal account with payment made at a later time. Charging occurs when a student does not have enough money in their meal account to cover a purchase, causing a negative account balance (or meal debt). Meal charges in the cafeteria are to be made in emergency situations when a student has forgotten their lunch or money. Only complete meals can be charged; extras cannot be charged. Extras purchases are prohibited when an account has a negative balance.

Parents are responsible for paying all meal debt on their student’s meal account. Keep in mind that a student’s meal account balance can fluctuate multiple times each day due to payments made and/or meal and a la carte purchases.

**Charge Limits**

The charge limit varies by building and meal status. The chart below reflects the equivalent of 5 breakfast meals and 5 lunch meals, per meal status, per building. This equates to 1 full week of meals. Subject to meal price changes.

**Negative Charge Limit:**

<u>School</u>	<u>Full Pay Lunch</u>	<u>Full Pay Breakfast</u>	<u>Reduced Lunch</u>	<u>Reduced Breakfast</u>	<u>Full Pay Limit</u>	<u>Reduced Limit</u>
<b>FHS</b>	\$3.00	\$1.50	\$0.40	\$0.30	- \$22.50	- \$3.50
<b>AMS</b>	\$2.85	\$1.50	\$0.40	\$0.30	- \$21.75	- \$3.50
<b>AIS</b>	\$2.85	\$1.50	\$0.40	\$0.30	- \$21.75	- \$3.50
<b>AES</b>	\$2.50	\$1.50	\$0.40	\$0.30	- \$20.00	- \$3.50

**Alternate Entree**

Once the charge limit has been reached an alternate entree will be served. Alternate entrees are nutritionally equivalent to menu entrees, for example: whole grain cereal or oatmeal at breakfast and turkey (or ham) and cheese sandwich at lunch. Students may select all other meal components (fruit, vegetable, milk). Meals with alternate entrees are charged at the normal rate to the student’s meal account. Food allergies will be accommodated.

**Full Pay and Reduced Status Students**

Grades K-8: Alternate entrees are served and charged to the meal account

Grades 9-12: No meals served once the charge limit is exceeded

(negative \$22.50 Full Pay/negative \$3.50 Reduced)

**Free Status Students**

Eligibility for free meal benefits starts the day an application is approved in our system. Until that time, parents are responsible for providing lunch money or a packed lunch and for paying back any meal debt accumulated prior to approval. The debt will remain on the account until the parent pays it off in full.



**Notification and Collection of Meal Debt**

Parents are responsible for their student’s meal account. We encourage parents to use K12PaymentCenter.com to view purchase history and set low balance email/text alerts.

The Food Services Office frequently attempts to notify families of negative meal account balances. We alternate notification methods weekly and track and archive reports of all notifications sent to households.

<b><u>Notification Type</u></b>	<b><u>Frequency</u></b>	<b><u>Threshold</u></b>
Postal Mail	Biweekly	Accounts owing \$3.50 or more (negative \$3.50)
One Call Now	Biweekly	All negative account balances
Email	Weekly	All negative account balances
Personal Phone Call	As needed	As needed
Principal Involvement/Meeting	As needed	As needed

Meal debt is a school fee that remains and accumulates with the student throughout their enrollment at Austintown Schools. Meal debt must be paid before withdrawing or graduating. As the district continues to make debt collection efforts, certain privileges may be revoked at the district and building principal’s discretion, such as:

1. Report cards and transcripts held
2. Non-academic field trip privileges held
3. Fun day privileges held
4. Admission into Homecoming/Prom prohibited
5. Limiting participation in seasonal sports

NOTE: This policy is exclusive to meal debt in the cafeteria and does not include academic schools fees.

For questions contact:  
 Alexis Weber, RDN, SNS  
 Food Service Director  
 330-797-3901 ext. 5041

Revised 2019-11-05; BOE approved effective 12/17/2019

**Section 4: Student Dress Code Policy: (Grades 3-5)**

The purpose for implementing this student dress code policy for students in grades 3 through 5 is to strengthen the learning environment for classroom instruction and academic performance, prevent disruption to the educational process, prevent distraction to students, staff and the educational process, facilitate learning, increase the atmosphere for school pride and personal appearance, and enhance the image of students and the schools in the Austintown community.



This dress code policy shall be in effect during the regular school year and during any summer educational programming.

As discussed below, parents who believe that their child cannot comply with the dress code because of religious beliefs or religious dress must submit a written request for exemption with an explanation of how the religious belief/religion prevents compliance with the policy to the school principal at least twenty-four (24) hours in advance.

### **General**

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, principals and the school administration have discretion to address any attire that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment or that infringes upon the rights of others.

All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing or saggy/baggy, including but not limited to low necklines, midriff tops and form-fitting tops or bottoms, are not permitted. Clothing that has holes above the knee exposing skin, is not permitted.

Backpacks of any kind, including mini backpacks, totes and drawstring gym sacks are not permitted to be used or worn during school hours. Bags are permissible for transporting books and gym clothing to and from school but must be secured in cubbies during normal school hours. Lunch containers are permitted for appropriate usage during lunch and breakfast times in the cafeteria.

#### **A. Hair:**

Hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

#### **B. Jewelry and Accessories:**

1. Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected and bulky chains worn around the neck or waist.
2. Chains and sharp objects such as spikes are not allowed on clothing or book bags.
3. No head coverings are permitted. This includes, but is not limited to, caps, hats, hoods, bandanas, sweatbands, skull caps, sunglasses, headsets or any other head covering. Combs, rakes or picks should not be worn in the hair. Exception requests, including those based upon religious beliefs, must be made in writing to the school principal along with an explanation of how the religious belief/religion prevents compliance with the ban on head coverings at least twenty-four (24) hours in advance where practicable.
4. Body piercing (other than permissible types of ear piercing and nose piercing) and displaying jewelry in areas such as the eyebrows, lips and tongue are not permitted.
5. Stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry and ear/body piercing are not permitted: flesh tunnels, flesh plugs, ear/lip stretchers, ear/lip expanders, ear/lip stretchers and similar ear/lip stretching devices or jewelry.





**C. Gang-Affiliated Attire/Accessories:**

A gang, as defined in this policy means any organization, association or group of three or more which has a unique name or identifiable signs, symbols or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program or other function of a school.

Any gang attire, symbols, signs or other things which are evidence of membership in, or affiliation with, recruitment or desire to be affiliated with any gang are prohibited. Gang related attire/accessories include but are not limited to the following:

1. Any article of clothing bearing gang symbols, names, initials, insignia or anything else that signals gang affiliation;
2. students rolling up one pant leg;
3. long bulky chains and necklaces, gang style belt buckles, large oversized pendants on necklaces and chains and
4. draping articles of clothing, towels or other objects out of pant pockets or over the shoulder or neck area.

As gang styles and clothing continually evolve and change, additional styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities.

**D. Tops:**

All tops must cover the chest, stomach, back and shoulders. Spaghetti straps, tank tops and crop tops are not permitted. Crop tops and see-through fabric shirts such as loose knits, lace, and burnout fabric must have a shirt underneath to cover areas of exposed skin. Tank tops, bare shoulder tops, and open back tops cannot be worn unless another shirt is worn under top to cover areas of exposed skin.

**E. Bottoms:**

All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone. Wearing bottoms which expose skin or undergarments or wearing oversize/draping baggy style pants is prohibited. No sagging is permitted.

The hemline on shorts, skirts, skorts, dresses and jumpers must extend to the mid-thigh region. Students are not permitted to wear pajama bottoms or pajama bottom-style pants. Jeans or pants that have holes from the mid-thigh region to the waist must be worn with something underneath that is not “see through” such as leggings. Nude colored nylons are not acceptable.

**F. Footwear:**

Students are permitted to wear any style of footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, boots and closed-toe sandals. Boots may extend no higher than the bottom of the knee.



"Open-toe" footwear is strictly prohibited. Flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. Shower shoes are strictly prohibited. Shower shoes are defined as those meant to be used near pools, bathrooms, or other wet places, and are made of plastic or rubber. Shoes with wheels are strictly prohibited.

**G. Dress Code Exceptions:**

Exceptions to the dress code shall include the following:

1. Students participating in a nationally recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.
2. Other exceptions are made only upon the prior approval (with at least 24 hours advance approval where practicable) of the building principal. Such exception requests must be made in writing at least twenty-four (24) hours in advance where practicable and must include a reason/explanation for the request.

**H. Religious Exemptions:**

Requests for exemptions from the dress code based upon one's religion or religious beliefs, including an explanation of why the religion/religious belief prevents compliance with the dress code, must be made at least twenty-four (24) hours in advance where practicable in writing to the principal.

**I. Dress Code Violation:**

This dress code policy shall be included in the Student Code of Conduct and any other student handbooks or discipline policies. Principals are responsible for ensuring that the dress code policy is implemented and enforced.

Additionally, a student's first dress code violation will result in a warning being issued to the student with the student's parents/guardians being notified of the warning unless circumstances warrant more severe discipline. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to warnings, in school restriction, suspension and/or expulsion depending on the circumstances.

**Dress Code Violations- Progression of Discipline:**

Students who violate the dress code policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the intermediate or elementary school is not required to follow the progressive discipline steps and may skip steps where warranted. Parents/guardians will be notified of any dress code violation. A student's first dress code



violation will result in a warning being issued to the student unless circumstances warrant more severe discipline. Principals have discretion in applying discipline.

The progression of discipline for dress code violations includes the following:	Consequence (all consequences include correcting the dress code violation)
First Offense	Warning-call home. Asked to not wear again.
Second Offense	Warning- call home - change of clothes.
Third Offense	Principal discretion depending on the situation.
Fourth Offense (and thereafter)	Principal discretion depending on the situation.

**Section 5: Student Attendance Guidelines and Procedures:**

The Attendance Office is responsible for maintaining accurate records of absence, tardiness, truancy, and early excusals. A student must attend school regularly to benefit from the educational experiences offered by Austintown Local Schools. A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

Austintown Local Schools Attendance Guidelines and Procedures Revised (2017-18)

**Types of Absences:**

The Austintown Local School District recognizes three (9) different kinds of absences: In this case, the attendance office was notified the day of the absence and the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

**The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:**

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
4. Death of a close relative - three (3) days maximum unless reasonable cause shown otherwise.
5. Observance of Religious Holidays.



6. Family emergency - it must be an acceptable reason in the judgment of the grade principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
7. Medical or dental appointments that cannot be arranged during non-school hours.
8. Authorized school-sponsored activities.
9. College Visitations (In accordance with the Senior Level College Planning Visitation provisions of this student handbook).

- Due to the changes with House Bill (HB) 410, handwritten parent notes will no longer be accepted in the Austintown Local Schools. Official documentation from a medical provider or other expert within the above allowable categories will be considered.

**A. Excused Absences:** In this case, the attendance office was notified the day of the absence and the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
4. Death of a close relative - three (3) days maximum unless reasonable cause shown otherwise.
5. Observance of Religious Holidays.
6. Family emergency - it must be an acceptable reason in the judgment of the grade principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
7. Medical or dental appointments that cannot be arranged during non-school hours.
8. Authorized school-sponsored activities.

- **Due to the changes with House Bill (HB) 410, handwritten parent notes are no longer accepted in the Austintown Local Schools.**
- **Official documentation from a medical provider or other expert within the above allowable categories will be considered.**

**B. Unexcused Absences:**

An unexcused absence is defined as missing class or school without a legal reason. These days/ hours will also count toward the “Excessive Absence Policy.”

**C. Habitual Truancy:**

House Bill (HB) 410 made several significant changes to district obligations for working with students who are truant. It also made changes to student discipline. Under the revised law, the term “chronic truant” has been removed. The term “habitual truant” still is used, and the definition has been updated, removing references to “days” and replacing them with “hours.”

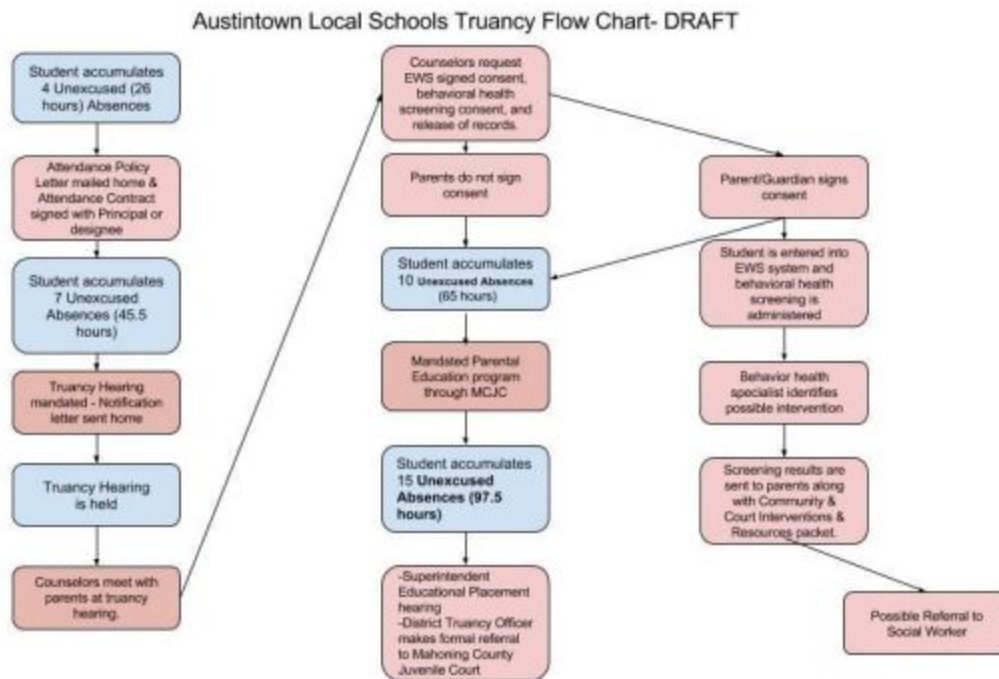
Under the revised definition, a **habitual truant** is defined as “any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive

hours, 42 or more hours in one school month or 72 or more hours in a school year,” (Ohio Revised Code (RC) 2151.011(B)(18)). The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and creates a new option allowing the court to order school districts to place a child in an alternative school if one has been established.

**D. Excessive Absence Policy:**

Since the Austintown Local School District encourages progressive instruction with an emphasis on activities that are student-centered, hands-on, and cooperative, it is sometimes impossible to duplicate a lesson outside the normal classroom setting. Students who exceed a maximum number of absences without verification in a class or the school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for an alternative educational placement at the discretion of the superintendent or superintendent’s designee.

**Austintown Local Schools Truancy Flow Chart**



**E. Notification of Absence:**

If a student will be absent, the parents or guardians should notify the school at 330-797-3900 by 8:30 am and provide an explanation. Parents will be contacted via a One Call if their student is absent without verification.

**F. Make-up work policy:**

Make up work can be picked up if requested. Please call the school before 10:00am to have it prepared for that



day. If the request is after 10:00am, the work will be ready the following school day. Assignments will not be ready for same day pick up if the Attendance Office is contacted after 10:00 a.m. In the case of extended illness, additional assignments cannot be requested until previous assignments are completed and returned to the classroom teacher(s).

**G. Early Excusal Policy:**

When an emergency situation arises which cannot be scheduled at another time, a student may be excused for part of a day. A matter of convenience is not to be interpreted as an emergency situation. Parental Responsibility: To send notice, including the name and telephone number of the licensed practitioner or other party involved; a note signed by the custodial parent containing the same information is acceptable. Otherwise, the parent or guardian must make a request in person. Student Responsibility: To present the notice to the main office immediately upon arrival to school, or the excusal may be denied. Please note: In grades Kindergarten through 8<sup>th</sup>, the custodial parent or legal guardian is required to report to the main office and sign-out the student prior to being dismissed from school-grounds.

**To reflect the changes in the law per HB 410, and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant.**

**Time missed due to tardiness and early excusals contribute to loss of instructional time which can adversely impact student achievement.**

**H. Tardiness to School Policy:**

Students arriving to first period class after 8:40 am are considered “tardy to school.”

**To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant.**

Time missed due to tardiness and early excusals contributes to loss of instructional time which can adversely impact student achievement.

**Section 6: Student Code of Conduct**

Under the Student Code of Conduct, applicable Board policy, and administrative guidelines, the term "school" refers to all instances when a student is under the authority of the school; the term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school. The rules and standards set forth apply to misconduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or Board official or the property of such employee or Board Official. Students are considered to be subject to the authority of the school when they are on school buses or any other school vehicle or at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and



concerts. Offenses, which occur at such events, will be subject to the same penalties as offenses that occur in school.

## **Austintown Local School's Student Responsibility and Discipline**

Each individual who attends Austintown Local Schools will be offered many opportunities to exercise self-control and respond to individual responsibilities. School discipline policies are applicable to all students if the prohibited act(s) take place during a school activity, function, or any such school-sponsored event/function; while on property immediately adjacent to or within the line of sight of school property; on school buses or other vehicles; off of property owned or controlled by the Board of Education but that is connected to activities that occurred on school property; misconduct that, regardless of where it occurs, is directed at a district official or employee or his/her property; or misconduct that affects the operation of the school.

Austintown Local Schools maintain a zero tolerance policy for violent, disruptive, or inappropriate behavior, including excessive truancy, menacing and harassment, whether verbal, physical, electronic or written. Appropriate disciplinary actions will be taken if necessary. Any violation may result in disciplinary action, such as detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, in-school restriction, home referral, out of school suspension, and expulsion from school.

### **A. Academic Dishonesty:**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to, the removal and/or alteration of any school record. Plagiarism and cheating will be addressed in a confidential manner and parent/guardian will be notified by the classroom teacher. Any infraction of this policy will result in disciplinary action and academic consequences.

### **B. Alcohol, Drugs, Nicotine Products, & Associated Paraphernalia:**

Policy- The Austintown Local School District recognizes its responsibility in providing an environment conducive to the development of students to their maximum level of learning. Behaviors related to alcohol and drug abuse disrupt the educational environment for all within the classroom or school. Through this policy, we hope to maintain a balance of compassion for anyone suffering from alcohol and drug abuse and also protect the educational integrity of our schools. It is mandatory that students be in compliance with the standards of conduct set forth in this policy. Failure to comply with the rules pertaining to the possession or use of drugs, alcohol, or other intoxicants, including steroids and/or counterfeit (look-alike drugs), and drug paraphernalia at school or as a part of any school activity or while under the authority of the school will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. The administration maintains discretion in the application of these consequences.

### **Tobacco/Tobacco-Like Product/Nicotine:**

The use, possession, consumption, purchase or attempt to purchase tobacco products or tobacco substitute products or paraphernalia in a school building (owned, leased or contracted for by the Board), on school premises, on or near a school campus, a school bus or other vehicle, or at any Board-sponsored event or at any sanctioned school activities on or off the school campus is prohibited. Tobacco products or paraphernalia include, but are not limited to: cigarettes, e-cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, papers used to roll cigarettes, tobacco substitutes and/or electronic



“vapor” or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

**Tobacco/Nicotine:**

A student shall not possess, smoke, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion. The administration maintains discretion in the application of these consequences.

**Narcotics, Alcohol, Drugs, and Paraphernalia:**

A student shall not use, sell or distribute, possess, buy, or help broker or facilitate the sale or exchange of, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell, distribute or help broker or facilitate the sale or exchange of counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate. The administration maintains discretion in the application of these consequences. Solely at the discretion of the administration, discipline, in part, may be waived for alcohol violations if the student successfully completes a professional program/assessment by a certified alcoholism-counseling agency at the family’s expense

**Prescription or Nonprescription Drugs:**

A student shall not use, sell or distribute, buy or possess prescription or nonprescription drugs without following the procedures for use of such drugs at school. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

**C. Assault:**

A student shall not engage in deliberate or reckless attempt to cause, or the actual causing of, physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

**D. Computer Use Violation:**

Students are encouraged to use school computers/network and the Internet connection for teacher assigned, educational work. Unauthorized computer usage is prohibited. Failure to use computers/network for authorized educational work only will result in disciplinary action. All students must have a signed Acceptable Use Policy form in order to use school computers. All students must also adhere to the Student Electronic Device Guidelines. See Section 6, Electronic Device Guidelines, for more information and discipline consequences.





**E. Display of Affection:**

Public display of affection is considered inappropriate conduct. A student shall not exhibit inappropriate display of affection in school buildings, on school property, on school buses, or while in attendance at school-sponsored events. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, warning issued, in-school restriction, out of school suspension and/or expulsion.

**F. Disruption of Educational Process:**

Students shall not by use of violence, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause the disruption or any lawful mission, process, or function of the school. Neither shall they engage in such conduct for the purpose of causing the disruption of the school if such a disruption or obstruction is reasonably certain to result.

Students shall also not urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from their urging.

Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**G. Distribution or Sale of Unauthorized Materials:**

A student shall not distribute or sell unauthorized materials on school property. Unauthorized materials are defined as any material goods, literature, pictures, food items, or any other objects/items that are not approved first by the administration. This policy includes the sale or distribution of information. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension and/or expulsion.

**H. Fighting/Physical Exchange:**

A student shall not engage in any fight, hit, punch, kick, push, physical confrontation or engage in any other act of violence or force that causes harm or threatens to cause harm to another person. A student shall not instigate or encourage fighting.

If a student, who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension and/or expulsion.

**I. Fireworks, Explosives, Incendiary Devices:**

Students shall not possess, handle, transport, sell, conceal, use, or threaten use of, ignite, or explode fireworks/explosives/incendiary devices of any kind while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. These are considered destructive devices and weapons (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket



having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension, and expulsion.

**J. Forgery/False Impersonations:**

A student shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names on passes, excuses or notes and impersonating a school official in written or electronic form on or off campus. Impersonating a faculty member in writing, electronically, and in all forms of communication, including online and social networks, is prohibited. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion.

**K. Hazing (Initiations):**

Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity to avoid harm. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**L. Horseplay:**

Horseplay includes any actions by a student that unintentionally endangers another student or students, and/or form of rough play between two or more students. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**M. Inducing Panic:**

**Threats-**

Students shall not threaten any other student or staff member in the school setting. This will also include before and after school activities. If an individual believes he or she has been threatened by another member of the school community, they should report it immediately to a principal, school counselor or teacher. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**“Hit List”-**

No students shall induce panic or otherwise cause serious public inconvenience or alarm by or making a false “hit list.” Threatening to commit an offense of violence, as that term is defined in Ohio Revised Code Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the student’s conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects on others the action taken by the student.

**Threats Made Outside of School-**

If a threat was made by a student to another student or staff member outside of school hours, but results in a substantial disruption or induces panic during school hours, the student may be subject to discipline. Ohio Revised Code Section 2901.01 (A) (9) examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school. . Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to out of school suspension and/or expulsion.

**Bomb Threat, False Alarm-**

No students shall induce panic, cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm by: Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when the student knows there is no fire or making a bomb threat when the student knows that there is no bomb. Threatening to commit an offense of violence, as that term is defined in Ohio Revised Code Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the student's conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects on others of the action taken by the student. Under Ohio law, any person who "induces panic" is guilty of a felony, regardless of whether anyone is hurt or their school suffers economic harm.

**N. Insubordination/Defiance/Uncooperative Behavior:**

Students are expected to comply with the directions of teachers, substitute teachers, school aides, custodians, cafeteria workers, bus drivers, principals or other authorized school personnel in a spirit of cooperation and courtesy. Refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience, defiance, unruliness or noncompliance which includes, but is not limited to, walking away when adult is talking, talking back to an adult, refusal to work in class, refusal to report to the office, repeated misbehavior after warning, or refusal to turn over electronic communication devices to school personnel when requested. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**O. Intimidation / Harassment / Bullying** – *(a full copy of the district's anti-harassment and bullying policy is contained at the end of this handbook).*

In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local School District strictly prohibits harassment, intimidation, or bullying of any student including on school property, on a school bus, or at school-sponsored event. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.



**Harassment, intimidation, or bullying means either-**

- a. Any intentional written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior both:
  - i. Causes mental or physical harm to the other student or staff members
  - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- b. violence within a dating relationship.

**Electronic act** - means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered discipline consequences ranging from, but not limited to detention, suspension, expulsion and/or the involvement of local authorities.

**False Reports**

In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local Schools strictly prohibits students from deliberately making false reports of harassment, bullying, and/or intimidation. Students who deliberately make a false report may be subject to discipline consequences ranging from, but not limited to, in-school suspension, expulsion and/or the involvement of local authorities.

**P. Knowledge of Dangerous Weapons or Threats of Violence:**

Students, staff members and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the principals. Failure to report such knowledge may be subject to student discipline including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

**Q. Leaving School Grounds:**

Leaving the school building or grounds, unless as a function of a supervised school activity or with administrative permission, is prohibited. Students are to remain in the building for the time of arrival until the official time of dismissal. Failure to comply will result in disciplinary action including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

**R. Misconduct at School Assemblies and During-School Activities:**

A variety of programs will be offered for the benefit of students, including pep assemblies, educational assemblies, and entertaining assemblies. Some will be open to all, others to restricted groups of relevance, depending on the nature of the program. Attendance at all school assemblies and school-related activities is a privilege, not a right. All students are expected to conduct themselves so as to show respect for the participants and others in the audience. Failure to comply with all school rules will mean ejection and restriction from future assemblies or activities.

**S. Misconduct at School Functions and After-School Activities:**

Students are expected to conduct themselves in a mature manner so they do not bring discredit to themselves, their families, our school, or our community. Inappropriate conduct such as booing, rowdiness, physical confrontation, disrespect for officials, or refusal to follow instructions or directions will not be tolerated at home or away events. Students will be removed from school functions/after-school activities, no refund will be given and denied admittance thereafter for not cooperating fully with school officials and officers of the law.



Suspended or expelled students are not permitted to attend any school activity or event if at home or away. School officials have the same authority over students at after-school activities or functions as they have during a regular school day. Additional disciplinary action may be issued as well including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

**T. Nuisance or Hazardous Items:**

Any item that, in the judgment of administration, disrupts, interferes with, or poses a safety hazard to the educational environment, is prohibited. Items may include, but are not limited to, whistles, laser pointers, balls or other toys, extreme hot pepper food items, spike jewelry, chain accessories, dog collars. Items will be held in the office and may require a parent to pick them up. Students may be subject to disciplinary action.

**U. Pornography:**

Possession, distribution, sharing, or viewing sexually explicit material is strictly prohibited. Such actions may also constitute a criminal offence. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

**V. Profane, Obscene or Vulgar Language/Gestures:**

A student shall not use profane, obscene or vulgar language or gestures while under the authority of the school, while on school grounds, school buses or vehicles, or while engaged in or present at any school sponsored event or activity. Failure to comply will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**W. Rioting /Conspiracy to Riot:**

A student shall not cause any disruption of any classroom or school activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself/herself, other students or staff. This shall include the incitement of others toward acts of disruption. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion.

**X. Use and Searches of Cubbies, School Property, Personal Belongings, or Person:**

Administrators may search a student or his/her property (including purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules.

Student cubbies are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the cubbies, and their contents, at any time without announcement.

Unannounced and random canine searches may also be conducted.

**Y. Sexual Harassment Policy:**

Inappropriate displays of affection or sexual conduct will not be tolerated. There can be no acceptance or tolerance in the school setting for inappropriate, unwelcome and at times vulgar or illegal harassment or advances of a sexual or other nature. Sexual harassment may include, but is not limited to:



1. Sexual flirtation, touching, advances, or propositions or pressure to engage in sexual activity.
2. Verbal or physical abuse of a sexual nature.
3. Graphic or suggestive comments about an individual’s clothing or body or otherwise graphic or suggestive comments.
4. The use of sexual degrading words to describe an individual.
5. Displaying sexually aggressive objects or photographs.
6. Exposing of private parts to another individual.
7. Sexually explicit or obscene jokes.

If a student believes he or she is a victim of such actions by another member of the school community, they should report it immediately to a principal, guidance counselor or teacher. The principal or assistant principal should be contacted if the original referral was not made there. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**Z. Skipping Class:**

Students are expected to attend all classes. Skipping class includes, but is not limited to skipping an entire class, showing up more than 5 minutes late to class, leaving class without permission, or missing a large portion of class without a reasonable and verifiable excuse.

Students who violate the Skipping Class Policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. The following discipline is cumulative per year and per course.

**Progression of Discipline for Skipping Class**

# of Times Skipping Class	Interventions
1	Parent contact/Warning
2	1 day in School Restriction (ISR)
3	2 days in School Restriction (ISR)
4 and beyond	Out of School Suspension

*The administration maintains discretion in the application of these consequences.*

**AA. Tardy to Class**

Students must be in class by the official start time of each class period. If a student arrives late to class, without a pass, he/she will be considered tardy to class. Students should make every effort to arrive to class on time.



**BB. Theft:**

Students shall respect the personal ownership rights of others. In addition to imposing discipline, school administration may report theft(s) to local authorities. Theft is the unlawful taking of property belonging to another person or entity. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**CC. Theft- Knowingly Receiving or Possessing Stolen Property:**

Receiving or possessing property of another person, without their knowledge or consent is considered theft and is subject to disciplinary action. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**DD. Trespassing:**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have authorization to be there; or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity on a Board-owned computer, into district, school, staff or computer files, into a district or district file server, or into the network, When a student has been removed, suspended, expelled or permanently excluded from school, the student is prohibited from being present on school property without authorization from the principal.

**EE. Weapons:**

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, pepper spray, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object which is used or may be used to inflict physical harm. "Firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.). The definition of a "knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, out of school suspension and/or expulsion.

**FF. Weapons- Use of an Object as a Weapon:**

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers and jewelry. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.



**GG. Vandalism/Abuse of School Property and School Facilities:**

All students have the opportunity to use textbooks, computers, library materials, school furnishings, school equipment and many other items, without charge. A student shall not cause or attempt to cause damage, destruction or defacement to either school property or private property on school premises or during school activities conducted on school grounds or at any school sponsored event or connected activity regardless as to where it occurs. Any person destroying, defacing or otherwise causing damage to school property or school facilities may be disciplined including but not limited to being suspended or expelled from school. In addition, full retribution for actual value of damaged, destroyed or stolen items will be expected.

**HH. Violation of Federal or State Statutes:**

Students shall not violate federal or state statutes, rules, or regulations on school premises or at school activities, including, but not limited to, required immunizations.

**II. Violation of a Law of the State of Ohio:**

While students are under the auspices of the Austintown Local Schools, violation of State Law will be handled through the school and/or the appropriate legal authorities, as appropriate to the circumstances

**Consequences and Disciplinary Actions:**

**A. In-School Restriction (I.S.R.):**

Students assigned to I.S.R must successfully complete all assignments in order to return to his/her regular schedule. If not, additional I.S.R. will be assigned until all work is successfully completed. The schedule for I.S.R includes goal setting, daily assignments, core curriculum work, lunch, school service, school cosmetic cleaning, behavioral improvement, self-evaluation and return of all daily assignments to staff mailboxes.

**B. Out-of-School Suspension (O.S.S.):**

Students and parents will be notified of the suspension via the Notice of Intent to Suspend Form. Suspensions may cross semester lines, but may not be carried from one year to the next. Students are not permitted on school grounds while serving an out-of-school suspension. Students may not attend any school functions, home or away, while serving an out-of-school suspension.

**C. Permanent Exclusion and/or Expulsion:**

Students and parents will be notified of a suspension pending expulsion via the Notice of Intent to Suspend Form. Students and parents will receive a letter from the Superintendent or Director of Instruction regarding a hearing to discuss possible expulsion. Students are not permitted on school grounds while serving an out-of-school suspension, expulsion or permanent exclusion. Students may not attend any school functions, home or away while serving an out-of-school suspension, expulsion or permanent exclusion.

**D. Early Warning System (EWS):**

In an effort to support all students in receiving the highest educational support, the Austintown Local School District has partnered with the Mahoning County Juvenile Court to create an Early Warning System (EWS). The purpose of EWS is to identify students who are in need of additional intervention academically, behaviorally, or who may be struggling to attend school. Administration reserves the right to refer students to EWS if deemed necessary and in conjunction with, or as a substitute for, the disciplinary actions listed above.





**E. Community Service:**

Building principal, the superintendent or superintendent’s designee, may assign school or community based service activities in lieu of other disciplinary measures, including suspension and expulsion, for violations of the Code of Conduct, including tardies and habitual truancy offenses.

**Section 7: Transportation**

**A. Walking to School**

Students walking to and from school shall obey all local safety rules. Parents must complete a yearly “Walker Permission Slip” in order for their child to be permitted to walk home from school. No students will be permitted to leave the campus and walk to a location without a current permission slip on file. Loitering after school is prohibited. The use of a bicycle is permitted as transportation to and from school. While walking to and from school, students are prohibited from trespassing on residents’ property surrounding the school. Students who trespass may face disciplinary action.

**B. Bus Transportation to School**

The School provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the Transportation Office at (330) 797-3900.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

**C. Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

**Prior to loading (on the road and at school)**

Each student shall:

1. stay off the road at all times while walking to and waiting for school transportation;
2. refrain from crossing a road until the driver signals it is safe to cross;
3. go immediately to a seat and be seated.

It is the parents’ responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

**During the trip**

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs inside the school transportation at all times;
3. not push, shove or engage in scuffling;
4. not litter in the school vehicle or throw anything in, into, or from the vehicle;



5. keep books, packages, coats, and all other objects out of the aisle;
6. be courteous to the driver and to other riders;
7. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
8. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

**Exiting the school vehicle**

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**D. Video Recordings on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a video, the video recording will be submitted to the principal and may be used as evidence of misbehavior.

**E. Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code. Failure to comply with school bus safety rules may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, suspension from transportation, and/or expulsion.

As transportation is a privilege and not a right, transportation may also be temporarily or permanently revoked for violations of bus rules.

**Section 8: Student Electronic Device Guidelines:**

The following policy and discipline procedures regarding student possession of portable electronic communication devices, applies to all Austintown Local School students and supplements the Board Policy regarding electronic device usage.

**AUSTINTOWN LOCAL SCHOOLS ELECTRONIC DEVICE GUIDELINES**

Austintown Local Schools NO LONGER operates on a “Bring Your Own Device” mode effective August 21, 2015. Board of Education Policy JFCK shall be the sole authority on handling all matters related to electronic device usage by students in the Austintown Local Schools.

**Misuse of Electronic Devices**

The misuse of electronic devices in a manner distracting to other students or school personnel is not allowed.

The misuse of electronic devices includes, but is not limited to:



1. Use of any electronic device in a classroom without the direction of the classroom teacher.
2. Violation of the Austintown Local Schools' Acceptable Use Policy.

**Prohibited Electronic Devices**

Recording devices, radios, pagers, smart watches, Apple watches, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any Austintown Local School buildings and/or school buses.

**Mobile Phones**

1. Use of mobile phones for any voice communication is not permitted during school hours, including the time spent in transportation on school buses, unless otherwise directed by school personnel.
2. If a student/family has a mobile phone it must be off and put away in accordance with Board Policy.

**Restrictions and Expectations:** the following actions are strictly prohibited and will result in possible consequences ranging from but not limited to in-school restriction, suspension, expulsion and/or the involvement of local law enforcement:

1. The video/audio recording or photography of students or staff members without their consent.
2. Accessing, sharing, disseminating inappropriate content including pornography, material with abusive language, drug/alcohol/weapon related content, or any information that can be deemed harmful or shocking to minors.
3. Using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Twitter, Tumbler, and other Blog/Chat/Messaging sites, during the hours of school operation to include time spent in transportation unless directed by school personnel for educational purposes.
4. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code definition which follows:

Harassment, intimidation, or bullying means either:

- a) Any intentional written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior both:
  - b) Causes mental or physical harm to the other student;
  - c) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - d) Violence within a dating relationship.

**Electronic act** means an act committed through the use of a cellular telephone, computer, pager, tablet, eReader, personal communication device, or other electronic communication device. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered discipline consequences ranging from, but not limited to detention, suspension, expulsion and/or the involvement of local authorities. ORC 3313.666



**Consequences for inappropriate use of electronic devices**

Violation of the appropriate use of electronic devices, as described above:

1. May result in detentions, In School Suspension, or Out of School Suspension; and
2. Students may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the School Office at the end of the school day. If instructed to turn over a device, students are expected to do so without argument or confrontation.

**Standard Discipline Sequence**

The following is a guide for assignment of discipline. Note that the administration reserves the right to assign discipline ranging from In School Suspension, Out of School Suspension and/or the involvement of local law enforcement agencies.

<b>Infraction Level</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>
<b>Level 1 Sight violations – a student is seen violating a usage rule and responds with respect and in accordance with the policy.</b>	-Warning -Device is confiscated and must be picked up by a parent or guardian.	-In School Suspension -Device is confiscated and must be picked up by a parent or guardian.	-Out of School Suspension -Device is confiscated and must be picked up by a parent or guardian.
<b>Level 2 Sight violations – a student is seen violating a usage rule and responds with disrespect or in an argumentative manner.</b>	-In School Suspension -Device is confiscated and must be picked up by a parent or guardian	-Out of School Suspension -Device is confiscated and must be picked up by a parent or guardian.	
<b>Level 3 Any violation involving but not limited to: harassment, intimidation, threats, video, audio, or image recording/dissemination, rumors, fighting, or violence.</b>	-1-5 days Out of School Suspension -Device is confiscated and must be picked up by a parent or guardian. -Possible involvement of law enforcement.	-3-10 days Out of School Suspension -Device is confiscated and must be picked up by a parent or guardian. -Possible involvement of law enforcement	

**Acceptable Use**

Students must have a completed Acceptable Use Policy signed and on file at his or her respective school building. Students may connect to the Internet using their Internet provider, however, accessing and/or sharing inappropriate web content will result in confiscation of the electronic device until a parent/guardian retrieves it



from the school, and possible consequences ranging from but not limited to detention, suspension, expulsion and/or the involvement of local law enforcement. The Austintown Local Schools will not be responsible for any Internet connection expenses outside of school. Lost or Damaged Device The Austintown Local Schools assume no responsibility for the theft, loss, or damage of an electronic device brought at school or on the district's buses. Students bring these devices to the Austintown Local Schools at their own risk.

### **Policy Exemptions and Exclusions:**

Building and District Administrators reserve the right to define classrooms and areas within the district at any time, such action is necessary, as non-use areas. The district reserves the right to revise or amend this policy at any point to ensure a safe and appropriate educational environment.

This policy does not apply to medically required electronic communication devices such as hearing aids and augmentative speech aids or to any electronic communication device, which is mandated in a student's Individualized Education Program (IEP) or on a student's Section 504 plan. If use of an electronic communication device is not mandated in an IEP or on a Section 504 plan, but is required in individual instances to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the electronic communication device at any time otherwise prohibited by this policy. All assistive technology devices are permissible for use in the Austintown Local Schools in accordance to IEP and 504 accommodations.

## **Section 9: Academic Information:**

### **A. Physical Education Attendance and Participation:**

1. Grade level principals have the final decisions on any removal.
2. Students with extenuating circumstances, such as extensive excused absences due to illness or injury, will be asked to complete equivalent written work for each day/unit missed. The assignment will be determined by the physical education teacher and the grade level principal.

## **Section 10: Board Policy on Hazing and Bullying:**

### **HAZING AND BULLYING:**

(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### **School Personnel Responsibilities and Complaint Procedures:**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other



students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as bullying such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

**Teachers and Other School Staff:**

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.



**Complaints:**

**1. Formal Complaints:**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

**2. Informal Complaints:**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

**3. Anonymous Complaints:**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

**Intervention Strategies:**

**1. Teachers and Other School Staff:**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.



## **2. Administrator Responsibilities:**

### **A. Investigation:**

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **B. Non-disciplinary Interventions:**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### **C. Disciplinary Interventions:**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This





consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

**Report to the Parent or Guardian of the Perpetrator:**

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

**Reports to the Victim and His/Her Parent or Guardian:**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

**Police and Child Protective Services:**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies. (Approval date: December 10, 2007) (Re-approval date: August 17, 2010)

**Formal Reporting Forms for Harassment and Bullying:**



Formal Bullying, Harassment and Intimidation forms are available on the Austintown Local Schools Website under the Parents tab.

## **Section 11: Positive Behavior Interventions and Supports (PBIS):**

### **What is PBIS?**

- The Office of Special Education Programs funded the School Wide Positive Behavioral Interventions and Supports (SW-PBIS or PBIS) beginning in 1998 as a response to the overrepresented population of culturally and linguistically diverse (CLD) students identified in special education (*PBIS.org*).
- PBIS is a schoolwide systematic approach to improve school climate and culture to achieve improved academic and social outcomes and increase learning for all students.
- The PBIS framework provides a continuum of behavioral intervention supports based on a three-tiered model or multi-tiered system of support (MTSS). PBIS teams are trained to positively impact behavior at three tiers (*PBIS.org*):
  - Tier I: Primary (whole school)
  - Tier II: Secondary (individual child or groups of at-risk children)
  - Tier III: Tertiary (children with complex needs and behaviors that severely impact others in the school community)

### **Why have a PBIS framework?**

- House Bill 318 revised **Ohio Revised Code 3319.46** and requires each school district to implement a PBIS framework for all of the schools in the district.
- **Trauma-Informed Schools Act of 2019**
  - (a) To amend the Elementary and Secondary Education Act of 1965 to provide criteria for use of Federal funds to support trauma-informed practices in schools, and for other purposes,

### **AIS PBIS Mission Statement**

“The mission of the Austintown Intermediate PBIS Team is to create and maintain an effective learning environment by establishing behavioral supports and a positive school climate. For all students in our school to achieve social, emotional, and academic success.”



What are some things we do at AIS that lie within the PBIS framework?

Tier I	Tier II	Tier III
<ul style="list-style-type: none"> <li>● PBIS weekly lessons               <ul style="list-style-type: none"> <li>○ <i>Leader in Me</i> with the 7 Healthy Habits</li> </ul> </li> <li>● AIS Squad</li> <li>● Acknowledgements               <ul style="list-style-type: none"> <li>○ Positive Postcards</li> <li>○ Cartoon Lunches</li> <li>○ Toodles                   <ul style="list-style-type: none"> <li>■ Student recognizing another student for practicing a Healthy Habit</li> </ul> </li> <li>○ Cafeteria Heroes</li> </ul> </li> <li>● Zones of Regulation               <ul style="list-style-type: none"> <li>○ Student identifies and solves problem</li> </ul> </li> <li>● Counselors</li> <li>● Common Expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Social Academic and Instructional Groups</li> <li>● Check In/ Check Out</li> <li>● Behavior Assessment/ Intervention Plan</li> <li>● Counselor Referrals</li> <li>● Sensory Room</li> <li>● Small-Group Tutoring</li> <li>● School Psychologist</li> <li>● Disciplinary Flowchart</li> <li>● Restorative &amp; Reflective Practices</li> <li>● Behavior Contract</li> <li>● Therapy Dog</li> </ul>	<ul style="list-style-type: none"> <li>● Functional Behavior Assessment</li> <li>● Administrative Conferences</li> <li>● Alternative to Suspension               <ul style="list-style-type: none"> <li>○ Flexible Scheduling</li> <li>○ Cross-Teaming Consequence</li> </ul> </li> <li>● AMS Mentors</li> </ul>

**Common Expectations & PBIS Lesson Plans**

AIS implements and utilizes the behavior expectations and PBIS lessons from *Leader in Me* (LiM). *Leader in Me* is “an evidence-based, comprehensive-school improvement model-developed in partnership with educators-that empowers students with the leadership and life skills they need to strive in the 21st century (*leaderinme.org*).” This model is based on See, Do, Get; once you see things differently, it impacts what you Do and the outcomes you Get.

**7 Healthy Habits:**

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think WIn-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw

**Behavior Expectations**

Having common expectations throughout the school creates transparency with our staff and students. Students are aware of what is expected of them using the first 5 Healthy Habits.



**Classroom Expectations are Created with Teachers in Individual Classrooms**

	<b>Hallway</b>	<b>Restrooms</b>	<b>Outdoor Recess</b>	<b>Cafeteria</b>	<b>Bus</b>
<b>Be Proactive</b>	-Walk on the right side of the hallway -Listen to directions	-Be sure to wash your hands -Go, flush, wash, throw paper towels in trash can, and leave the restroom -Report a messy bathroom to my teacher	-Play safely with people and equipment	-Stand quietly in line -Get your food and go to your seat -Raise your hand to ask to get up -Sit with your feet on the floor	-Be prepared for bus arrival 10 minutes in advance -Learn and follow all bus rules
<b>Begin With The End In Mind</b>	-Pick up trash on the floor and throw it away -Help someone if they drop something	-Plan ahead and go to the restroom when given a chance	-Plan in advance which zone you would like to go -Collect the equipment and put away on 2 whistles	-Keep your area cleaner than you found it -Walk carefully with your tray	-Be prepared for your stop -Stay seated until the bus comes to a complete stop -Have all your materials ready for the morning and afternoon
<b>Put First Things First</b>	-Walk directly to where you are going -Walk past classes quietly because others are learning nearby	-Enter & exit quickly & quietly -Enter your class quietly and get started on your work	-Always put safety first -Take a knee when you hear 3 whistles	-Use your time wisely while eating so you can finish your lunch before lunchtime ends	-Listen and follow the directions of the driver when first getting on the bus
<b>Think Win-Win</b>	-Respect others' personal space in the hallway -Volume at a level "1"	-Respect yourself and others by leaving the restroom clean and ready for someone to use	-Invite others to play and join in conversations -Play fairly at all times and kind to others	-Respect adults and my friends -Talk in a quiet voice to your neighbors so others will, too	-Respect the bus driver -Keep the bus clean by picking up my trash if I make a mess
<b>Seek First to Understand Then to Be Understood</b>	-Be considerate of others	-Be considerate of others -Stay quiet because others are learning nearby	-If there is a disagreement, listen to the other person's side, first -Allow others to speak without interruptions -Take turns speaking	-Be polite and use good manners -Respect others' food choices, and only eat your food	-Use kind words and language; remind others to do the same -Use a quiet voice when speaking

**Parent Concerns & Additional Information**

If you suspect your student is struggling more than his/ her peers, please visit the AIS website under **PBIS** and click on **Parent Request for Assistance** ([Parent Request](#)). Complete this paper and return it to Dr. Reppy.