

# Indian Trail Elementary School

## STUDENT HANDBOOK

*Approved and adopted by the Canal Winchester Board of Education for the 2024-2025 school year.*



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Canal Winchester, OH 43110

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School Hours: 9:35 am - 3:45 pm

**Mission of the Canal Winchester Local School District** *“Empowering all students for success”*

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## Section 1 - General Information

### SCOPE OF JURISDICTION AND FIRST WARNING

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

## NOTICE OF NONDISCRIMINATION POLICY EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reason, including on the basis of religion, race, color, national origin, sex, disability or age. The Board is committed to providing an equal opportunity for all children to achieve their maximum potential through the curriculum offered in the District regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or during a school activity should immediately contact the School District's Compliance Officer. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at [www.cwschools.org](http://www.cwschools.org)

Mr. Max Lallathin - Director of Student Services  
100 Washington Street  
Canal Winchester, OH 43110  
Phone: 614-837-4533

Any person who believes that the school or any staff member has discriminated against them has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at [www.cwschools.org](http://www.cwschools.org).

### **ENROLLMENT**

Students are expected to enroll in the attendance district in which they live. Students who are new to the Canal Winchester School District are required to enroll with their parents or legal guardian. When enrolling, the parents must bring:

- A birth certificate
- Social Security Card with Child's Number on It
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- If the student enrolling is a foster child, then BOTH of the following forms are required prior to attending school:
  - \*Magistrate's Order
  - \*Enrollment Transfer Letter from Placement Agency (Children's Services)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be informed what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school counselor will assist in obtaining the transcript if not presented at the time of enrollment.

## HOMELESS STUDENTS and STUDENTS IN FOSTER CARE

Homeless students and students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided with free and appropriate public education (FAPE) in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information contact the liaison for Homeless and Foster Care Students.

Mr. Max Lallathin - Director of Student Services  
100 Washington Street  
Canal Winchester, OH 43110 Phone:  
614-837-4533

## STUDENT’S RIGHTS AND RESPONSIBILITIES

The Canal Winchester Board of Education, in compliance with state law, provides for the education of all school-age residents in the district. The school shall abide by all legal rights guaranteed to the students. Each student has a right to all education resources necessary to operate an instructional and extra-curricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in the school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that students’ rights are preserved and that the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their responsibilities.

## FIRST AMENDMENT RIGHTS

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unsponsored written material, petitions, buttons, badges, or other insignia, except expression which:

- Is obscene, libelous, pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion, or ethnic origin);
- Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Material may not be displayed or distributed during or between class periods. Permission may be granted for display or distribution during lunch periods and after school in designated locations, provided exits are not blocked and proper access and egress to the building are maintained. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed.

- Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.
- The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or school counselor.
- Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board policies 2260, 5517, 5517.01 available on the web at [cwschools.org](http://cwschools.org).

## INDIVIDUALS WITH DISABILITIES

The Americans With Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual be discriminated against on the basis of disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. If a disabled person visits the school and requests accommodation, s/he may submit in advance of the visit, Request for Accommodation Form (**9160A**). The Canal Winchester School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian may contact the Director of Special Education at 614-920-2610.

## SCHOOL CLOSING AND DELAYS

**EMERGENCY CLOSINGS AND DELAYS:** If the school and/or district must be closed, or opening delayed because of inclement weather or other conditions, the district will notify parents via phone call, text and email through their automated system. The general public will be informed via these television stations:

WTTE Channel 28, WBNS Channel 10, WSYX Channel 6, WCMH Channel 4

### Early Dismissal

Early dismissal for inclement weather will call for automatic cancellation of all after school activities.

### Cancellation of School Day

All activities are automatically canceled when school is canceled and the building is closed for any outside activities.

## AUTOMATED CALL SYSTEM

The Canal Winchester School District, in order to provide immediate communication in case of an emergency or school closing, uses an automated call system. This program allows notification to all households and families, by telephone, of any critical or unplanned event that will cause school cancellation, delay or an early dismissal. Additionally this system will be used for announcements and reminders during non-school hours. In order to receive these calls Parent OneView online forms must be completed.

Please go over alternate plans for school delays and early dismissals with your child at the beginning of the school year.

## SECTION 2 - BUILDING INFORMATION

### 2024-2025 IMPORTANT DATES

#### INTERIM Reports and REPORT CARDS

Interim Reports and report cards are available through Parent PowerSchool. You may log in to your account at any time to check on your student(s) progress. Report cards will no longer be printed. Please log in to Parent PowerSchool, click on REPORT CARD and then PAPER REPORT CARD to see your student's report card.

#### STUDENT SUCCESS NIGHT

This is a great opportunity for you to attend a virtual or in person conference with the teacher regarding classroom procedures, parent communication opportunities, Reading/Math curricula and Reading/Math strategies.

#### FAMILY CONFERENCES

The elementary school will be holding scheduled conferences. Appointments are scheduled on a first come, first served basis and could possibly be a virtual conference with your teacher. **Since the conferences are only 15 minutes in length, they are meant only to be a discussion of student academic and behavioral progress between the parent/guardian and teachers. If additional time is needed, arrangements can be made with the teachers.**

#### BREAKFAST AND LUNCH

A standard breakfast and lunch will be provided to all students at no cost. There also are a la carte items individually priced that are available for purchase.

#### RECESS PROCEDURES

Students will go out for recess weather permitting, however, they will stay in if the wind chill is below 25 degrees. Please dress your child appropriately.

#### CLASSROOM / OFFICE VOLUNTEERS

Parent/Guardian volunteers that will assist teachers and staff in classroom tasks such as, copying, laminating, or binding, must be scheduled in advance with the teacher or staff member directly. They must sign-in through the office and obtain a visitor pass. It is at the discretion of the teacher or staff member as to the number of days/hours that they need assistance with these tasks. All volunteers must complete the Online Volunteer Form ahead of time.

#### DISABLED VISITOR

If a person with a disability visits the school and requests accommodation s/he may submit in advance of the visit, Request for Accommodation Form (9160AF1).

#### LOST AND FOUND

Lost and found is located in the main office and stage area. All unclaimed items will be donated to charity at the end of each grading period.



## PERSONAL ITEMS

Students are discouraged from bringing personal items (toys, balls, games, etc.) to school. The school will not assume responsibility for loss or damage. Students are **prohibited** from playing with such items as radios, iPods, electronic games, and cellular telephones at school. **This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.**

## ELECTRONIC DEVICES

Students may possess electronic entertainment devices on school grounds before and after school. Students may use these devices appropriately on the bus in the morning or afternoon. Phones or smartwatches may **NOT** be used during instructional time; this includes in the hallway or during a restroom break. Students may not record (audio or video) classroom activities without permission of the principal/designee. Recording in restrooms and/or locker rooms is also prohibited. Students who record campus disruptions will face discipline consequences. Devices will be confiscated from students failing to comply with individual teacher expectations. After the second infraction, confiscated devices will only be returned to a parent/guardian.

## NON-SCHOOL SPONSORED CLUBS/ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be found on our school website. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with school rules and provide equal opportunity to participate.

## SCHOOL VISITATION

All adult members of our community are welcome to visit the school. To avoid interruption of the educational process, students are not permitted to bring visitors to school. State law requires any person visiting the school to report directly to the office. Parents/Guardians are encouraged to keep open communication with all classroom teachers. Teachers have a regularly assigned period of time when conferences can take place but should be scheduled in advance. If a parent would like to observe a classroom, the Visitor's Guideline Form must be completed at least one day prior to requested visit. If approved, a time will be arranged for the visit. If a parent would like to have lunch with their child, please notify the front office so that a space in the office may be secured for the lunch visit.

## STUDENT BIRTHDAYS

Birthdays – The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this occasion; however, to protect students with food allergies and to comply with board policy, please follow these guidelines: 1. Limit your treats to non-food items such as stickers, pencils, etc. 2. It is prohibited to send flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school, unless everyone in the class receives an invitation. **NO FOOD ITEMS MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS DUE TO FOOD ALLERGIES AND DIETARY RESTRICTIONS.**

## STUDENT SALES

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be sold at school. **Money and/or merchandise are not to be exchanged between students for any reason.**

## REQUESTS TO USE SCHOOL FACILITIES TO PROVIDE PRIVATE SERVICES

Except in unique circumstances or an isolated instance, schools will not make facilities available for private-service providers, such as doctors, psychologists and therapists, to provide services to students at school – either in person or remotely. Parents may remove their children from school to receive private services off campus. However, parents are encouraged to schedule private services at a time that does not conflict with the student's school day.

## STUDENT FEES

There are no school fees this year.

## TELEPHONE USE

The school telephones may be used for emergencies with permission from the principal, assistant principal, teacher or secretary. Student cell phones and smartwatches are prohibited in school. Phone calls to students from guardians will **not** be transferred to the classrooms during the school day. If it is an emergency, a message may be left with the office staff, who will email or contact the teacher.

## SECTION 3 - STUDENT WELL-BEING

Student safety is a responsibility of students and staff. All staff members are familiar with emergency procedures such as fire drills, tornado drills, safety drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff member immediately.

Schools in the Canal Winchester School District, have Threat Assessment Teams which meet the requirements of the S.A.V.E. Students Act. Team members have completed threat assessment training that has been approved by the Ohio Department of Education [and Workforce](#) and the Office of the Attorney General. In addition, the District has an anonymous reporting system (Stay Safe, Speak Up!) that can accessed from the home page of the District's web site, [www.cwschools.org](http://www.cwschools.org) . At this site, you can report any situation that you feel puts a child's safety at risk.

## ANNONYMOUS TIP LINE

Canal Winchester Local Schools is fully committed to your safety and well-being. That's why we're using Stay Safe. Speak Up! Student Safety Reporting System that allows students, parents, and staff to submit safety concerns to school officials. If you, or someone you know, is being bullied, harassed, considering suicide, bringing a weapon to school, or has any other safety concern, you can easily submit a report in one of three ways:

1. Mobile App. Download the Stay Safe. Speak Up! Mobile app and enter our unique District Code to submit reports directly from your smartphone. DISTRICT CODE: CANAL

2. Phone. Call 1-866-547-8362 to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.
3. Online. Go to the district's website and click on the Stay Safe. Speak Up! Button to access the online form from a desktop computer or laptop.

Your voice matters, and we are counting on you to help us make Canal Winchester Local Schools a positive environment for all students. We appreciate your support.

## Suicide Prevention Lifeline

The National Suicide Prevention Lifeline can be reached by calling or texting 988. This is an easy to-remember alternative to 1-800-273-8255, which also will remain active. The Lifeline [online chat](#) platform is also available.

The Veterans Crisis Line is available to veterans, service members and their loved ones by calling 1-800-273-8255, texting 838255 and through [online chat](#). The Veterans Crisis Line can also be reached by dialing 988 then pressing 1.

These changes reflect a commitment to provide better access to help for those in crisis and to reduce the stigma surrounding suicide and mental health issues. To learn more, click [here](#).

## STUDENT HEALTH AND MEDICAL INFORMATION

### Immunizations

Students in grades K-12 are required to have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, chicken pox, meningitis, tuberculosis testing if enrolling from a foreign country, and any other immunizations required by Ohio law and board policy. Those students not providing proof of required immunizations within fourteen (14) calendar days of school attendance will be subject to exclusion. Any questions about exemptions or immunizations should be directed to the school health staff. In addition to the immunizations listed **above, preschool students are** required to have proof of immunization against influenza, Hemophilus influenza type b, pneumococcal disease, hepatitis A, and rotavirus.

### Physical Examinations

First grade students new to our district and all students in preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten/first grade) and this form is kept in the student's medical file in the school health office. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as they are enrolled in preschool.

### Wellness Policy

As required by law, the Canal Winchester Board of Education has established a Wellness Policy for the Canal Winchester Local School District. The board of education recognizes that good nutrition and regular physical activity affect the health and well-being of the district's students and staff. Each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities.

## Injuries

Injuries occurring during school should be reported to a teacher, school health staff or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school health staff is required, the school emergency procedures will be followed. For any injury, in or out of school, procedure or surgery which causes functional changes, documentation is needed for any activity restriction (i.e. stair climbing, limitations, physical education or sport restrictions). To ensure safety and proper accommodations, a note from the student's care provider is required if the student needs to use the elevator, any assistive devices such as wheelchair, or crutches during school. Additional follow up from the care provider is required releasing the student to return to regular activity once fully recovered.

## Illness

If a student becomes ill during the school day, they will be sent to the school clinic. The school health staff or the office staff will determine whether or not the student should return to class or be sent home. If it is deemed necessary for a student to leave school, a parent/guardian or an individual listed as an emergency contact will be contacted to pick up the student or requested to make arrangements for pick up. Upon arrival at the school for student pick up, after providing proper identification the parent/guardian or emergency contact will sign the student out in the school office. High school students with their own transportation who have been assessed in the school clinic, are deemed safe to drive and have parent/guardian permission, may then drive themselves home. Students are not permitted to stay in the school clinic during the school day. Any student that is ill and required to leave school should be picked up or arrangements made for pick up within a reasonable amount of time. Students are required to be fever-free for 24 hours without the use of fever-reducing medication and 24 hours symptom-free of diarrhea or vomiting prior to returning to school.

## Emergency Medical Authorization Forms

All students are required to have a Student Health History and a Student information Form, which includes Emergency Medical Authorization, completed and updated annually. These forms are accessed online via the Parent OneView link on the [cwschools.org](http://cwschools.org) website and are to be completed by the third day of school. Parents/guardians are requested to update Parent OneView forms when health information, medications, allergies, telephone numbers, addresses or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made.

## Conditions Requiring Exclusion from School

The Ohio Department of Health has provided strict guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your child and others from unnecessary exposure to infectious or communicable organisms. If these conditions are found or suspected by the school health staff or office staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to; strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.

- Fever of 100 degrees F. or higher within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Scabies, until initial treatment of an appropriate scabicide
- Impetigo, until there is no discharge and has been treated for 24 hours
- Chicken pox, until the 6th day after onset and until all sores (lesions) are dry, (students with shingles do not need to be excluded as long as sores are covered with clothing or bandages until sores have crusted)
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “all children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician”

## Control of Casual Contact Communicable Diseases

Because schools have a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include, but not limited to; diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, head lice and other conditions indicated by the local and state health departments. Any removal will be for the contagious period as specified in the school’s administrative guidelines and per the Department of Health requirements.

## Use of Medications

The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours and school sponsored functions will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child is disabled and requires medication to benefit from his/her educational program. **For the safety of our students, the transportation of prescription medications to and from school is the responsibility of the parent/guardian.** For the purposes of this policy, “prescribed medication” shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

## Prescription Medications

Before any prescription medication or treatment may be administered to any student during school hours or school sponsored functions, the Canal Winchester Board of Education requires the student’s physician/licensed prescriber and parent/guardian to complete a Medication Authorization Form. **The authorization form is required to be renewed each school year.** This document shall be kept on file in the school health clinic. Prescription medication must be in the original container, labeled with the date, student’s name, prescriber’s name and exact dosage. The Medication Authorization Form is required to be completed by a licensed prescriber and the

parent/guardian for daily use or greater of any supplement, herbal, homeopathic or non-FDA regulated medication. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. **All prescription medications must be stored and locked in the school health clinic.**

## Non-Prescription/Over-the-Counter Medications

Students in grades K-12 may have over-the-counter medication if the required Non-Prescription Medication Authorization section of the Student Health History has been completed in PowerSchool. **All medications must be provided by the parent/guardian** to be stored only in the school health clinic and *administered by authorized school personnel, the child's parent/guardian, or authorized caregiver only.* Students in grades 6-12 may carry and selfadminister over-the-counter medications only when indicated by the parent/guardian on the NonPrescription Medication Authorization section of the Health History in PowerSchool. Canal Winchester School District does not supply medications. Non-prescription medications must be in the original container with the student's name, expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, and lactase products. Parents/guardians can revise the authorized medication list at any time in PowerSchool within the Health History Form.

Students in preschool who need over-the-counter medication during school hours are required to have a Medication Authorization Form completed by the licensed prescriber. See the Preschool Parent Handbook for more information.

Any medication or medication equipment remaining at the end of the school year will be discarded one week after the last day of school.

## Health Screening Programs

The Canal Winchester Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that may pertain to your child (age and/or need appropriate) are listed below:

- speech/language screening
- hearing screening
- vision screening

In addition to these screenings, the nurse, school health staff and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

## RECESS PROCEDURES

Students will go out for recess weather permitting, however, they will stay in if the temperature or wind chill is below 25 degrees. Please dress your child appropriately.

## SECTION 4 - ACADEMIC POLICIES

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the co-curricular program. No student may participate in any school-approved trip without parental consent and online Parent PowerSchool forms being completed. Student Code of Conduct rules apply to all field trips.

### HOMEWORK POLICY

**Homework:** Homework will be assigned as part of the curriculum to extend and reinforce the school learning experience. Homework provides practice of skills, experience in data gathering, integration of knowledge, remedial assistance and development of independent work and judgment. The number, frequency and difficulty of homework assignment will be based on the ability and needs of a student.

### Student Responsibilities

Keep an accurate list of all homework assignments/projects in a student plan book; find out what materials are expected to be used in the completion of homework assignments; set aside a time each evening for homework; turn completed assignments in on time; arrange a time with the teacher for needed extra instruction and inform parents/guardians when school supplies need to be replenished.

### Parent/Guardian Responsibilities

Encourage, motivate, prompt and question child regarding homework assignments and projects; check book bag to make sure things are organized; create a space to do homework; provide AND replenish required school supplies for home and school use and help your child set up a weekly calendar. This should include extra-curricular activities, family commitments, appointments and academic requirements.

### Teacher Responsibilities

Encourage, motivate, prompt and question child regarding homework assignments and projects; homework assignments should not exceed 10 minutes per grade level of actual time on task. For example: third grade students should not have more than thirty minutes of homework for all subjects combined. This policy does not apply to long-term assignments. Categorize homework as preparatory, practice, extension or creative to help students see the purpose of the assignment; discuss and assess homework in a timely manner; send home reminder check sheets at the end of first semester and otherwise as needed for replenishing needed school supplies. No homework assignments will be scheduled during testing weeks, Thanksgiving break, winter break and spring break.

### Homework Request

Homework assignments should only be requested when a student is absent **two or more** consecutive days. In order for the teacher to have the necessary time to acquire homework for absent students, parents/guardians need to call the office before 10:00 a.m. Homework will be ready for pick-up after school in the office. Homework, tests, reports, or projects that were assigned in advance of the absence are due upon returning, if no additional information or material was provided during the absence.

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State Standards and District Policy. Unless exempted, each student will be expected to pass the appropriate Ohio State Assessments. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

## PROMOTION, PLACEMENT, AND RETENTION

In making decisions concerning proper grade level assignment and/or promotion, the following areas will be taken into consideration: teacher assessment of student's progress, developmental age of student, social and emotional well-being of the student, attendance, and test results. In cases of **retention**, the parent /guardian will be contacted in advance, although **the final decision will rest with the principal**, with an appeal to the superintendent. **Placement** in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention. In certain cases, conditional placement may be in order at a grade level to determine appropriateness.

## ACADEMIC PERFORMANCE LEVELS

- 3 – Meeting Expectations
- 2 – Progressing Towards Expectations
- 1 – Needs Additional Support

## USE OF ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING TOOLS

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they 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, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to 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 AI/NLP tools 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.

## Library Learning Commons GUIDELINES

The mission of the media center is to ensure that students and staff are effective users of ideas and information. To achieve this mission, the certified library media specialist will provide physical and intellectual access to all types of information, promote ethical behavior concerning the use of information, demonstrate that reading serves many purposes, and provide students with the necessary skills to conduct research. The LLC maintains an open schedule during the school day to accommodate students, staff, and community members. Patrons are expected to respect LLC property, to use electronic and print resources appropriately, and to abide by the Student Code of Conduct rules when visiting the media center. Patrons assume full responsibility for materials borrowed from the media center. Overdue notices will be sent to students each grading period. Fees will be charged for damaged and lost items. The use of the media center is a privilege that may be suspended. **If a student loses or damages a book,** the student will be assessed a fine. If book(s) is/are returned damaged, a fine will be applied. Such fines will remain on the student account from year to year, building to building, until such fines are paid in full or revoked.

## CONFIDENTIALITY

### DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of

personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The District has designated the following as directory information: student's name, major field of study, dates of attendance, current grade level, participation in officially recognized activities and sports, height and weight of a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student. The primary purpose of directory information is to allow the district to include this type of information in certain publications such as: a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

## STUDENT RECORDS

Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - confidential records and directory information. The Records Control Officer for the district is responsible for the processing and maintenance of all student records.

## CONFIDENTIAL RECORDS

Confidential records contain education and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator. Parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents/guardians have the right to review educational records generated by the school district, request amendment to these records, insert addenda to records and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal in writing stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released,

can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephones listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Canal Winchester Schools has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of graduation
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow the District to include this type of information in certain publications such as: a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

## PHOTOGRAPHY/PUBLICATION DISCLAIMER

During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products and other similar publications. If you **DO NOT** want your child's image published in the manner described above, please notify the office **in writing** as soon as possible and then verify with us that we have received your request. You must submit such a written notice to the office at the beginning of each school year.

## SECTION 5 - Attendance

It is the belief of the Canal Winchester Local School that all students are expected to have regular attendance. Students are encouraged to make appointments, attend extracurricular events, do personal errands, etc., outside of school hours.

State law specifically requires that every student up to the age of 18 must attend school. Absences are either classified as excused or unexcused.

In compliance with the Ohio Missing Child Law of the State of Ohio, all parents/guardians are required to notify the school office each day of a student's absence by calling the school of attendance or by sending a written statement of the cause of such absence or email to, ITES@cwls.us. If a parent/guardian does not report a student's absence, the school is required to contact parents/guardians regarding the absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

As noted in the Ohio Administrative Code, the Board of Education considers the following as reason for an excused absence from school:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness - (a doctor's excuse may be required)
- B. Illness in the immediate family that necessitates the presence of the student
- C. Death of a relative

- D. Observation of religious holidays consistent with his/her religious beliefs (notification confirmation must be submitted at least one day prior to the absence)
- E. Medical or dental appointment (usually a partial day)
- F. Quarantine for contagious disease (as verified by a medical professional)
- G. College visitation
- H. Emergency circumstances (i.e. court appearance, required meeting with social services agency, student required to travel with parent/guardian)
- I. Absences due to a student's placement in foster care or changes in foster care placement or any court proceedings related to their foster care status
- J. Absences due to circumstances impacted by homelessness

## Family Vacation

Vacation days are noted in the annual school calendar. It is the expectation of The Board that families do everything possible to plan their vacations during these times. If this is not possible, arrangements must be made in advance through the attendance office. Family vacations up to 5 days may be excused as part of the parent/guardian excused absences.

## Early Dismissal

Once a student gets to school, he/she is expected to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have written communication from the parent/guardian or guardian. Please note that for security purposes, students will NOT be dismissed to parents/guardians following school events held during the regular school day. Parents/guardians wanting to take their student out of school early must follow the regular sign out procedures. Any student leaving early will be counted absent for that portion of the day.

## Illness during School

If a student becomes ill during the school day, he/she will be sent to the clinic. Office personnel will follow health procedures set forth by the school nurse to determine if a student should return to class or be sent home. If it is deemed necessary for a student to leave school, a parent/guardian or an individual listed as an emergency contact will be contacted to come to the school to pick up their student. The parent/guardian **or emergency contact** will need to sign their student out in the school office. Exceptions can be made for high school students who provide their own transportation. Children need to be fever-free for 24 hours prior to returning to school. Students are not permitted to stay in the clinic during the school day. Any student that is ill and required to be picked up should be picked up within an hour of contact from the clinic.

## Required Physician's Documentation

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches thirty (30) hours of unexcused or excused absences, a reminder letter will be sent home to the parent/guardian reviewing the attendance policy. After a student reaches sixty-five (65) hours of unexcused or excused absences in a year or thirty-eight (38) hours of unexcused or excused absences in a month, a physician's note will be required for medical verification in order for the absence to be excused.

Please note: medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to

attend school. Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence.

## Habitual Absences

Students have an obligation to attend school regularly and to abide by the rules and regulations of the Canal Winchester Local School District and the State of Ohio.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Excessive absenteeism shall be addressed with preventative strategies and alternatives to suspension or expulsion. A student cannot be suspended or expelled for violation of this policy.

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

- A. At thirty (30) hours of unexcused or excused absences, a letter will be sent home to the parent/guardian reviewing the attendance policy.
- B. Between thirty (30) and seventy-two (72) hours of unexcused or excused absences, the school will utilize interventions to assist with improving school attendance.
- C. At thirty (30) or more consecutive hours, forty-two (42) or more in one school month, or seventy-two (72) hours of unexcused absences in one school year, the school must refer the student to an Absence Intervention Team to create an individualized intervention plan within 7 days of the triggering event. Within fourteen (14) school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences. This plan will be monitored by the team and modified as needed.
  - 1. The school is required to make three (3) attempts, in good faith, to engage the parent/guardian in the development and participation of the attendance intervention plan. If the parent/guardian fails to respond to the district's attempts to include them in the development of the plan, the district may report the parent/guardian to Child Protective Services.
  - 2. If a student/family does not participate in the development of the plan, a copy will be mailed to the parent/guardian/guardian and the plan will be implemented.
  - 3. Within seven (7) days after the development of the plan, the school district or school shall make reasonable efforts to provide the student's parent/guardian, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.
- D. If the student reaches thirty (30) consecutive hours or forty-two (42) hours in 30 days of absences after the implementation of the absence intervention plan, the attendance officer will conduct an informal hearing.
- E. If the student does not adhere to the plan or the plan is not successful and s/he continues to exhibit poor attendance, the district will formally refer the case to the county prosecutor and with Child Protective Services

Note: A student cannot be suspended or expelled for violation of the attendance policy.

#### Membership of the Attendance Intervention Team

The team may vary based on the needs of the student, but must include:

- A. a representative of the district or school;
- B. another school representative who knows the student;
- C. the student's parent/guardians or designee (release of records for consent must be completed), guardian or temporary custodian;
- D. may include a school psychologist, counselor, social work, or a representative from a county agency designed to assist families with reducing absences.

### Filing of Truancy

The attendance officer shall file a truancy complaint with the county prosecutor against a student on the sixty-first (61) day of unexcused or excused absences after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply subject to divisions (B)(2) and (3) of 3321.16 of the Ohio Revised Code.

- A. The student was absent without a legitimate excuse from the public school the student is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication described under division (C)(2)(b) of section 3321.191 of the Ohio Revised Code.
- C. The District's attendance officer has scheduled and attempted to meet with the student and parent/guardian to conduct an informal hearing.
- D. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

An exception to the sixty-one (61) day requirement to file would be the student missing 30 consecutive hours or 42 hours in a month without a legitimate excuse after the implementation phase of the plan.

The Board authorizes the Superintendent/designee to inform the student and his/her parent, guardian, or custodian of the record of excessive absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absences.

### Extending or delaying the Attendance Intervention Plan

The district may extend the implementation of the plan and the filing of a complaint if the days leading up to the 61st day after the plan's implementation goes into the summer break. Furthermore, if a student becomes truant within 21 school days prior to the last day of the school

year, the district may delay the time period to convene the absence intervention process until the start of the new school year in order to accommodate the summer months.

## Tardiness to School

A student is expected to be on time and in attendance every day. The time missed for tardiness will accumulate towards hours that will trigger truancy events. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office.

## SECTION 6 - TRANSPORTATION INFORMATION

### Bus Transportation to School

Elementary transportation will be provided to students living within the established limited boundaries. The bus schedule and routes are available by contacting the Transportation Department at 614-833-2164. Transportation will be to and from the student's pick-up point and school ONLY. If the bus is late, students will report to the office before going to their homeroom. Upon dismissal, all students are expected to board their buses immediately.

### NO School Bus Passes

Students are not permitted to ride a bus that is not their assigned bus.

### Bus Conduct

Students are required to adhere to the following basic safety rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat and remain seated while the bus is in motion.
5. All aisles and exits must remain free and clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. The following items are prohibited on the bus: eating, drinking, tobacco, alcohol, drugs, animals, insects, glass and large objects that cannot be held on your lap.
8. Students must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
9. Students crossing in front of the bus must wait for the hand signal from the driver.
10. Students must not throw or pass objects on, from or into the bus.
11. Students must not put their head or arms out of the bus windows.
12. Students are to be courteous and not destroy property.
13. Trained Service Animals are the only animals allowed on the bus. No other animals are permitted.

### Student and Parent Responsibilities

Parents/guardians and pupils must assume that school bus transportation is a privilege to the student – not a right. Pupils will ride on assigned buses. Parents/guardians must request, in writing, to permit deviation from this rule. Requests shall be made to the elementary and transportation offices. Pupils will ride their assigned bus both to and from home unless a written request signed by the parents/guardians asking permission to be let off the bus at some other stop is presented to the office. This note along with a bus pass issued by the office will be given

to the driver by the student. Parents/guardians will assume responsibility of the child when such a request is made.

## Penalties for Bus Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Code of Conduct and may be deprived the privilege of riding on the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. The driver will report misconduct in writing to the principal.

This punishment sequence will be used for Indian Trail students.

**Level 1 infractions** are those that create a dangerous situation, but are not physical in nature. This would be things like not sitting in your assigned seat, standing up, not being quiet at a railroad crossing, etc.

**Level 2 infractions** are those which are more severe. This would include hitting, unwanted touching, etc.

**Severe violations of the rules can still result in parent meetings, removal from the bus, or school expulsion, even for a first offense.**

### Level 1 Sequence of Punishments

**Student violates a Level 1 infraction** - Driver to speak privately with the student regarding the infraction before sending into building and document

**Student violates a Level 1 infraction 2nd time** - Driver to document behavior report, move the student to front of the bus for 5 days and contact parent/guardian via Parent Square. Inform of dates student will sit in front

**Student violates a Level 1 infraction 3rd time** - Driver to document behavior report, move the student to front of the bus for 10 days and contact parent/guardian via Parent Square. Inform of dates student will sit in front

**Student violates a Level 1 infraction a 4th time** - Office Referral - Building level – loss of recess, bus intervention

**Level 1 infraction 5th time Office Referral** - Building level – lunch and recess detention

**Level 1 infraction 6th time Office Referral** - Building level – Parent meeting

**Level 1 infraction 7th time Office Referral** - 1 day bus suspension

**Level 1 infraction 8th time Office Referral** - 3 day bus suspension

### Level 2 Sequence of Punishments



**Student violates a Level 2 infraction** – The bus driver will document the behavior in a report and refer to building administrator immediately, move student to front seat and keep student in front seat until administrator resolves the issue.

**Student violates the Level 2 infraction a second time** – Driver documents the behavior in a report and refers the student to a building administrator immediately. Student is moved student to front seat and kept there until an administrator resolves the issue

**Student continues to violate the Level 2 infraction** - Document behavior report and refer to building administrator immediately, move student to front seat and keep student in front seat until administrator resolves the issue

## PARENT/GUARDIAN PICK UP AND DROP OFF PROCEDURES

**DROP OFF:** If a child is dropped off at school after 9:35 am, the parent/guardian must walk the child up to the building, show ID at the camera, enter first double doors, then sign the student in on the Chromebook. A student should not arrive at school prior to 9:25 am as no staff is on duty during that time. The designated parent drop off area is located in front of the building identified with cones and signs. Parents are not permitted to walk their students to the door or enter the building. Parents may park in the middle parking lot and walk to the designated pick up area marked by cones, or wait in the car drop off line where students will be dismissed independently to walk to their designated door.

**PICK UP:** The designated parent pick up area is located in front of the building with students standing behind their grade level cone. Students will not be permitted to walk to the benches located between the schools or Winchester Trail. Parents may park in the middle parking lot and walk to the designated pick up area marked by cones, or wait in the car pick up loop where students will be dismissed to walk to their car by staff. Any change to your child's transportation will need to be in writing and received in the office by 2:00 p.m. Parents have the option to use the drop off/pick up loop or park in a designated parking spot in the middle parking lot and walk your child to the designated drop-off area. You are not permitted to drop off or pick up your child anywhere else in the parking lot for any reason. Cars are not to be left unattended when using the drop-off/pick-up lane at any time as this also serves as a fire lane. Vehicles are not permitted to use the bus lane for any reason.

**EARLY PICKUP:** - Every time a parent/guardian comes to pick up a student early, you must show a photo ID. Any change in plans or person(s) for the pick-up of a student must be put in writing and submitted to the front office, (not the student's teacher). **Requests need to be received by the office by 2 pm. No one except a primary guardian is permitted to pick-up a student without a written note or email from the guardian on file.**

## SCHOOL CLOSINGS AND DELAYS

**EMERGENCY CLOSINGS AND DELAYS:** If the school and/or district must be closed, or opening delayed because of inclement weather or other conditions, the district will notify parents via phone call, text and email through their automated system. The general public will be informed via these television stations:

WTTE Channel 28, WBNS Channel 10, WSYX Channel 6, WCMH Channel 4

## Early Dismissal

Early dismissal for inclement weather will call for automatic cancellation of all after school activities.

## Cancellation of School Day

All activities are automatically canceled when school is canceled and the building is closed for any outside activities.

## PARENT NOTIFICATION SYSTEM STATEMENT

This program allows the immediate notification to all households and parents, by telephone, of any critical or unplanned event that will cause school cancellation, delay and/or early dismissal. The school will continue to use radio and television to broadcast school closings and delays due to weather. The system will also be used for general announcement calls, for example a reminder of parent/teacher conferences or other important school information.

\*\*\* PARENTS PLEASE NOTE: Please go over alternate plans for school delays and early dismissals with your child at the beginning of the school year.

## SECTION 7 - SCHOOL SAFETY FIRE, TORNADO AND LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice fire, tornado and lockdown drills throughout the year. Students are expected to become familiar with each drill, observe the procedures developed, and comply with teacher/administrator expectations and directions before, during and after the implementation of the drill. Evacuation procedures are posted in each classroom.

## BUILDING ACCESS

Front doors are locked at all times. To gain access to the building, parents/guardians must use the call box located to the left of the office doors. At the call box you will need to ring the bell and show your Photo ID to the camera and state the reason for your visit.

**\*\* IF YOU DO NOT HAVE YOUR PHOTO ID, YOU WILL NOT BE PERMITTED TO ENTER THE BUILDING.\*\***

## TECHNOLOGY GUIDELINES

### NETWORK AND INTERNET GUIDELINES

Internet access is available to Indian Trail students. Students are required to obtain a network user account and password from the technology instructor in order to gain access to the network. Rules and guidelines for the proper use of the network are set forth in the district's Acceptable Use Policy. Violation of this policy will result in disciplinary action as deemed appropriate in the student code of conduct. The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents agree to the adopted Acceptable Use Policy and Rules set forth in the Student/Parent Handbook. Students are permitted the use of personal devices on the school network as part of the AUP.

### USE OF INTERNET

The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents/guardian agree to the adopted Acceptable Use Policy, hereinafter referred to as "AUP" and Rules set forth in the Student Handbook unless a completed "opt out" form is submitted. Students are permitted the use of personal devices on the school network as part of the AUP.

## SECTION 8 - CODE OF CONDUCT

### BOARD OF EDUCATION'S POSITION ON STUDENT CONDUCT

**AS PER OHIO REVISED CODE 3313.661** Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of laws affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work achievement within the range of one's ability and display of personal standards of courtesy, decency and honesty shall be maintained in the schools of the district

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The rules and provisions of the Student Code of Conduct shall govern student conduct. The Board shall require each student of this district to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person and property
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

### Search and Seizure

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education per Board policy 5771, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided desks and other equipment including computers and network access in which to store materials. It should be clearly understood that this equipment is the property of the school district and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

# Positive Behavior Interventions and Support (PBIS)

## NOTICE OF POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION POLICY

The Board of Education is committed to the implementation of the Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social, and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort, and in accordance with the terms of the district's policy, use approved physical restraint or seclusion to maintain a safe environment.

For more information, including the complaint process outlined within this policy, please reference Board Policy 5630.01

<http://go.boarddocs.com/oh/cwls/Board.nsf/goto?open&id=CBHN3C5CDC67>

## DRESS CODE

While fashion changes, the reason for being in school doesn't. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

- Clothing should be so constructed and worn in such a manner that is not unduly revealing. Halter tops, tank tops, midriff tops, very short mini-skirts or shorts and other garments of this nature are not acceptable. Dresses and shorts should come to the mid-thigh length, which would be to the fingertips of a child when they extend their hands to their side.
- Swimwear and spandex are not permitted.
- Shirts and blouses are to be buttoned.
- Shirts are to be worn specifically to "mid-thigh" when leggings, athletic pants or yoga pants are worn.
- Hair shall be washed, neat, and well groomed.
- No article of clothing that has rips, patches or holes should show visible skin.
- Hats and hoods shall not be worn by boys or girls in the building.
- Shoes that provide sanitary protection and safety for the feet must be worn at all times. **No rubber flip flops allowed.**
- No article of clothing shall be worn that distracts from the educational process. Shorts and slacks are to be worn at the waist. "Sagging" is not permitted.
- No article of clothing shall be worn which defames any person, the school, the community or the nation.
- No article of clothing shall be worn that is associated with alcoholic beverages, tobacco, drugs or encourages violence.

- No article of clothing shall be worn that contains obscene, profane, sex related words or pictures, or offensive sayings.
- Chains are not to be worn.

## Minor Offenses

**Minor offenses will be dealt with by punishments that may include recess and/or lunch detention, before/after school detention, alternative educational placement, and a parent/guardian conference. Minor offenses may be treated as a major offense.**

**Cheating, Copying Test for Other Students, Plagiarism:** A student will not cheat or plagiarize another's work. This also includes theft of information including copyright infringement & unauthorized duplication.

**Damage, Destruction, Theft or Forgery of School or Private Property and Other Students property:** A student shall not cause or attempt to cause damage to any or all property that is under the care of the school district. A student shall not steal or attempt to steal any item. Parents/guardians of students in violation of this rule will be liable for the replacement cost of damaged/stolen property.

**Unauthorized Access/Inappropriate Use of the Computer Network:** A student shall only attempt to gain access to the computer network using his/her assigned user account and password. Students shall also abide by the rules of etiquette and proper use as set forth in the district's AUP.

**Dress and Grooming Code:** Students are expected to adhere to the Dress and Grooming Code.

**Possession of Electronic Equipment/Cell Phones and Other Games (Toys):** Electronic devices are permitted for instructional use as directed by the classroom teacher. Inappropriate or unauthorized use of electronic devices is a violation of the Student Code of Conduct.

**Endangering:** A student shall not engage in acts which in the judgment of the school personnel results in injury.

**Harassment:** No student shall harass, direct words or phrases, which are degrading, obscene, profane, slanderous or taunting toward others including students and staff.

**Failure to Serve a Detention:** No student shall fail to serve a detention at the assigned time and date.

**Acts of Disrespect/Insubordination to a Staff member or School Employee:** A student shall not refuse to respond to or carry out requests of any school personnel. Any action judged by a school official to involve misconduct and not specifically mentioned in any other rule may be judged as insubordination.

**Removing or Altering School Records:** A student shall not remove or alter any student record, school forms, or correspondence.

**Unauthorized Entry:** A student shall not enter, or attempt to enter any school building or property without permission or enter a restricted area (boiler room, personal offices, etc.) without permission.

**Social Behavior:** A student shall not engage in acts which are contrary to acceptable social behavior (indecent exposure, etc.).

**Verbal Coercion:** No student shall by way of verbal threats of other non-physical actions force another person to engage in an action against his/her will.

## Major Offenses

**Major offenses will be taken on a case by case basis, with punishments which may include alternative educational placement, emergency removal, out of school suspension, and a recommendation for expulsion.**

### Assault/Fighting

A student shall not attempt to provoke, participate, or behave in such a way as to endanger any school official, personnel, student, visitor or staff. This includes any unauthorized touching of another, which could create fear, distress, or injury in or to that person.

### Verbal/Physical Harassment, Threatening another Student

The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- a. Verbal - No student shall direct to another student words or phrases, which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. Obscene notes, profanity, and obscene gestures could be considered a violation of this rule. This includes the use of the "F" word.
- b. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

### Sexual Harassment

- a. Verbal - The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- b. Nonverbal - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- c. Physical Contact - Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

## Gender/Ethnic/Religious/Disability Harassment

### Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

### Nonverbal

1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.
  - a. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:
  - b. If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

## Endangering Another

No student shall endanger another student while on school grounds, during any school function home or away, or while riding any school transportation vehicle. Endangering shall be defined as any act that could or may cause harm to another person.

## Intimidation or Bullying

Intimidation or bullying behavior by any student/school personnel in the Canal Winchester Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, social media apps, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate (Cyber-Bullying). Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel

## Damage or Theft to School or Private Property

A student shall not cause or attempt to cause damage to any or all property that is under the care of the school district. A student shall not steal or attempt to steal any item. Parents/guardians of students in violation of this rule will be liable for the replacement cost of damaged/stolen property.

## Possession or Use of Weapons or Dangerous Instrument

A student shall not possess or attempt to possess, handle, transmit, or conceal any object which may be judged as a weapon or an instrument of potential danger to the individual or others. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another.

## Disruption of the Educational Process

A student shall not, by the use of violence, force, coercion, threat, profanity toward another student, a staff member or by any other method cause disruption, obstruction, or any other interference with the educational process.

**NOTE:** Charges with the law enforcement may be filed by the school employee or students involved.

## Disruption/Vandalism of District's Computer Network

A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources.

## Fire/Arson

A student shall not attempt to use fire in any unauthorized manner or pull a false fire alarm.

**NOTE:** Charges with the law enforcement may be filed by the school employee or students involved.

## Alcohol and or Drugs

A student shall not attempt to possess, use, sell, transmit, or conceal narcotics, alcoholic beverages, drugs or drug paraphernalia unless prescribed for a specific medical purpose for that person and administered as per guidelines. A student shall not use or possess tobacco or tobacco products (ex. snuff, chew) within any school bus, building, or on any school grounds. A student shall not attempt to possess, sell, transmit, or be involved in any way with counterfeit controlled substances.

## Definitions of Counterfeit Controlled Substances

1. A controlled substance is any drug, compound, mixture of substances included in Schedule I, II, III, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens.
2. Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark.



3. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person who manufactured, processed, packed or distributed it.
4. Any substance that is represented to be a controlled substance because of its similarity in shape, size and color or is a different controlled substance.
5. Any substance other than a controlled substance because of its similarity in shape, size and color or it's markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

### **The Law on Counterfeit Drugs**

1. No person shall knowingly possess any counterfeit controlled substance.
2. No person shall knowingly make, sell, and offer to sell or deliver any substance that is a counterfeit controlled substance.
3. No person shall make, possess, sell or deliver any punch, die, plate, stone or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade name or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen (18).
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical effects associated with use of a controlled substance.
6. No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

## Violation of Suspension

A student shall not be on school premises or at any school activity, home or away, while under suspension.

## Punishments

Although our first choice will always be to deal with students in a positive manner, punishments will occasionally have to be used. Expectations for students are clear and exist to create a safe environment for all that is conducive to learning.

## EMERGENCY REMOVALS

1. The superintendent, the principal or their designee may remove a student from the classroom, extracurricular activity or the school premises for a period of no longer than 24 hours when the student's presence is considered to be dangerous to the student, other persons or property or disrupts the academic process.

2. A teacher may remove a student from the classroom or extracurricular activity but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the principal as soon as it is practical after the removal of the student.
3. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.
4. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The person who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal removes the student or other disciplinary action is taken, written notification must be given to the parent, guardian or custodian of the student within 24 hours of the hearing.

## SUSPENSION

1. The superintendent or the principal may suspend a student from school.
2. The superintendent or the principal will give written notice of intent to suspend to the student, which enumerates the reason(s) for the intended suspension.
3. The suspension cannot exceed ten (10) days.
4. An informal hearing will be held before the superintendent or the principal or his/her designee. The student may challenge the reason(s) for the intended suspension and otherwise state his/her position concerning the matter.
5. The superintendent, the principal or his/her designee shall give notification of the decision to suspend in writing to the parents, guardian or the custodian of the student and the treasurer of the Board of Education within 24 hours of the suspension. The notice must include the reason(s) for the suspension and the right of the student or parent/guardian to appeal to the superintendent or his/her designee.
6. An appeal to suspension can be made to the superintendent or the superintendent's designee. The appeal must be in writing and submitted within 48 hours after notification of suspension. The appeal must contain the challenge to the reason(s) for the suspension and an explanation of the student's action.
7. A student may be kept from class, school or extracurricular activities until disposition of the matter.
8. In-school restriction and Saturday school may be an option to out of school suspension at the discretion of the principal. Students are expected to follow all rules in the Student Code of Conduct. The principal determines Saturday school and in-school restriction rules.

## EXPULSION

1. The superintendent may expel a student from the school.
2. The superintendent or his/her designee shall notify the parents, guardian or custodian of the student of the intended expulsion.

3. The notice shall include the reasons for the intended expulsion and the right of the student, parents, guardian, custodian or representative to appear before the superintendent and challenge the reasons and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days and not more than five days after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representative.
5. The student may be kept from school until disposition of the matter.

If the superintendent expels a student, he/she must notify the parent, guardian or custodian of the student and the treasurer of the Board of Education or its designee of the right to be represented at the appeal and the right to request the appeal to be heard in executive session.

## Alternative Educational Placement (AEP)

Students are assigned to an AEP at the discretion of the administration after a due process hearing. A student may be assigned an AEP for a violation of major offenses in the Student Code of Conduct or repeated violations of minor offenses. There is no appeal to the assignment of an AEP for disciplinary reasons.

## Appeal of a Suspension or Expulsion

1. A student or his/her parent, guardian or custodian may appeal the expulsion, suspension or removal to the Board of Education or its' designee.
2. The student or his/her representative will be granted a hearing before the Board of Education or its' designee to challenge the expulsion, suspension or removal.
3. The student may be represented at the appeal procedure.
4. A verbatim record of the appeal hearing must be kept by the Board of Education.
5. The Board of Education may confirm, reverse or modify the disciplinary action. This decision must be made in a public session only.
6. All appeals shall be made in writing and submitted forty-eight (48) hours after notification of expulsion.
7. The Board's decision may be appealed under Chapter 2506 of the Revised Code.