



**STUDENTS' RIGHTS AND  
RESPONSIBILITIES HANDBOOK**

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UPPER ARLINGTON SCHOOLS

2024-2025

## PHILOSOPHY

Student Rights and Responsibilities answers many of the commonly asked questions that you and your parents may have during the school year and provides specific information about certain Board policies and procedures. Please take time to become familiar with this important information. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of February 7, 2022. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## EQUAL EDUCATION

This District provides an equal educational opportunity for all students. Any person who believes they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Stephanie Siddens, Ph.D.  
Deputy Superintendent  
614-487-5000

Greg Thompson  
Chief Operating Officer  
614-487-5000

A complaint will be investigated in accordance with the Board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

The Speak Up! hotline below allows students, parents and any other concerned parties to file an anonymous report regarding potential safety or bullying issues.

<https://www.publicschoolworks.com/SHL/studentReport.php?di=812&dia=mibwx&hideHdr=1>

## ATTENDANCE

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student, requires continuity of instruction, and active participation of the student in the learning process.

### Compulsory Attendance

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age (6-18) must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. No parent or guardian has the right to excuse their child or anyone else's child from school for any other reason than those stated.

**Chronic absenteeism**, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason.

**Habitual truancy**, as defined by Ohio Revised Code, is defined as “any child of compulsory school age who is absent **without** legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

**Excessive absences**, as defined by Ohio Revised Code, is defined as a “student of compulsory school age who is absent **with or without** a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”

Ohio schools must track time missed from school by **hours and minutes** as opposed to days missed. All absences will fall into some category of **partial or full day missed**.

	Consecutive Hours	Hours in a School Month	Hours in a School Year
Habitual Truancy	30+ hours <b>unexcused</b>	42+ hours <b>unexcused</b>	72+ hours <b>unexcused</b>
Excessive Absences		38+ hours <b>excused or unexcused</b>	65+ hours <b>excused or unexcused</b>

The Ohio Revised Code classifies absence from school as excused or unexcused. The Board has identified excusable reasons for absences from school. It is the responsibility of the school, not the parent(s)/guardian(s), to determine when an absence is excused. The following conditions constitute reasons for excused absence from school:

**Excusable reasons as stated in *Board Policy 5200* and state law:**

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with *Policy 5751 Parental Status of Students*
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in *Policy 5725 Students as Precinct Election Officials*.

Upper Arlington recognizes that regular attendance correlates with success in school. To be proactive in providing two-way communication and intervention, each school has established a team to systematically evaluate and monitor individual student attendance and building-wide trends.

**Personal Illness - Please reference [PO5200](#)**

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor’s note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor’s visit. A student may have up to ten (10) medically excused absences without a doctor’s note, but with a phone call from a parent/guardian.

Emergency or other set of circumstances in which the judgment of the Superintendent of Schools constitutes good and sufficient cause for absence from school may also constitute an excused absence.

**Planned Absence**

The Board believes that regular attendance, for the number of days prescribed by State law, is essential if the students are to receive the maximum benefit from the education program of the District.

Absences are assumed to serve as a deterrent to expected academic performance. Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For these reasons, parents/guardians and students are strongly urged to arrange planned absence only when it is an utmost necessity. Parents/Guardians have the responsibility for making sound decisions regarding their child's capability of missing valuable classroom time.

Hours for planned absences will only be excused if the student is not considered Excessively Absent by state law. The Board has determined reasons for which students may request planned absences that would be excusable following the absence:

- A. an emergency for which it is possible to give prior notice to the principal that was, in the principal's judgment, good and sufficient cause for absence from school;
- B. vacation authorized by parents or guardians;
- C. college visits, not to exceed three (3) in number;
- D. non-school sponsored educational activities;
- E. circumstances other than (A), (B), (C), and (D) above that in the judgment of the Superintendent or the principal as the Superintendent's designee, constitute a good and sufficient cause for absence from school.

An absence planned in advance for one of the reasons stated above, to become an excused, absence must meet the following guidelines:

- A. The parent/guardian must notify the principal regarding the planned absence by phone or in person in advance of the planned absence. A ten (10) day notification is desirable, if possible.
- B. The parent/guardian must complete a [Planned Absence Excuse Form](#) in advance of the absence stating the reason for the absence, assuring the accuracy of the request for planned absence, stipulating that all conditions will be met, and indicating that the parent/guardian assumes full responsibility for the student's absence.
- C. Failure to comply with conditions in (A) or (B) will result in an unexcused absence for those classes missed. In case of an unexcused absence the following will occur:
  1. The student will receive a grade of zero (0) for all assigned work missed during the absence.
  2. The parent/guardian will be notified of the unexcused absence.
  3. Appeal may be made to the building principal.

At the high school and middle schools, school counselors will be informed by the principal regarding student planned absence requests for their review and possible contact with parents. At the elementary schools, this same procedure will be followed with the classroom teachers.

Although teachers will assist the student who misses school because of a planned absence, parents/guardians should realize that teachers must place a higher priority on conducting class activities that benefit those students who remain in school during periods of high student absenteeism than on preparing make-up or supplemental assignments for absent students.

- A. The teachers will be expected to continue to teach the adopted curriculum regardless of the number of students absent.
- B. Students in grades 4-12 are able to access assignments and resources through Canvas during their absence. They should complete what they are able to while away from school and meet with each teacher to discuss what remains upon returning. Students in Grades K-3 should communicate with their homeroom teacher to obtain missed assignment.

The ultimate responsibility for completing assignments as prescribed by the adopted curriculum rests with the student.

- A. The student will be responsible for obtaining the missed assignments from the teacher. For an extended absence, the student will work with the school counselor to ensure a plan for academic recovery is in place.
- B. Students in grades 4-12 will be responsible for accessing notes, presentations, videos, assignments and resources through Canvas during their absence. They should complete what they are able to while away from school and meet with each teacher to discuss what remains upon returning. Students in Grades K-3 should communicate with their homeroom teacher to obtain missed assignments.
- C. The student is responsible for completing all class assignments and examinations.
  - 1. The days allotted for completion of assignments will be equal to the number of days absent.
  - 2. The exception to the above rule will be assignments given ten (10) or more days prior to the planned absence (i.e. long-term projects, papers, presentations, etc.). Such assignments will be due or arranged for presentation within two (2) days of the student's return to school.
  - 3. Student requests for extensions of the allotted time must be approved by the building principal.
- D. If a student cannot complete the assignment or examination before the end of the grading period, then an "incomplete" will be given.

### **Truancy and Habitual Absence**

A student shall be considered truant each day they are absent without excuse from their assigned location.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct. Parents will be notified of their attendance obligations and truancy concerns when students reach the halfway point for any Habitual Truancy hour threshold.

### **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **Make-Up Opportunities**

A student may make-up units of study with a properly licensed teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making up work missed due to excused absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

A student in grades 4-12 wishing to do make-up work should check their Canvas courses for missing work and meet with the teacher regarding the make-up work. A student in grades K-3 wishing to do make-up work should check the teacher regarding the make-up work.

### **Tardiness to school or class**

Any time missed from an assigned location / class, at any time of the school day without a proper excuse will be considered unexcused absence. This includes being late to the first assigned period/class of the day.

- A. All students are to follow school specific procedures when late to school.
- B. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

## **SEARCH AND SEIZURE**

Administrators may search a student or their property (including vehicles, purses, knapsacks, 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. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers 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 lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **USE OF PERSONAL COMMUNICATION DEVICES**

(See [Policy 5136](#) for complete language.)

A "personal communication device" ("PCD") is a device owned by the student and/or parent/guardian that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

### **All Schools**

Students whose parent/guardian has chosen to provide a PCD rather than accepting a district-issued device may use their PCD throughout the school day for appropriate educational and/or instructional purposes as determined by the teacher, consistent with the Bring Your Own Device guidelines and this policy.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. High school students may use PCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities when directed by the administrator or sponsor, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record or transmit audio and/or pictures/video of an individual without their consent is considered an invasion of privacy and is not permitted. PCDs, including but not limited to those that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format), may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using a PCD to receive, capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Possession and use of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement and/or child services if the violation involves an illegal activity (e.g. child pornography or sexting).

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

### **Elementary and Middle School**

Elementary and Middle School students may possess a PCD on school property during school hours, provided that the PCD is WIFI-enabled and any cellular data access is disabled. Students may only access the Internet on a PCD through the District's filtered wireless local area network (WLAN). PCDs used in the classroom to access the District's WLAN shall be used for educational purposes only. Whether a PCD may be used in a particular classroom for a specific assignment or project is subject to the discretion of each teacher. When requested by a teacher or administrator, and when a PCD is not in use for educational purposes, the device will be put in a secured location (i.e. cubby, locker, etc.).

### **High School**

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities) and at school-related functions. Use of PCDs at any other time is prohibited and they must be powered completely off, except for educational or instructional purposes (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

## **TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

(See [Policy 7540.03](#) for complete language.)

The Upper Arlington City School District (the "School District") is pleased to make available to each student access to interconnected computer systems, internal servers and networks, computer equipment, computer programs, the Internet, and other new technologies and devices within the School District (collectively, the "Technology").

Access to the School District's Technology is provided as a privilege and as an educational tool. In order to continue enjoying access to the Technology, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior with the Technology just as they are in a classroom, school hallway or other School District property. While the School District may make reasonable efforts to supervise student use of Technology, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Technology Acceptable Use Policy for students ("Policy"), and applies to all students who use or otherwise access the Technology either on-site or remotely. A copy of this Policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this Policy. If you (parent or student) have any questions about the provisions of these policies, you should contact the building principal or the principal's designee. Any use of the Technology that violates these policies may result in your access being withdrawn and/or additional disciplinary action.

Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement if appropriate. The District reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

## **Reporting Misuse of the Technology**

In addition to following the terms of this Policy, you must report any misuse of the Technology to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of email sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property or that constitutes inappropriate conduct.

## **Permitted Use**

Access to the Technology is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access, at any time, without warning, and for any period of time. By accepting Technology access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of District equipment, software or connectivity, including but not limited to protections provided by State and Federal law.

## **Access**

Technology resources are only for use by authorized users and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Technology or the Internet. If you think someone may know your password, tell a teacher or building administrator immediately. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Technology with the student's password.

## **Purpose and Use**

The School District is providing you access to its Technology primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must consult with a teacher or building administrator to help decide if a use is appropriate.

## **Unacceptable Uses**

Other prohibited uses and activities include, but are not limited to:

- A. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.
- B. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Technology to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.
- G. Copying, downloading, uploading or transmitting student information or other confidential information, except as



permitted by law and Board Policy 8830.

- H. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the District Copyright Policy 2531. Any materials used that are covered by Copyright shall be used by permission or through "fair use" or other allowable methods created by the Copyright Act.
- I. Soliciting political contributions through the Technology from any person or entity or conducting any type of campaign business (other than student organization-related elections) including creating or transmitting information in support of a school levy.
- J. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Technology to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.
- K. Degrading or disrupting the operation of the Technology or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for noncommercial or apparently "harmless" purposes, they use up limited resources.
- L. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Technology equipment, computers or systems, without prior consent from a District administrator. Students members shall not remove, alter or copy District software for their own personal use or for the use of others.
- M. Supporting any kind of private business or other profit-making activity for personal gain. You may not sell or buy anything over the Internet in connection with any private business enterprise for personal gain. You may not solicit or advertise the sale of any goods or services in connection with any private business enterprise for personal gain.
- N. Engaging in general recreational web browsing, instant-messaging or playing games unless it is during non-class time, or otherwise permitted.
- O. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity using cellular telephones or WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
- P. Downloading music, movies or games is prohibited unless specifically authorized for education- related activities.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

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

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

### **Freedom of Speech**

By giving users access to the Technology, the School District does not intend to create a limited or a public forum for the expression of opinion. The Technology exists as part of the function of the governmental mission of the District, and is operated solely in support of that mission. Neither the public, nor staff, nor students are invited to use the Technology in expression of their opinion. The District fully supports the right of all students, staff and the public to express their opinion through legitimately established public and limited forums dedicated to that use.

### **Privacy**

Technology access is provided as a tool for educational and administrative uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Technology and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of the School District and you do not have any expectation of privacy regarding those materials. Technology administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

### **Web Sites**

Web sites created through the Technology and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Technology or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

### **Failure to Follow Policy**

If you violate this Policy, you may be subject to disciplinary action. You may lose your access to the Technology, which the School District may refuse to reinstate for the remainder of your time as a student at Upper Arlington City Schools. At the maximum, you may be suspended or expelled.

You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your technology or internet activities.

### **Warranties and Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Technology. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Technology. Each student is responsible for backing up his or her files, and the School District shall not be responsible for any loss or deletion of data. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Technology, you are agreeing to cooperate with the School District in the event of the School District initiating an investigation of use or access to the Technology through your account, whether that use is on a School District computer or on another computer outside of the Technology. By accessing the Technology, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Technology through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

## **Updates**

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology, and you must provide this information in order for you to continue receiving access to the Technology. If, after you have provided your account information, some or all of your information changes, you must notify the Director of Operational Technology or other person designated by the School District to receive this information.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially- recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, and scholarships.

Directory information can be provided upon request to any individual, other than a for - profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to a school administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or the student's parents;
- b. mental or psychological problems of the student or the student's family;

- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or their parents; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others (for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education 400  
 Maryland Avenue, SW Washington,  
 D.C. 20202-4605

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Officer via the following email addresses: [FERPA@ed.gov](mailto:FERPA@ed.gov) and [PPRA@ed.gov](mailto:PPRA@ed.gov).

## **STUDENT CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff will report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Students may be subject to consequences for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

### **Expected Behaviors**

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, gender identity, race, sexual orientation, religious beliefs, or ethnic background;

- D. complete assigned tasks on time and as directed;
- E. dress appropriately at all times;
- F. help maintain a school environment that is safe, friendly, and productive;
- G. report any known or suspected actions that could jeopardize the safety of the school; see something, say something;
- H. act at all times in a manner that reflects pride in self, family, and in the School.

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. teachers and students to communicate effectively with each other in the class; and
- B. all students in the class have the opportunity to learn.

## **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

## **STUDENT DISCIPLINE CODE**

It is the philosophy of the Upper Arlington High School administration that our three core values of Start With Heart, Strength In Team, and Contagious Drive guide our behavior. While this is what we aspire to be, the journey is where we learn from our mistakes. Our mission is to challenge and support every student, every step of the way, which is why we teach discipline through both education and consequences.

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to consequences including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, educational experience, detention, Saturday school, in-school discipline, emergency removal, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession and/or use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, purchasing or attempting to purchase, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

### **2. Possession and/or use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

### **3. Possession and/or use of a gun or firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in [Board Policy 5610](#). Firearm is defined as any weapon (including a starter gun) that 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 the Federal Gun -Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

#### **4. Possession and/or use of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

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.

#### **5. Arson or unauthorized use/possession of fire and/or incendiary devices**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

#### **6. Physically assaulting a staff member/student/person associated with the District**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

#### **7. Verbally threatening (either orally, in writing or otherwise expressed) a staff member(s)/student(s)/person(s) associated with the District**

Any oral, written statement, electronic or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal threat. Profanity directed toward a staff member or student in a threatening tone may also be considered a verbal threat. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

#### **8. Misconduct against a school official or employee, or the property of such a person, regardless of location.**

The Board prohibits misconduct committed by a student against a school official or employee or his/her property, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

#### **9. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else.

#### **10. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

#### **11. Falsification**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member is strictly prohibited. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. Cheating includes misrepresenting another person's work as their own, or assisting someone in such misrepresentation.

## **12. Expression of violence toward the school**

Making a threat of violence, real or false, (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize an individual or group, or with reckless disregard of the risk of causing terror in another, is strictly prohibited.

## **13. 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 the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school 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, or school related events, without authorization of the principal.

## **14. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person, or the Board of Education, or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

## **15. Insubordination/Disrespect**

Students are expected to comply with the reasonable directions of staff, guest teachers, and approved volunteers. Failure to comply with reasonable, appropriate directions or acting in defiance of staff, guest teachers, or approved volunteers is considered insubordination and/or disrespect.

## **16. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property. Tampering with school property to disrupt the intended purpose of the property (ie. fire alarms, AEDs) are strictly prohibited.

## **17. Out of Authorized Area / Truancy**

Students are expected to be in their assigned areas at all times throughout the school day. Intentionally skipping school or class for any part of the school day, including leaving class without permission.

## **18. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

## **19. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **20. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes but is not limited to touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited.

## **21. Unauthorized possession of electronic equipment or Misuse of Technology/WCDs**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. Students must use technology and WCDs appropriately. Violations of Policy 5136, 5136.01 or the Technology Acceptable Use Policy for Students or the Wireless Communications Devices Policy are prohibited.

## **22. Violation of bus rules (see – Transportation)**

## **23. Interference, disruption or obstruction of the educational process.**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

*The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, discriminatory, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Violation of the Board's Policy on anti-harassment and bullying and other forms of aggressive behavior is prohibited. Individuals engaging in such conduct will be subject to disciplinary action.*

**24. Aggressive Behavior** - Aggressive behavior is defined as inappropriate conduct that is serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

**25. Harassment, Bullying/Cyberbullying-** Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

## **26. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by an individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

## **27. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. The school administration will make the final decision regarding dress code violations.



## **28. Careless or Reckless Driving**

Driving on school property, or in relation to a school event, in such a manner as to endanger persons or property. This includes but is not limited to cars, bicycles, mopeds, electric scooters, scooters, skateboards.

## **29. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is prohibited.

## **30. Pornographic material**

Possessing, transmitting, distributing, or concealing sexually explicit material.

## **31. Profanity**

Using language, gestures, or signs that are profane, discriminatory, offensively lewd or indecent. The use of expletive or vulgar language in any form, whether directed at a specific individual or group, or not.

## **32. Libel/Slander**

Deliberate use of libel or slander.

## **33. Repeated school violations**

Students shall not repeatedly violate this Code of Conduct during the period of time when they are properly under the authority of school personnel. Repeated offenses and violations of school rules and regulations may follow disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

## **34. Other violations**

Other student conduct not mentioned specifically in this Code of Conduct, but reaching the gravity outlined in these rules, in terms of persistent disobedience or gross misconduct, as elsewhere defined, may also serve as grounds for disciplinary action.

## **Consequences**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may receive consequences for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable consequences consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

### **Informal Consequences**

Informal consequences take place within the school. As long as the informal consequence is served entirely in the school setting, it will not require any notice or hearing, or be subject to appeal. In the event the informal consequence occurs outside of school hours, it is the responsibility of the parent(s)/guardian(s) to provide transportation. Informal consequences may include but is not limited to:

Discipline points (middle school);  
Change of seating or location;

After-School detention;  
In-school detention;  
In-school suspension;  
Loss of privilege;  
Saturday school.  
Service hours directly related to the infraction

### **Detentions**

A student may be assigned detention before, during, or after school. The student and the parent(s)/guardian(s) will be given at least one day's notice, for before or after school detentions. The student or the parent(s)/guardian(s) are responsible for transportation.

### **Saturday School**

Saturday school will be in session from 8:00 am until 12 Noon. The following rules apply to Saturday School:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- F. No food or beverages shall be consumed. Any student who has not passed all of the State-mandated tests will be required to work on a study packet for one or more of the unpassed tests.
- G. Transportation to and from Saturday school is the student's or parent(s)/guardian(s) responsibility.

### **Formal Consequences**

Formal consequences involve the removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school consequences as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **Suspension from School**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator the student will be informed in writing of the potential suspension and the reasons for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain their actions. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information. Notice of this suspension will also be sent to the Superintendent, Treasurer, and the student's school record (not for inclusion in the permanent record).

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and the parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or the parent(s)/guardian(s) an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain the student's actions, any time prior to the end of the suspension period.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from a curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing as soon as practicable. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved by reinstatement, suspension or expulsion.

## **Expulsion from School**

When a student is being considered for expulsion, the Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodial intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

## **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. possessing, selling or offering to sell drugs on school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. felonious assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **Suspension of Bus Riding/Transportation Privileges**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to

the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence with 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.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes they have been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall 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, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall 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. A school staff member

or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time. The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462 the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **ANTI-HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Stephanie Siddens, Ph.D.  
Deputy Superintendent  
614-487-5000

Greg Thompson  
Chief Operating Officer  
614-487-5000

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.



## TRANSPORTATION

At the start of each school year, the Board of Education approves transportation routes and schedules for eligible students based upon policy 8600. The transportation schedule and routes are available by contacting **Transportation Services at 614-487-6477**.

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. The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **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. Students

must comply with the following basic safety rules:

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

Each student shall:

- A. be on time at the designated loading zone **five (5)** minutes prior to scheduled stop;
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. 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:

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms and legs inside the school transportation at all times;
- C. not push, shove or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. keep books, packages, coats, and all other objects out of the aisle;
- F. be courteous to the driver and to other riders;
- G. not eat or play games, cards, etc.;
- H. 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;
- I. 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:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- C. 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 they have proper authorization from school officials.

## Video 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 their actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

## Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- A. Students under age 18 must have written parent permission prior to driving to school.
- B. Students and their parents shall complete the Student Vehicle Form 5515 F1 – **Senior Parking Lot Regulations/Registration Form** and provide evidence of:
  - a. driver's license;
  - b. insurance certification;
  - c. vehicle registration.
- C. Students are required to obey the parking lot speed limits.
- D. The student must obtain a permit from the school office for the entire school year.
- E. If a student's parking permit is suspended, no fees will be refunded.
- F. When the School provides transportation, students shall not drive to school-sponsored activities.
- G. An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability which is approved by the principal.
- H. All vehicles entering school property are subject to search and inspection. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

END OF 2024-25 Student Rights and Responsibilities Handbook

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