Walter G. Nord School

Student and Parent Handbook
2024-2025

501 Lincoln Street
Amherst, OH 44001
440-988-4441
440-988-2371 (fax)

Amherst Exempted Village School District
amherstk12.org

Table of Contents

General Information 4
Welcome 4
Walter G. Nord School Main Office Staff 4
District Vision Statement 4
District Mission Statement 4
District Core Values 4
Nord P.T.O. 4
Building Procedures 5
Attendance Procedures 6
Reporting Procedures for Absence 7
Pre-Planned Extended Absence 8
House Bill 410: Definition of Truancy and Excessive Absences 8
Make-Up Work 8
Suspensions 8
Appearance Code 6
Cafeteria Procedures 9
Cafeteria Prices and Times 9
Recess/ Playground Procedures 9
School Bus Regulations 10
School Bus Procedures 10
Comet Impact 11
Medication and Medical Information 11
Health Clinic 11
Medication Dispensing 12
Illness at School 13
Required Immunizations 13
Head Lice 14
Chronic Conditions 14
Early Dismissal for Doctor Appointments 14
Emergency Medical Forms 14
Miscellaneous Information 14
Anti-Harassment 14
Birthday Treats 18
Bullying 18

Cell Phone in Schools Policy 22
Change of Address 23
Directory Information 23
Dismissal and Transportation Changes 23
End of School Responsibilities 24
Equal Educational Opportunity 24
Equipment and Facilities 25
Fire Drills 25
Grading 25
Incomplete Grades 25
Lost and Found 25
Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) 26
Parent Teacher Conferences 28
Promotion and Retention 29
Responsibility of Students 29
School Closing and Delayed Starts 29
School Communication 29
School Fee Schedule 29
School Responsibility of Student Property 29
School Supplies 30
Tornado Drills 30
Visitation 30
Withdraws and Transfers 31
Pupil Code of Conduct 32
Section I 32
Section II 45
Discipline Types and Procedures 46

General Information

Welcome

On behalf of the entire faculty and staff, welcome to Walter G. Nord School! This Student and Parent Handbook provides helpful information on Nord's policies and procedures. Please take time to read the handbook in its entirety and discuss it with your child. We look forward to working with our Nord families in order to have a successful school year.

Walter G. Nord School Main Office Staff

Mrs. Ashley Harigan, Principal
Mrs. Rebecca McArthur, Dean of Students
Mrs. Kerri Kobylka, Building/Attendance Secretary
Mrs. Lindsey Dotson, Financial Secretary
Mrs. Chandler Kremer, School Counselor

District Vision Statement

The Amherst Schools – A Community of Excellence

District Mission Statement

The mission of the Amherst Schools is to educate, equip, and empower all students to choose their path and make a positive impact in our community and beyond.

District Core Values

Students First
Community-Focused
Comet Pride
Opportunity-Driven

Nord P.T.O.

The objective of the P.T.O. is to promote the welfare of all children through a working partnership among parents, educators, and the community at large. We encourage everyone, parents and community members alike, who are concerned about the welfare of our children, to use P.T.O. as a vehicle for becoming involved in education. Everyone is welcome to attend the monthly meetings.

Building Procedures

1. The office will be open every school day from 7:45 am – 3:45 pm
2. Students may not enter the building until 8:20 am. Doors to the building will remain locked until that time. Student drop off is in the back of the building. A student drop off line is in place. Please follow the direction of the staff on duty while in line to ensure a safe and timely process. The back doors lock at 8:30 am.
3. Upon entering the building, students may stop in the cafeteria to purchase breakfast.
4. All students must be in the building by 8:30 am. Doors will be locked at this time, including drop off. Tardy students must enter through the office and be signed in by their parent/guardian.
5. All bicycles should be locked in the racks. The school is not responsible for theft or damage to bicycles.
6. The lockers are school property and may be inspected at any time by the principal or other school personnel. The combination locks have been disabled on all lockers.
7. Walkers and bike riders will be dismissed at 3:10 pm out the back doors. Walkers and bike riders must exit the building immediately and leave school grounds. Students are not permitted to walk out the front doors to cars parked along the street. The school will not accept responsibility for actions of students off school property.
8. Car riders will report to the cafeteria at 3:10 pm and will be walked to the appropriate vehicle lane by a staff member. Parents/guardians picking up their children must "announce" once getting to the stop sign in the back parking lot and then follow the direction of the staff to a parking spot. If you are unable to "announce" through the PikMyKid app, a driver's license is required.
9. Bus dismissal begins at approximately 3:15 pm. Students wait in their classroom until their bus arrives. Once their bus is released, students walk to the front of the building and load.
10. All visitors are required to sign in and register in the main office. The principal will make the decision as to whether the visitor is permitted to enter the building. All visitors must have a photo ID.
11. The use of electronic devices and related equipment, not issued by the school, is prohibited during school hours, this includes during arrival and dismissal. Devices are expected to be kept in lockers and silenced throughout the school day. Students violating this policy may be issued discipline and a parent/guardian may have to come and pick up the device. Multiple occurrences will result in further disciplinary action.
12. Students are not permitted to have drinks with them during the day. This includes bringing outside beverages into the building during arrival. Students are permitted to bring a water bottle with water only that must be kept in their lockers during the day.
13. Students are not permitted to use bags during the day. This includes the use of clear bags.
14. Chromebooks are issued by the school and must be used for school sites only during the school day.

Appearance Code

Walter G. Nord School realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the school to dictate styles of dress, it does accept responsibility in the areas of appearance by providing the following standard of appearance for our students. Students' appearance shall be appropriate to education, activities, and the environment of the school. In general, dress and grooming should be appropriate and be governed by good sense, good taste, and cleanliness. Violations to the dress code will result in a request for new clothing to be delivered to the school.

The appearance code is as follows:

1. Clothing will be worn as it was designed to be worn, properly fitted, neat, and clean.
2. Shorts, skirts, and dresses will be longer than mid-thigh length while standing.
3. Tears or rips in lower garments may appear only below mid-thigh length while standing.
4. Gloves, coats, outer garments, hats, head covers, and excessive head ornamentation are not to be worn during school hours inside the building.
5. Shoes must be worn at all times.
6. Clothing that exposes the midriff is prohibited. This includes exposure of the front, rear, and sides of the waist. Tank tops, cutoff shirts, or any garments which reveal undergarments are not appropriate. Straps should be at least three fingers in width. No spaghetti or thin straps, bare backs, or revealing tops are allowed. No low cut armholes or necklines. Undergarments should never be exposed or visible through clothing.
7. Clothing and insignias deemed not in good taste or age appropriate are prohibited.
8. Sunglasses are prohibited unless prescribed as necessary by a doctor.
9. Patches, symbols, and writings which literally, or by implication, are obscene or are such as to shock or affront the standards of common decency or propriety are prohibited. This guideline includes double meanings related to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by public standards.

The school administration reserves the right to determine dress code standards.

Attendance Procedures

Regular attendance is necessary for success in school as well as required by law. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. It is the responsibility of the parent/guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205) and House Bill 410, the following procedures will be in effect.

Attendance will be classified under 2 categories:

- Excused Absence: an absence where parent and/or guardian properly provides a phone call or note within 48 hours of the absence. The following reasons will be classified as an excused absence per Ohio Revised Code and district policy:
  1. personal illness (a written physician's statement verifying the illness may be required)
  2. illness in the family necessitating the presence of the child
  3. quarantine of the home
  4. death in the family
  5. medical or dental appointment (with proper documentation)
  6. observation or celebration of a bona fide religious holiday
  7. college visitation (up to 3 visits with proper documentation)
  8. emergency or other set of circumstances in which the judgment of the Superintendent of Schools or designee, constitutes a good and sufficient cause for absence from school

- Unexcused Absence/Truant: an absence where a parent/guardian does not make contact with the school to verify absence for one of the eight excused absence reasons per Ohio Revised Code. Excessive unexcused absences may result in a court referral per House Bill 410.

If the student has more than 65 hours of absences, every absence thereafter will be considered truant, unless it is a school-authorized field trip, suspension, or medically certified absence with a doctor's note.

Reporting Procedures for Absence

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 8:30 am) using the school attendance phone number (440-988-4441). The notification must contain the name of the parent/guardian making the call, date of the call, date of the absence, and reason for the absence (must be one of the eight excused absence reasons).

If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If the parent does not contact the school or the school is unable to contact the parent/guardian, the student will be listed as unexcused for the day and considered truant.

Upon returning to school, a student needs to bring a written note from the parent/guardian if a phone call has not been received in the attendance office. If a written note is received with the date of the absence and one of the eight excused absence reasons, the unexcused absence will be changed to an excused absence. Students returning to school without a phone call or note will be considered unexcused and truant.

Pre-Planned Extended Absence

The Amherst School District understands that extended absences for worthwhile educational experiences or family activities (vacations) may come up throughout the year. The parent or guardian should seek approval of the school administration and complete the Pre-Planned Extended Absence Form. The school will make every effort to provide homework prior to the absence with two weeks advanced notice. An extended absence will be unexcused until the parent completes and submits the Pre-Planned Absence Form.

House Bill 410: Definition of Truancy and Excessive Absences

The Amherst Exempted Village School District will follow the policies and procedures as mandated by House Bill 410.

- Habitually Truant: absent without legitimate excuse (please see previous Attendance Procedures for explanation of excused absences) for:
    - 30 or more consecutive hours (4.56 consecutive school days)
    - 42 or more hours in a school month (6.38 school days per school month)
    - 72 or more hours in a school year (10.94 school days per school year)

- Excessively Absent: absent with or without legitimate excuse (please see previous Attendance Procedures for explanation of excused absences) for:
    - 38 or more hours in one school month (5.85 school days per school month)
    - 65 or more hours in one school year (10 school days per school year)

Make-Up Work

It is the student's responsibility to make up work that is missed because of absence. Upon returning to school, the student must make arrangements with their teacher for make-up work. Work that is not made up will be given a zero in the gradebook.

In general, students who have missed work because of absence will be given one school day to make up each day's missed assignments. Extensions may be granted at the discretion of the teacher. If a student is absent for one day, they are encouraged to contact a classmate to obtain the assignments. If a student is absent for more than one day, a parent/guardian may contact the office at 440-988-4441 before 10:00 am to make arrangements to pick-up assignments between 2:30 pm and 3:30pm.

Suspensions

Students who are absent due to suspension will be permitted to make up missed tests and assignments only under the following conditions:

1. The student and parent are responsible for making arrangements with teachers regarding missed assignments and tests no later than the day back from a suspension.

2. The number of days given for make-up work will be left to the discretion of the teacher.

3. Failure to follow these conditions will result in the student receiving a zero grade for any assignments, tests, or quizzes that were missed during the time of suspension.

Cafeteria Procedures

1. Proper table manners must be used.
2. Walk at all times.
3. Raise a hand for help.
4. Talk quietly with the people at your lunch table.
5. No stealing of food allowed.
6. Bag popping, food throwing, crushing milk cartons, blowing straws, etc. is prohibited.
7. Ask an adult in charge to use the restroom if needed.

Cafeteria Prices and Times

Breakfast and lunch may be purchased in the cafeteria each day. The Board of Education has set the prices for the 2024-2025 school year at:

Breakfast- $1.85 Lunch- $3.35 Milk- $0.50

Students are always welcome to pack their lunch instead of buying it.

Students are not permitted to bring their own breakfasts, only school bought breakfast may be eaten at school. Breakfast will be served daily from 8:20 am - 8:30 am for any student wishing to purchase one. Lunches will be served by grade level. Students will either have lunch followed by recess, or recess followed by lunch. Both lunch and recess are 30 minutes in length.

All students have a lunch account. It is the parents'/guardians' responsibility to keep track of the balance and replenish the account as needed. Visit the district website for information on our online credit card payment system called "Pay Schools." You will find Pay Schools at https://payschoolscentral.com Cash or check, payable to Amherst Schools, may also be sent in an envelope marked: Lunch Money. Include student's name and homeroom teacher on the envelope.

Recess/ Playground Procedures

1. Recess will be held outside on the playground on days when the temperature is 20 degrees or higher. Please send your child to school with clothing appropriate for the weather.
2. Students returning from an illness will be allowed to stay in for recess on their first day back with a note from their parents. More than one day will require a physician's authorization.
3. When using equipment such as monkey bars, all children are to move in one direction and only one person is allowed on the apparatus at a time.
4. Balls are to be used only in the open field or on the blacktop, not around the equipment. No heading the ball are to be used when playing soccer.
5. No handling of, throwing, or kicking mulch, sticks, or stones is permitted.
6. Gloves must be worn to play gaga ball.

7. Students are expected to follow the direction of the adults on duty. Failure to do so will result in the loss of privilege. Continued disregard will have further consequences.

School Bus Regulations

School bus loading and unloading procedures are specified by the State of Ohio.

1. In the morning, students must be in line at the bus stop before the bus arrives.
2. The bus driver will be counting the students twice, once as the bus approaches the stop and again as the students board the bus. This ensures that no students are left in the Danger Zone.
3. Students living on the bus driver's left hand side are given a hand signal by the driver when it's safe to cross. All students should also check for traffic before crossing.
4. Students who crossed will board the bus first and be counted. Students living on the bus driver's right side will board next and be counted.
5. As an added safety procedure, the State of Ohio mandates that the bus driver count and check all mirrors before the bus begins to move.
6. Returning home, the bus driver is again required to count the students twice at their assigned stop.
7. The bus driver counts them as they leave the bus and again when they safely reach their home side.
8. All students must go to a designated place of safety and wait until the bus leaves. The bus driver counts and checks all mirrors before the bus begins to move again.

School Bus Procedures

1. Remain seated and keep aisles clear.
2. Bus driver may assign seats.
3. Keep head and hands inside the bus.
4. Noise on the bus should be kept to a minimum. No screaming, shouting, or yelling.
5. Be courteous – no profanity.
6. Observe classroom conduct.
7. Violence is prohibited.
8. Do not damage bus or equipment.
9. Do not eat or drink on the bus; keep the bus clean.
10. Use of tobacco is prohibited.
11. You may only ride your assigned bus and get on and off at the assigned stop.
12. For your own safety, cooperate with the driver.

Comet Impact

Comet Impact is Nord School's Positive Behavior Interventions & Supports (PBIS) program. PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Comet Impact creates a positive school environment where appropriate behavior is the norm.

Nord School's Comet Impact behavior expectations are respectful, responsible, and safe. Throughout the school year these behavior expectations are clearly defined, taught, and positively reinforced. Students who demonstrate these behaviors are celebrated each week, month, and quarter with lunch raffles, awards, and reward days.

Walter G. Nord School
PBIS Behavior Expectations

	Hallway	Technology	Classroom	Restrooms	Playground	Cafeteria	Bus
RESPECTFUL	Keep hallways and lockers clean Remain quiet Be considerate of others	Take care of your device Use only your device Remain on task	Follow adult directions Kind words and actions Allow yourself and others to learn	Respect privacy Use supplies appropriately Throw trash in the garbage	Follow adult directions Kind words and actions Invite others to play	Follow adult directions Use inside voice to visit with friends Say please and thank you	Follow all driver directions Use inside voice to visit with friends Kind words and actions
RESPONSIBLE	Follow adult directions Go directly to your destination Gather all materials for learning	Fully charged device before school Have earbuds available Report problems with your device	Be ready to learn Be an active participant Complete your best work	Go, flush, wash Remind others of the rules Use time wisely	Play by the rules Take turns Line up when called	Leave a clean table, seat, and floor Eat only your food Throw all trash in the garbage	Listen for your bus number and bus stop Keep your backpack closed Report problems to the bus driver
SAFE	Walk facing forward Keep to the right Keep hands and feet to self	Carry device with two hands Only safe websites Report inappropriate content or usage	Walk at all times Use classroom materials appropriately Keep hands, feet, and objects to self	Walk at all times Return to room quickly Report problems to an adult	Walk to and from the building Stay in designated area Report problems or injuries to an adult	Walk at all times Clean up all spills Keep hands to self	Remain seated, face forward Follow bus expectations Watch for traffic when entering/exiting

We are Respectful - We are Responsible - We are Safe
That's our Comet Impact!

Medication and Medical Information

The Board of Education recognizes that many students are able to attend school only through the effective use of medication for the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with the Lorain County Public Health for RN supervisory services and to staff LPNs in select buildings. If possible, all medication should be given by a parent/legal guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available.

Health Clinic

If a student feels ill and cannot continue in a classroom, the student should ask permission to visit the clinic. If the student cannot return to class, a parent/guardian will be contacted to pick them up. In the event a parent cannot be reached, the school will call the emergency numbers listed in PowerSchool in the order indicated.

In case of injuries such as cuts, abrasions, etc., the school gives first aid and contacts the parent immediately if medical attention is required. We will call 911 for medical assistance in the event of a serious injury.

Medication Dispensing

In order for your child to take any medication during the school day, the following steps must be completed:

1. A Medication Authorization Form is required for any and all medication that is to be given at school. This includes both prescription medication as well as over the counter medication, *including cough drops that contain menthol.*
2. The Medication Authorization Form must be completed and signed by both a physician and a parent/legal guardian.
3. Due to school policy and state law, no medication will be sent home with students. All medications must be transported to and from school by an adult and must be in the original, correctly labeled container.
4. No student shall carry medication to or from school, unless it is an inhaler or an Epi pen, and the proper paperwork is in place prior to the student carrying it themselves.
5. All medication must be in the original container and clearly labeled with the student's name.
6. All prescription medication must be in the original container with a current medication label. The label must contain the student's name, the drug name and dosage, and the correct dosing information.
7. Parents are responsible for cutting any pills that require to be spilt. Parents are responsible for providing any medication measuring spoons or metered cups for a liquid medication.
8. The school does not supply any medications to the students such as acetaminophen, ibuprofen, cough drops, eye drops, ointments, etc.
9. No medication will be accepted at school prior to the paperwork being completed and on file.
10. Medications and forms should be dropped off 3-5 days prior to the start of school and picked up on the last day of school by an adult. Medications left after the school year will be discarded after the last day of school.

No school employee is permitted to administer prescription medication or nonprescription medication unless the completed and signed authorization form is on file in the school office. A new authorization form must be completed each year for students who receive medication on a continuous basis. A new authorization form is also required for any change in medication or frequency of dosage authorized by the physician during the school year.

Students may not administer medication, inhalers excluded, to themselves. There are no exceptions. Parents who wish to dispense medication, in person, to their child in school can do so without filing the authorization form.

Illness at School

If a student becomes ill at school, they will be sent to the Clinic. If necessary, a parent will be contacted to pick up the student. In the event a parent cannot be reaches, the school will call the emergency numbers listed in PowerSchool in the order indicated. Students should not take it upon themselves to call their parents to pick them up from school directly. They must first notify the staff in the School Clinic that they are ill.

In case of injuries such as cuts, abrasions, etc., the school gives first aid and contacts the parent immediately if medical attention is required. We will call 911 for medical assistance in the event of a serious injury.

It is recommended that a student should stay home from school if they have had any of the following:

- Diarrhea/loose stools within the last 24 hours
- Vomiting within the last 24 hours
- Sore throat with difficulty swallowing
- Severe cough, congestion, drainage or relentless sneezing
- Undetermined rash / itching
- Temperature of 100.4 degrees Fahrenheit or higher
- Eyes red, itching, burning with crusting/drainage of one or both eyes
- Live head lice - until cleared by clinic staff. Refer to head lice policy.

Note: Students must be fever free / vomit free without the use of medication (for example: Tylenol, Advil, etc.) for 24 hours prior to returning to school. Students diagnosed with a condition requiring antibiotics (for example: pink eye, strep throat) must be on antibiotics for 24 hours before returning to school.

Required Immunizations

The following immunizations are required under Ohio Revised Code 3313.67 and the Ohio Immunization Summary for School Attendance.

Proof of vaccination must be provided to the school prior to the 14th day of school.

- DPT (Diphtheria, Tetanus, Pertussis)
- Polio (Poliomyelitis)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- Varicella (Chickenpox)
- TDaP (Tetanus, Diphtheria, Pertussis) 7th grade
- MCV4 (Meningococcal) 7th & 12th grade

Head Lice

If your child has head lice, please notify the school clinic. The clinic staff does not do routine lice checks in the classroom; however, clinic staff can check students who are suspected of having lice and provide information on prevention and treatment.

Any child with live head lice in school will be sent home. In order to return to school, students must be treated at home. Students will be checked for live lice upon returning to school. Head lice can be a persistent problem. For more information about head lice, review the ODH "What should I do if my child gets head lice" pamphlet and contact your child's physician.

Chronic Conditions

If your student has a chronic medical condition (diabetes, seizures, severe allergies, etc). that requires special supplies while at school, (for example: an insulin pump, G-tube, trach, etc.) please contact the school clinic. Health Care Plan Information & Forms can be found on the Health & Wellness page of the school website.

Early Dismissal for Doctor Appointments

For a scheduled doctor's appointment, students should present a written request to be released early when they arrive in the building for the day. This written note should be received by 8:30 a.m. at the Main Office. The early release will then be listed on daily attendance. Telephone calls to release students early are discouraged**.** All written requests for early release must be signed by the parent / guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is not to request an early dismissal.

Emergency Medical Forms

Each school is required by Board of Education Policy to have on file for each student an emergency medical authorization form providing information from the parent/guardian on how they wish the school to proceed in the event of a health emergency involving a student, and a release for the school in case emergency action must be taken.

Each student's emergency medical form must be completed before the first day of school. Also, please notify the main office of any changes made during the year so that we may stay current.

Miscellaneous Information

Anti-Harassment

(reference Board Policy 5517)

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized

by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying- Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;
I. sexual, religious, or racial harassment;
J. public humiliation; or
K. destruction of property.

Harassment- Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment- For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Unwanted physical and/or sexual contact.
C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officers

Assistant Superintendent, Sarah Walker
440 988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440 988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. Any complaint brought forth to the Compliance Officers will be investigated in accordance with Board Policy 5517.

Birthday Treats

Due to the new health regulations in House Bill 220, and the increased number of food allergies students have, we are no longer accepting any birthday treats at school. Snacks that are sent to school will be returned or left in the office for pick-up.

Bullying

Board Policy 5517.01

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

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

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

Any student who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

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

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

Definitions

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
D. ""Cyber bullying" - the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

   The Board recognizes that cyberbullying can be particularly devastating to young people because:
   1. cyberbullies more easily hide behind the anonymity that the Internet provides;
   2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
   3. cyberbullies do not have to own their own actions, as it usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
   4. the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyberbullying activity.

   Cyber bullying includes, but is not limited to the following:

   1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
   2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victims cell phone bill;
   3. using a camera phone to take and send embarrassing photographs of students;
   4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

A. physically harming a student or damaging a student's property;
B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
C. creating a hostile education environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

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

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

Cell Phone in Schools Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of the Amherst Exempted Village School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen the Amherst Exempted Village School District's focus on learning, eliminate student distraction, eliminate the negative mental, social, and behavioral effects of constant cell phone use, and foster a sense of community within our schools.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times, unless approved by a staff member or administrator. Students are prohibited from taking pictures and recording other students and staff members at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones turned off in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a staff member or administrator shall take the following progressively serious disciplinary measures:

1. First Offense: Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.

2. Second Offense: Securely store the student's cell phone in a teacher-controlled or administrator-controlled locker, bin, or drawer for the duration of the class or period.

3. Third Offense: Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.

4. Fourth Offense: Ban the student's cell phone from district property and all district sponsored events.

5. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use at any time.

Students who do not comply with a staff member's or administrator's directives regarding the use of cell phones or other electronic devices will be subject to disciplinary action including in-school and out-of-school detentions and suspensions.

Change of Address

Families must inform the office in writing of a change of address or telephone number in order to update emergency contact information. Walter G. Nord School completes residency checks periodically during the year. For change of address, please provide two proofs of residency.

Directory Information

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information. Directory information shall include the following:

- Name, address, telephone number
- Date and place of birth
- Participation in school activities
- Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

Dismissal and Transportation Changes

If there is a change of transportation for your child, please make this change in PikMyKid. We must have written authorization for changes and changes you make in PikMyKid are considered written authorization. During dismissal, we will follow the designations made in PikMyKid. Changes must be made by 2:00 pm.

Unless there is an emergency situation, students are only permitted to ride on their assigned bus. In case of an emergency requiring the student to take a different bus, the bus driver requires a note signed by both the parent and the principal.

Children will not be permitted to ride a different bus or get off at a different bus stop for the purpose of visiting a friend. Should your child wish to visit a friend's home after school, transportation other than bussing must be arranged. Also, a note from both families stating that permission has been given is required.

End of School Responsibilities

Textbooks and chromebooks are loaned and assigned to students during the school year and are the responsibility of the student to maintain throughout the year and return at the end. The school must be reimbursed for any books or chromebook not turned in at the end of the year. Fines will be assessed to damages. If the student owes any fines, they will become part of the student's cumulative record until paid in full.

Equal Educational Opportunity

Board Policy 2260

Amherst Exempted Village School District provides an equal opportunity for all students.

relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Assistant Superintendent, Sarah Walker
440 988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440 988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any

inquiries or complaints regarding discrimination, retaliation or denial of equal access. Any complaint brought forth to the COs will be investigated in accordance with Board Policy 2260.

Equipment and Facilities

Students are expected to assume responsibility for the care of all school property. Damage in a malicious or careless nature will be considered an offense for disciplinary action and must be repaid by the student. Students may be denied bus riding privileges for violations of the School Bus Rules.

Fire Drills

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the prescribed route, as posted in each individual classroom. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside.

Grading

Walter G. Nord School utilizes a weighted grading scale building wide. Assessments are weighted at 70% of the total grade and classwork is weighted at 30% of the total grade. A common weighting system among all classes ensures that all students, regardless of the teacher, have an equal opportunity of earning a grade that reflects their academic performance, knowledge, and application of skills rather than participation or simple completion of assignments.

The grading scale for core academic classes is as follows:

A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = below 60%

The grading scale for special classes is as follows:

S = Satisfactory N = Needs Improvement U = Unsatisfactory

Incomplete Grades

Incomplete grades recorded at the end of any grading period normally must be changed to the appropriate letter grade within ten days. Any exception which teachers deem necessary must be approved by the principal.

Lost and Found

Identification on children's belongings is desirable. A Lost and Found area is located in the cafeteria. We have eyeglasses, watches, and jewelry in the office, not claimed. Please check these areas for missing items. Full names on the clothing (boots, jackets, etc.) are most helpful. All items left as of December 23rd and June 5th will be donated.

Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX)

Board Policy 2266

The Amherst Exempted Village School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The District prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the District is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The District will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines and applicable State and/or Federal laws if committed by a Board employee.

Definitions

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, ***and*** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
    - "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
        - *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
- *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
- *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by State law.
- *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
- *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

- "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
  - a current or former spouse or intimate partner of the victim;
  - a person with whom the victim shares a child in common;
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
  - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Title IX Coordinator(s)

The Board of the Amherst Exempted Village School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Assistant Superintendent, Sarah Walker
440 988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440 988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone numbers or electronic mail addresses, or by mail to the office addresses listed for the Title IX Coordinators.

Students, Board members, and Board employees are required (and other members of the School District community and Third Parties are encouraged) to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). Any complaint brought forth to the Compliance Officers will be investigated in accordance with Board Policy 2266.

Parent Teacher Conferences

Communication between the home and school is extremely important. Parent Teacher Conferences are held formally on the below dates. Other conference times are available throughout the year by parent and/or teacher request.

October 9, 2024	3:35 pm to 8:35 pm
November 4, 2024	3:35 pm to 7:35 pm
February 6, 2025	3:35 pm to 8:35 pm

Promotion and Retention

When considering retention, academics, age maturity level, and emotional and social criteria will be considered on an individual basis. Retention shall only occur if it presents the possibility of allowing the student to function successfully at grade level in these areas. A team meeting will take place to discuss retention in which the Light's Retention Scale will be utilized.

Responsibility of Students

After dismissal, students are to leave directly, not playing on playground equipment or the playground until they have arrived home and received permission from their parent/guardian to return. The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk.

The school is not responsible for students walking to and from school, once they have been released from the building.

School Closing and Delayed Starts

In case of severe weather, snow, low temperatures, ice, etc., the official announcement for school closing and activities cancellation will be through an automated call and an email from the district. It will also be posted on social media and radio/tv stations, too. Please do not call the school to check for closings.

School Communication

The district and schools will communicate with families through "blasted" email and phone messages. In order to stay informed and up-to-date, please make sure you have valid phone numbers and email addresses on file with the office at all times.

School Fee Schedule

Students will be assessed a fee for materials used to supplement our courses of study. Breakdowns of fees are posted on the school website.

4th Grade Fees: $50.50 5th Grade Fees: $46.50

The district will gladly work with you to create an installment plan to pay fees so that full payment can be made by the end of the school year. Unpaid book fees become part of the student's cumulative record until paid in full. Please call the principal at 440-988-4441 to discuss this further. Students not current on their fees will not be permitted to attend camp in 5th grade or the day- long field trip in 4th grade.

School Responsibility of Student Property

Only those items requested by the school and those items needed for the well-being of the student such as boots, coats, etc. are to be at school. Toys, trading cards, or other valuables that are not directly related to the educational process are not to be brought to school. The school will not be responsible for any such items. Trading or selling personal items on school property is forbidden. Violation of this rule may result in the permanent confiscation of such items.

School Supplies

Grade level specific school supply lists are posted on the district website and are the responsibility of the parents/guardians to provide for their child(ren). Additional supplies may be requested depending on the assigned teachers.

Tornado Drills

Tornado drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and moves to the prescribed areas, as posted in each individual classroom. Students are not permitted to talk during a tornado drill and are to remain in their designated area until the signal is given to return to classes.

Visitation

In order to protect the educational integrity of our program and the safety of our students and staff, any parent/guardian wishing to visit the school must make arrangements in advance through the building principal. A photo ID is required for any visitors entering the building. The principal reserves the right to deny, limit, or approve visits. The following are procedures to arrange a classroom visit:

1. A completed Visitation Request Form will be submitted to the building principal that includes a detailed reason for the visitation. Upon submission, the principal will arrange a visitation day and time that is acceptable to the parent, teacher, and principal. A copy of the request will be given to the teacher. The visitation will be scheduled with three days' advance notice.
2. Visitors must report directly to the school office in compliance with the State of Ohio Revised Code. The building principal or another school representative will assist the parent during the visitation and will accompany the parent to the classroom. The visitation should be no longer than 30 minutes. Parent visits will be limited to no more than one particular classroom or teacher per grading period.
3. To protect the educational process for all students, parents are not to create any kind of disturbance or disruption. Discussion with the teacher or any student during the visitation is not permitted.
4. To protect the privacy and confidentiality rights of all students, parents are not permitted to videotape or audiotape the visitation. In addition, any comments concerning the visitation are to be discussed with the teacher or building principal at a later time when students and other staff members are not present.
5. For the safety, welfare, health of the students, and to prevent any disruption to the educational process, the administration reserves the right to deny building visitation privileges to any parent. This administration decision is final.

Students from other schools are not allowed to shadow or visit Walter G. Nord School except as part of a school sanctioned event or part of an office-guided tour for prospective students.

Withdraws and Transfers

A parent of a student withdrawing or transferring must accompany the student to the school to obtain the proper forms from the main office. All books must be returned and desks must be emptied. All fines and bills must be paid before credits are transferred to another school or future transcripts issued.

Pupil Code of Conduct

The following code sets forth rules prohibiting certain types of conduct either:

A. On the school grounds before, during, or after school.
B. On the school grounds at any other time when the school is being used by a group.
C. Off the school grounds, on a school bus, or at a school activity, function, or event.
D. In designated school parking areas.

Attendance and participation in extra and co-curricular events as well as school sponsored activities such as dances (including Prom) is a privilege. In order to establish a safe, positive, and enjoyable environment, students who violate the Code of Conduct may be denied the privilege of attending such events.

Section I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section 1, Items 1-36. Normally, most discipline is progressive in nature. Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselor/Dean of Students/Principal, parental contact or conference, detention, Saturday school, referral to law enforcement agencies, suspension, or expulsion.

1. Disruption of Schools – No student, by use of violence, threat, intimidation, fear, active or passive resistance, false alarms, or any other conduct, shall cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.

2. Inappropriate Language – No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

3. Inappropriate Behavior – Student conduct that demonstrates a lack of respect and/or civility toward other students/adults is prohibited.

4. Public Display of Affection (PDA) – Public displays of affection will not be considered appropriate on school property or at extracurricular events.

5. Failure to Comply with Directives/Insubordination – Students shall comply with directives and orders of teachers, student teachers, monitors, secretaries, principals, and other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered insubordination for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. A student shall not fail to give identification to school personnel or give false identification. Failure to serve a detention is considered insubordination and may result in further discipline.

6. Forgery/False Reports – No student shall cheat, lie, prefabricate, deceive, use a cheat sheet, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

7. Academic Dishonesty – No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any such misappropriation or otherwise engages in academic dishonesty shall obtain credit for the work in question and shall be subject to other disciplinary action.

8. Accomplice – No student shall place themselves in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes, but is not limited to, serving as a "lookout" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who is known to have violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

9. Truancy – Truancy exists when a student is absent from class or school without school authorization. Leaving the school building and/or grounds without permission is also truancy. Along with discipline action, the student will receive a zero for specific tests and assignments missed.

10. Tardiness – Repeated tardiness is disruptive to the smooth functioning of the school and classes. Please refer to the attendance section for explanation of discipline in this area.

11. Loitering/Out of Assigned Area – A student shall not trespass, skateboard, or loiter on school grounds, in the building, or adjacent properties including after school hours. This includes not being in assigned, scheduled areas and/or leaving the school parking lot or building after arriving at school. Students must enter the building upon arrival to school and leave when expected or instructed. Unless students are participating in after school sponsored activities or events, or parents have made special arrangements with the school. Students are expected to leave school within five minutes of the dismissal bell.

12. Trespassing – Students are not permitted on school property except as authorized. In particular, this rule will be used to address acts of vandalism or theft.

13. Damage, Destruction, or Theft of School or Private Property, Vandalism – A student shall not cause or attempt to cause destruction to school or private property of students, teachers, school personnel, or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal or property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. Acts of vandalism upon school property will not be tolerated as well. Examples include, but are not limited to, defacing property, unauthorized "decorating" or toilet papering, and the placing of unauthorized signs or other objects on school property. Depending upon circumstances, restitution may also be required. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and/or their parent/guardian shall be held financially accountable to the Amherst Exempted Village Schools for any damage, destruction, or theft caused by their child.

14. Extortion – No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another.

15. Gambling – No student shall engage in or promote games of chance, place a bet, or risk anything of value.

16. Unauthorized Sale or Distribution – Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

17. Gangs – Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts, violations of school rules, establishment of territory or turf, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or established turf, on school property, at school functions and school related activities, will not be tolerated. It should be noted that the Amherst Schools maintains open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of their parents/guardian by school authorities, but also, when deemed appropriate, the students prohibited gang activity will be reported to the local police department.

18. Repeated Violations of School Rules – No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

19. Possession and/or Use of Tobacco – A student shall not possess or use tobacco in any form (cigarettes, cigars, pipes, snuff, etc.) on school premises, buses, or at school sponsored activities. E-Cigarettes and vaping products will be considered a tobacco product, and will be treated as such.

20. Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants – During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, trafficking, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention on an student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, inhalants, and look-alike substances. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed. Counterfeit controlled substance is defined as: any drug that bears, or whose container or label bears, a trademark, trade name or identifying mark; any unmarked or unlabeled substance that is represented to be a controlled substance; any substance that is represented to be a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess, make, offer to sell, give, package, or deliver a counterfeit controlled substance.

Law Enforcement Dogs – The Amherst Exempted Village School District may utilize these trained dogs in the school parking lot grounds, on school transportation and/or in the school building. The school district will work in cooperation with local authorities. Inspections may be unannounced.

All other procedures outlined in school policy should also be followed:

A. Legal authorities will be informed.
B. The substance will be turned over to legal authorities.
C. The student may be referred to an outside agency for an assessment.
D. Upon the student's return to school, follow-up sessions with a building prevention specialist may be required.

21. Look-alike Drugs – A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

A counterfeit controlled substance is defined as:

A. any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
B. any unmarked or unlabeled substance that is represented to be a controlled substance;
C. any substance that is represented to be a controlled substance or is a different controlled substance and
D. any substance other than a controlled substance, which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No students shall:

- knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 20.
- directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same similar to the effects associated with the use of a controlled substance.
- knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 20.

22. Drug Paraphernalia – A student shall not possess, use, transmit or conceal any item(s), which is designed for use with any illegal substance or any substance prohibited by this code while on school property or in attendance at any Board of Education sponsored or supervised activity.

23. Possession and/or Use of Flame Producing Devices – The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

24. Assault/Fighting/Hitting/Threats – A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching. A student who assaults another person, whether on or off school property, or at a non-school-sponsored or related activity, function or event, may be subjected to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

25. Physical/Verbal Harassment – Students should not be involved with verbal (maligning, threatening, etc.) harassment directed toward another student or person on school property or when representing Walter G. Nord School.

26. Conduct Against School Employees – A student shall not physically assault, threaten, harass (physically or verbally) an employee, or vandalize, damage, or attempt to damage the property of a school employee or their family.

27. False Alarm – A student shall not initiate a fire alarm or initiate a resort warning of a fire or catastrophe such as a tornado without cause.

28. Bomb Threats – A student shall not initiate a reported warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education school sponsored or supervised activities is prohibited.

29. Arson – A student shall not willfully and maliciously burn or attempt to burn any school property.

30. Threat/Action to Induce Panic – A student shall not commit an act, verbal and/or written, or through technology that will threaten to cause a disturbance or creates panic at school or related school events.

31. Felonious Act – A student who is charged and/or convicted of a felonious crime committed on school grounds or off school grounds at a school related event is subject to disciplinary action.

32. Gross Misconduct/Illegal Misconduct – It should be noted that other possible inappropriate, lewd, and/or illegal conduct, persistent disobedience, repeated or gross misconduct, may also serve as grounds for suspension and/or expulsion as provided by law. All sexual expressions and activities are prohibited. Students shall be responsible for following all applicable laws of Ohio, as well as all local ordinances.

33. Transportation Violation – No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver, or passing motorists.

34. Lewd/Pornographic/Inappropriate Image – The possession, transmittal, and/or communication of such images on school grounds or off school grounds at a school related event is subject to disciplinary action.

35. Technology/Computer/Online Regulation Violations – Penalties for infractions will be applied as determined by the administration including the loss of technology privileges. Unauthorized use of technology is subject to search and seizure and cause for discipline. The administration reserves the right to determine authorized and unauthorized use.

Technology usage in the Amherst Exempted Village Schools is encouraged and made available to students for education purposes. The district retains the ownership of all data, hardware, software, video, etc. The Amherst Exempted Village Schools reserve the right to inspect, copy, and/or delete all material accessed with district equipment. In addition, material created for the Amherst Exempted Village Schools must be monitored and/or inspected by staff members. Multimedia, including the Internet, is an important educational resource. Thus, students are automatically granted usage unless their parent/guardian notifies the appropriate building administrator. All noneducational usage is prohibited. Specific but not absolute guidelines for student usage are stated below:

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Passwords may not be shared.
3. Students shall not use, share, or alter another person's password, files, or directories.
4. Students shall not access, transmit and/or retransmit material requiring a password without legally possessing such a password or authorization. Should a student's password be known by someone else, it is the responsibility of the student to report this to a teacher.
5. Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
6. No student shall attempt to establish unauthorized contact into school district computers or any other application.
7. Students are not permitted to use electronic communications such as instant messaging, social networking, texting and/or message boards/chat rooms on district computers.
8. Accessing and/or sharing obscene material and use of inappropriate or threatening language is prohibited.
9. Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
10. The network should not be used in such a way that is disruptive and/or detrimental to the operation of hardware, software, and/or network.
11. Uploading and/or downloading any inappropriate material, creating/using computer viruses and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user is prohibited.
12. Use of proxy servers and/or any other attempt to bypass Internet filtering/security is prohibited.

13. Vulgar, derogatory, obscene and/or offensive language is prohibited.
14. No student shall waste resources, i.e., paper, toner, server space and/or bandwidth.
15. Rules and regulations of computer etiquette are subject to change by the administration.
16. Amherst's administration, faculty, and staff reserve the right to scan all storage devices that are brought into our building.

Internet Acceptable Use Policy

Internet access is now available to students and teachers in the Amherst Exempted Village School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. For those not familiar with the term, the Internet is an electronic highway connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase District communication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The system will also assist the District in sharing information with the local community, including parents, social service agents, government agencies, and businesses. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or controversial materials. However, on a global network it is impossible to control all material and an industrious user may discover controversial information either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

To be allowed to access the Internet, a student must have on file, a signed Internet Use Agreement. The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you will acquire. If an Amherst School District user violates any of these provisions, their account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission, and parent and student must sign the Internet Use Agreement. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Internet Terms and Conditions

Students are responsible for good behavior on the school computer networks, just as they are in a classroom or school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism will not be tolerated. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log onto the Internet as anyone buy yourself many result in cancellation of user privileges.

The Amherst Exempted Village School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Amherst Exempted Village School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to authorities. Any violations may result in loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

36. Aggressive Behavior (Bullying, Hazing, Harassment, and Sexual Harassment) – The Board of Education is committed to providing a safe, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, activities on school property, on a school bus, while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Definitions

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

Cyberbullying: Cyberbullying includes, but is not limited to the following:

1. posting slurs, rumors, or other disparaging remarks about a student on a website, social media site, or on weblog;
2. sending email, instant messages, or messages through social media that are malicious or threatening, or so numerous as to drive-up the victim's cell phone bill; 3. using a camera phone to take and send inappropriate photographs of students;
4. posting disparaging or fake photographs of students on web sites.

Hazing: Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy and will not exempt any student from discipline under this policy. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Harassment and Sexual Harassment: No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, marital status, age, disability, gender identity, or sexual orientation. Harassment includes, but is not limited to, conduct which intimidates, insults, persistently annoys, or otherwise physically or verbally abuses another student, including in writing. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including, but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, suggestive comments, displaying sexually suggestive objects or photographs, sexually explicit conversations, pressure to engage in sexual activity, repeated propositions, or unwanted body contact.

Bullying, hazing, and harassment can occur through electronically transmitted acts (i.e. Internet, email, social media, websites, cellular telephones, or wireless hand-held devices).

Reporting Procedures

Any student who believes they has been or is the victim of aggressive behavior should immediately report the situation to the assistant or associate principal, principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student or staff member. All reports about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the aggressive behavior and the names of any potential student or staff witnesses. Reports of aggressive behavior may be made informally and/or anonymously. A school staff member or administrator who receives an informal or anonymous report shall promptly document the complaint in writing, including information provided. All reports shall promptly forwarded by the school staff member and/or administrator, to the building principal for investigation. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate corrective and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

- The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.
- This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).
- Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious isolation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.
- Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.
- The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

Complaints

Students and/or their parents/guardians may file reports regarding, suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filled with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

- Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator, to the building principal for review, investigation, and appropriate action.
- Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.
- When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that their report be anonymous.

Privacy/Confidentiality

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments with the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. At least once each school year,

a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Prevention Education and Training

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Section II

The District has the authority to issue discipline up to one (1) calendar year of expulsion with police contact for any violations of the Code of Conduct in Section II, Items 37 -38.

37. Weapons, Dangerous Instruments, Fireworks, Firearms, and Explosives – No student shall use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated, or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school. Bringing a knife on to school property may also result in a one-year expulsion.)

    No student shall possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses), that a reasonable person might consider, under the circumstances, capable of harming a person or property.

38. Biological and Chemical Threats – A student shall not cause a disruption or obstruction to the school's operation by threat of the release, rumor, or presence of any biological agent, hazardous substances, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct.

Discipline Types and Procedures

Lunch/Recess Detention – Lunch/Recess Detentions are given for some violation of school rules. The following regulations will apply for the serving of lunch/recess detentions:

- A notice of a lunch/recess detention will be sent home with students.
- Students will serve their detentions at individual student desks in either the cafeteria or the office.
- Students will bring their lunch with them, brought from home or purchased from the cafeteria, to eat while they serve detention.

The following rules apply to Lunch/Recess Detentions.

- Students must check with the lunch monitor to be assigned a seat.
- Students may bring classwork with them to complete after eating.
- Students with improper behavior will be served an additional detention.

Office Detentions –Detentions are given for some violation of school rules. The following regulations apply for the serving of office detentions:

- Students will be served notice of an office detention through the Dean of Student's Office or Principal's Office. (Detention Notice)
- Students are required to serve their detentions as assigned. Additional consequences may be assigned if these detentions are not served.
- Excuses for missing detentions such as not having a ride home or having practice are not acceptable reasons for missing detention.
- Detentions are to be served after school in the main office.
    - 1-hour detentions = 3:35p.m. – 4:35p.m.
    - 2-hour detentions = 3:35p.m. – 5:35p.m.

The following rules apply to Office Detentions:

- Students are to be on time.
- Students must have materials to study.
- If students are removed for improper behavior, the time served does not count.

Saturday School – Saturday School guidelines are stated on paperwork and reviewed with students at the time of assigning the discipline.

Suspension – Suspension is defined as out of school suspension. Out of school suspension results in the loss of the privilege to participate in school, extracurricular, and co-curricular activities during the time of the suspension. Students are not permitted on school grounds during a suspension. Credit is permitted for work during out-of-school suspensions for any first OSS offense. A suspension which is administered on a Friday or carries through a Friday with a return to school the following week will result in the student not participating in weekend activities.

The procedure for suspension will be in accordance with the Board of Education policy regarding suspensions as follows:

1. A principal or Dean of Students may suspend. Each suspension will not exceed ten school days.
2. Due process shall consist of:
    a. An administrator or district representative will give written notice of the intention to suspend to the student. Notice will have the reason for the action.
    b. The student will have an opportunity to appear at an informal hearing before the principal or their designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.
3. If suspension occurs, after said hearing, within 24 hours thereafter the Principal or Dean of Students must give notice, in writing, to the pupil's parent/guardian, the Superintendent, and to the Treasurer of the Board of Education which shall include:
    a. Reason(s) for the suspension.
    b. A statement as to the right of the pupil or parent/guardian to appeal the suspension to the Board of Education's designee.
    c. A statement of the pupil's right to be represented at the appeal hearing and to have the appeal hearing.

Appeal of Suspension

A pupil or their parent/guardian may appeal any suspension to the Board of Education's designee, who is the Superintendent. The Superintendent shall schedule an appeals hearing within 48 hours after the request for the same. The pupil may be represented by a counsel at such appeal. The Board's designee may affirm the order of suspension or may reinstate the pupil, or may otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board's designee may be appealed to the Count Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

Expulsion Procedure

No student may be expelled unless the Superintendent gives prior written notice to the pupil and thier parents/guardians of the intention to expel, setting out the reason(s) for such proposed expulsion. The pupil and/or parents/guardians may be represented by counsel at such hearing, if so desired.

The written notice shall also set a time and place at which the pupil and their parents/guardians and/or representative may appear before the Superintendent or their designee to challenge the reasons for the proposed expulsion or otherwise to challenge the reasons for expulsion.
The hearing shall be held not earlier than three days or later than five days after the notice is given unless the Superintendent grants an extension of time at the request of the pupil, parents/guardians, or representative. If the time is thus extended, the Superintendent must notify all parties of the new time and place to appear.

Appeal of Expulsion

After the expulsion has been made by the Superintendent, the parents/guardians may appeal the Superintendent's decision to a hearing officer designated by the Board of Education. At the hearing, the hearing officer will then recommend to the Board of Education to uphold, revoke, or modify the expulsion. The Board of Education will then render its decision at their next regular meeting, in public session.

The pupil and/or parents/guardians may be represented by counsel, at such hearing, if so desired. The hearing officer will make a verbatim record (by tape recorder) of the hearing and the Boards' decision will be noted in the minutes of their next meeting as official notice to the parents/guardians of their decision.

The decision of the Board of Education may be appealed to the County Court of Common Pleas as per chapter 2506 of the Ohio Revised Code.

Emergency Removal Procedure (Academic and Extracurricular)

Certain cases of pupil misconduct, although not requiring suspensions or expulsion from school, may result in the removal of a pupil from a specific class or an extracurricular activity for a period of time up to and including the remainder of a season or school year. Such removal from a class shall be effected only by the Superintendent or building principal. Such removal from an extracurricular activity shall be effected by the Superintendent, building administration, teacher responsible for the activity or by such teachers' immediate supervisor.

A class is considered to be a curricular course of student prescribed pursuant to ORC 3313.60 and State Minimum Standards. Appropriate due process, notification, and appeal procedures shall be provided.