

Newark City School District



Student & Family Handbook

2025-2026



Elementary Schools

Ben Franklin Elementary

533 Beacon Road
Hours: 8:45-3:45
Phone: 740-670-7340 Fax: 740-670-7349
Attendance: 740-670-7343 (message only)
Principal: Dena Cable-Miller
dcable@newarkcityschools.org
Dean of Students: Amy Cox
amcox@newarkcityschools.org

Carson Elementary

549 East Main Street
Hours: 8:45-3:45
Phone: 740-670-7300 Fax: 740-670-7309
Attendance: 740-670-7303 (message only)
Principal: Julie Elwell
jelwell@newarkcityschools.org
Dean of Students: Amy Cox
amcox@newarkcityschools.org

Cherry Valley Elementary

1040 West Main Street
Hours: 8:45-3:45
Phone: 740-670-7330 Fax: 740-670-7339
Attendance: 740-670-7333 (message only)
Principal: Chester Coleman
ccoleman@newarkcityschools.org
Dean of Students: Jennifer Stokes
jstokes@newarkcityschools.org

Hillview Elementary

1927 Horns Hill Road
Hours: 8:15-3:15
Phone: 740-670-7310 Fax: 740-670-7319
Attendance: 740-670-7313 (message only)
Principal: Nicholas Myers
nmyers@newarkcityschools.org
Dean of Students: Brett Montgomery
bmontgomery@newarkcityschools.org

John Clem Elementary

475 Jefferson Road
Hours: 8:45-3:45
Phone: 740-670-7130 Fax: 740-670-7139
Attendance: 740-670-7133 (message only)
Principal: Andrea McVay
amcvay@newarkcityschools.org
Dean of Students: Jennifer Stokes
jstokes@newarkcityschools.org

Legend Elementary

1075 Evans Boulevard
Hours: 8:15-3:15
Phone: 740-670-7100 Fax: 740-670-7109
Attendance: 740-670-7103 (message only)
Principal: Ann Davis
amdavis@newarkcityschools.org
Dean of Students: Mackenzie Riley
mmriley@newarkcityschools.org

McGuffey Elementary

130 Green Wave Drive
Hours: 8:45-3:45
Phone: 740-670-7140 Fax: 740-670-7149
Attendance: 740-670-7143 (message only)
Principal: Cynthia Baker
cbaker@newarkcityschools.org
Dean of Students: Brett Montgomery
bmontgomery@newarkcityschools.org

NCS Digital

1440 Granville Road, Suite J
Hours 7:40 a.m. -3:00 p.m.
Phone: 740-328-2022 Fax: 740-328-2270
Principal: Angie Adkins
aadkins@newarkcityschools.org



Secondary Schools

Heritage Middle School

600 Arlington Avenue
Phone: 740-670-7110
Attendance: 740-670-7113 (message only)
Fax: 740-670-7119
Principal: Kyle Walters
kwalters@newarkcityschools.org
Dean of Students: Doug Dusenberry
ddusenberry@newarkcityschools.org

Liberty Middle School

1055 Evans Boulevard
Phone: 740-670-7320
Attendance: 740-670-7323 (message only)
Fax: 740-670-7329
Principal: Brent Fickes
bfickes@newarkcityschools.org
Dean of Students: Adam Rose
arose@newarkcityschools.org

Wilson Middle School

805 W Church Street
Phone: 740-670-7120
Attendance: 740-670-7123 (message only)
Fax: 740-670-7129
Principal: Whitney Bobo
wbobo@newarkcityschools.org
Dean of Students: Matthew Phillips
mephillips@newarkcityschools.org

Newark High School

Newark High School
Hours: 7:25 a.m. – 2:32 p.m.
314 Granville Street
Phone: 740-670-7400
Attendance: 740-670-7403 (message only)
Fax: 740-670-7409
Principal: Tom Bowman
tgbowman@newarkcityschools.org
Assistant Principals:
Renee Derr
rderr@newarkcityschools.org
Matt Hazelton
mhazelton@newarkcityschools.org
Tammy Powell
tpowell@newarkcityschools.org

NCS Digital

1440 Granville Road, Suite J
Hours 7:40 a.m. -3:00 p.m.
Phone: 740-328-2022
Fax: 740-328-2270
Principal: Angie Adkins
aadkins@newarkcityschools.org



Dear Students and Families,

Welcome to Newark City Schools. We have many exciting things launching across the district during the 25-26 school year:

- Departmentalized instruction in grades 4-5
- Opening of the Newark Alternative Academy
- Clevertouch boards in each middle school classroom
- Freshman Academy at Newark High School
- Implementation of the House System at Heritage Middle School

We are very fortunate to live in a community that supports the educational experiences of our young people. There is a strong sense of pride within our district and community. We will continue to strive for improvement, while being progressive in the ever-changing world of education. It will always be our goal to assist students in reaching their full potential inside and outside of the classroom.

NCS prides itself as a community of opportunity and learning. We offer a variety of programs and extracurricular activities that satisfy the diverse interests of our student population. We encourage you to find your niche and become an active member of your school community.

The amazing staff at NCS is here to assist you in any way. Please don't hesitate to reach out if you have questions or concerns. Please take the time to review the student handbook to become familiar with the expectations for our students.

Have a great school year! Go Cats!

Sincerely,

A handwritten signature in black ink, appearing to read "D. L. Lewis".

David L. Lewis
Superintendent

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FORWARD

This handbook was developed to answer the most common questions that students and families have during the school year. It summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines take precedence. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building Principal.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2025. If any of the policies or administrative guidelines referenced herein are subsequently updated, the language in the most current policy or administrative guideline prevails.

District Mission Statement¹

A Community of Opportunity and Learning

The mission of Newark City Schools, a District offering a diverse education to a diverse population, is to ensure a quality education for all students to become productive citizens in a global society. To accomplish this, we will provide superior resources, rigorous and relevant programs, and a highly skilled and caring staff in partnership with parents and community members.

General Policy Statement²

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, 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 harassment and in those cases where unlawful harassment is substantiated, the Board will take

¹ Board Policy [2105 - Mission of the District](#)

² Board Policy [5517 - Anti-Harassment](#)

immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Equal Education Opportunity³

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits 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) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Title IX Sexual Harassment⁴

Pursuant to its Title IX obligations, the Board 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 Board 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.

Any person who believes that they have been discriminated against on the basis of their 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) while at school or a school activity should immediately contact:

Melinda Vaughn, Compliance Officer
Director of Student Services
(740) 670-7025
621 Mount Vernon Rd Newark, OH 43055
mvaughn@newarkcityschools.org

Mark Shively, Title IX Coordinator
Director Of Classified Support Services
(740) 670-7045
621 Mount Vernon Rd, Newark, OH 43055
mshively@newarkcityschools.org

Complaints will be investigated in accordance with the procedures described in Board Policies [2260](#) and [2266](#). Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

³ Board Policy [2260 - Nondiscrimination and Access to Equal Educational Opportunity](#)

⁴ Board Policies [2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#) and [5517 - Anti-Harassment](#)

Individuals with Disabilities⁵

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

The Director of Student Services is the Compliance Officer for the Newark City Schools and can be contacted at 740-670-7025 to learn more about intervention and evaluation processes, special education programming, services, and procedural safeguards in the District.

Homeless Students⁶

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

⁵ Board Policies [2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#) and [2460 - Special Education](#)

⁶ Board Policy [5111.01 - Homeless Students](#)

Student Rights and Responsibilities⁷

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal, Assistant Principal, Dean of Students, or other school administrator. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

⁷ Handbook Sections: [Attendance](#), [Code of Conduct](#), [Discipline](#), [Due Process Rights](#); and Board Policies: [5200 - Attendance](#), [5500 - Student Conduct](#), [5600 - Student Discipline](#), [5611 - Due Process Rights](#), and [5780 - Student/Parent Rights](#))

SECTION I - GENERAL INFORMATION

Advertising Outside Activities⁸

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent or designee.

Communication, ParentSquare, and FinalForms

In order to maintain effective school-to-home communication, parents/guardians must update their contact information immediately when any changes occur. This includes email address, home and/or mobile phone number(s), and mailing address for at least one “primary contact” for each enrolled student.

Official communications from the District and individual school buildings will be sent via ParentSquare. Parents/Guardians should register for an account at www.parentsquare.com using the email address provided to the District during student registration and annual update of student forms.

Parents must fill out forms at the beginning of each school year via FinalForms by visiting newark-oh.finalforms.com. Parents can update their contact information with the district at any time through FinalForms.

Emergency Closings, Delays, and School Start/End Times⁹

For specific start and end times for your student’s school, please visit the District website at www.newarkcityschools.org and click “Schools.”

When school officials make the decision to close or delay school, the Superintendent or designee will utilize the ParentSquare system to notify parents. ParentSquare has the ability to deliver messages via phone call, text message, email and app notifications.

The school will also notify the following media organizations:

Radio Stations:

WCLT (1430 AM)

WHTH (790 AM)

WCLT (100.3/104.7/98.7 FM)

WNKO (101.7/107.7 FM)

Television Stations:

Wildcat Network (channel 1021)

WBNS TV (channel 10)

WCMH TV (channel 4)

WSYX TV (channel 6)

WTTE TV (channel 28)

⁸ Board Policies [5722 - School-Sponsored Publications and Productions](#), [9700 - Relations with Special Interest Groups](#), and [9700.01- Advertising and Commercial Activities](#)

⁹ Board Policy [8220 - School Day](#)

Websites:

www.newarkcityschools.org
www.NewarkAdvocate.com

Facebook.com/NewarkCitySchools
X @Newark_Schools

Parents and students are responsible for knowing about emergency closings and delays.

Fire, Tornado, and Lockdown Drills¹⁰

The Newark City Schools complies with all fire safety laws and will conduct fire and tornado drills in accordance with state law. Teachers will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Newark City Schools will also participate in annual lockdown safety drills as required by state law. Parents are notified by automated phone call, email, text message and/or notice sent home with the student.

Lost and Found

Check the school office for the lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the grading period.

Meal Service¹¹

Newark City Schools is part of the National School Lunch Program, meeting all nutritional standards and Federal and State reimbursement criteria. The mission of the Food Service Department is to provide students with meals that are nutritious, appetizing, and appealing. Meals served at all levels meet the age-appropriate USDA nutritional requirements.

Newark City Schools participates in the Community Eligibility Provision (CEP). Under this option, all students in the school receive one breakfast and one lunch at no charge. A la carte items are available for purchase at the middle and high schools. Credit card payments can be made to a student's account online at www.myschoolbucks.com. This feature is free of charge. Parents may view their child(ren)'s daily activity at this website. Cash and checks are also accepted. Any remaining balance on the meal account at the end of the year will be carried over to the next school year. Parents of graduating seniors, or withdrawn students with more than \$10 on their account, should contact the Food Service Department at 740-670-7446.

Preparedness for Toxic and Asbestos Hazards¹²

The district is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Newark

¹⁰ Board Policy [8420 - Emergency Situations at Schools](#)

¹¹ Board Policy [8500 - Food Services](#)

¹² Board Policy [8431 - Preparedness for Toxic Hazard and Asbestos Hazard](#)

City Schools' Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan will be made available for inspection at the Administrative Offices office upon request.

Student Fees and Fines¹³

The Board of Education will provide necessary textbooks for courses of instruction without cost. In accordance with State law, Newark City Schools charges specific fees for activities and materials used in the course of instruction. School fees may be paid in advance for each school term at the time of initial registration or initial enrollment. Fees may be waived in situations where there is financial hardship.¹⁴

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Student Fund-Raising¹⁵

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in fund-raising activities for a group in which they are members without the approval of the student's counselor(s).
- C. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- D. Students may not sell any item or service in school without the prior approval of the Principal.

Violation of this policy may lead to disciplinary action.

Student Records¹⁶

Newark City Schools maintains many student records including both directory information and confidential information.

Directory information includes the student's:

¹³ Board Policy [6152 - Student Fees, Fines, and Charges](#)

¹⁴ Board Policy [6152.01 - Waiver of School Fees for Instructional Materials](#)

¹⁵ Board Policies [5830 - Student Fund-Raising](#) and [6605 - Crowdfunding](#)

¹⁶ Board Policy [8330 - Student Records](#)

- Name
- Address
- Telephone number
- Date and place of birth
- Participation in officially-recognized activities and sports
- Height and weight, if a member of an athletic team
- Awards received
- Date of graduation
- Dates of attendance
- Major field of study

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the District to disclose any or all of such directory information by filling out a “Do Not Disclose” form available in the school office.

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

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the school. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or the student’s parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Superintendent’s office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal.

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

Student Pictures

Pictures and/or videotape of students may be used in district publicity such as the district Website, newsletters and/or television station (Wildcat News Network). These photos and/or videos are used to highlight the programs, activities, and achievements in the Newark City Schools. If you would prefer your student not be photographed for these purposes, please contact your building Principal.

Use of Office Telephones

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. With permission from staff, students may use school phones to contact parents/guardians during the school day.

Student use of mobile devices is restricted during school hours.¹⁷

Use of School Equipment and Facilities¹⁸

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Use of the Library¹⁹

In order to avoid late/lost fees, all materials checked out of the library must be returned before the due date.

Use of Restrooms, Locker Rooms, Shower Rooms, and Changing Rooms²⁰

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

Single-use spaces may not be occupied by more than one individual without express permission from a Principal or in accordance with a student's identified medical needs.

Visitors²¹ and Building Security²²

Visitors, particularly parent(s)/guardian(s), are welcome at our schools. Visitors must enter buildings at designated doors with call buttons, and report to the office upon entering the school to sign in and obtain a pass or badge. Any visitor found in the building without signing in or without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

Students can identify District employees by photo identification badges, and should immediately report any unidentified individual to a teacher or administrator.

Unmonitored outside doors remain closed and locked during the school day. Activities by all individuals in District facilities may be monitored and recorded by the building's closed-circuit security cameras (i.e. CCTV)

¹⁷ Handbook Section [Personal Communication Devices](#), Board Policy [5136 - Personal Communication Devices](#))

¹⁸ Board Policies [5513 - Care of School Property](#), [7510 - Use of District Premises](#), and [7530 - Lending of District-Owned Equipment](#)

¹⁹ Board Policy [6152 - Student Fees, Fines, and Charges](#)

²⁰ Board Policy [7421 - Restrooms, Locker Rooms, Shower Rooms, and Changing Rooms](#)

²¹ Board Policy [9150 - Visitors](#)

²² Board Policies [7440 - Facility Security](#) and [7440.01 - Video Surveillance and Electronic Monitoring](#)

and other electronic monitoring systems (e.g. air quality sensors). Intentional circumvention, interference with, or disabling of any security systems or devices will be subject to discipline.

SECTION II - STUDENT CODE OF CONDUCT AND DISCIPLINE

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

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

Expected Behaviors

Each student shall be expected to:

- A. abide by national, state, and local laws as well as the rules of the school;
- B. respect the rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive; and
- H. act at all times in a manner that reflects pride in self, family, and the school.

Classroom Environment

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

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.

Use of School and State Property²³

Students will be careful in their use of all school property including school-owned books. Students are required to return material loaned to them in the same condition as existed at the time of the loan, subject to reasonable wear and tear. Students are required to pay for damage whether specifically caused by the student or not.

Care of Personal Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Student Complaints and Grievances

A complaint is an objection to a condition or a circumstance related to an act of discrimination regarding an individual based upon race, national origin, religion, creed, gender or disability. A parent or a student has the right to initiate a complaint. Normally, a complaint is oral; however, any party to a complaint may at any time request the complaint be reduced to writing. A grievance is a means by which a person may seek to resolve a complaint.

The following procedures are to be used by a person filing a grievance regarding a complaint. Failure to follow the procedures may result in no action being taken to resolve the grievance.

Level 1

Within ten (10) school days of the grievable incident, the student and/or parent must discuss the incident with the person who originally took the action upon which the complaint is based indicating this is a grievance. The person shall reconsider his/her original plan of action and give his/her decision to the complainant. If the complainant is not satisfied with the decision, the complainant may carry his/her grievance to Level 2. Students in eighth grade and under must have their parent or guardian carry the grievance to Level 2.

Level 2

If the grievance is not resolved at Level 1, it must be submitted in writing to the immediate supervisor of the person who took the original action within five (5) school days following the receipt of the response in Level 1. If it is not submitted to the immediate supervisor within five (5) school days following receipt of the Level 1 decision, the complaint is considered resolved. If the grievance is directed at a teacher, the immediate supervisor is the building Principal or designee. If the grievance is directed at a Principal, the immediate supervisor is the Superintendent or his/her designee.

Level 3

If the grievance is not resolved at Level 2 within five (5) days, the Superintendent may elect to hear the grievance or direct it to an appropriate person for disposition. The Superintendent or designee will review the grievance and will issue a decision regarding the grievance.

²³ Board Policy [5513 - Care of School Property](#)

When a person wants to initiate a grievance, the procedure outlined under complaints must be followed. Failure to follow the procedure shall result in no action being taken to resolve the grievance.

Zero Tolerance²⁴

No form of violent, disruptive or inappropriate behavior, including excessive truancy, will be tolerated. The administration reserves the right to take necessary action for the good of the order and safety of the school or personnel.

Student Code of Conduct

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

Numbers and text in parenthesis below, e.g. (1) and (DIST), are for school reference purposes only.

Aiding or Abetting Violation of School Rules (1)

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

Attendance²⁵

Tardiness (2)

Failure to arrive at school on time, or arriving late to an individual class, results in lost learning time and disadvantage. For this reason, administrators may communicate with parents/guardians and/or subject students to discipline due to tardiness.

Skipping Class (3)

In addition to lost learning time, failure to report to a class as expected creates a safety risk for both students and the school. In an emergency situation, knowing that each student is in the proper and expected location is critical for teachers and administrators. Skipping class may also result in a student being in an off-limits location or other infractions. For these reasons, administrators may communicate with parents/guardians and/or subject students to discipline due to tardiness.

Truancy/Persistent Absence or Tardiness (4)

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

²⁴ Board Policy [5600 - Student Discipline](#)

²⁵ Board Policy [5200 - Attendance](#)

Bullying, Intimidation, Harassment, and Threatening Behavior²⁶

The harassment, intimidation, and/or bullying of other students or members of staff or any other individuals is not permitted. This includes 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.

This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Bullying, Harassment, and Hazing (5, 6)

See the section [“Policy Details Regarding Bullying and Other Forms of Aggressive Behavior”](#) below for complete information on the following forms of prohibited behavior:

- Bullying
- Harassment
- Race/Color Harassment
- Religious (Creed) Harassment
- National Origin/Ancestry Harassment
- Disability Harassment
- Sexual Harassment (6)

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals; the building Principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.²⁷

Inappropriate gestures may be considered harassment according to the standards of this section of the Code.

²⁶ Board Policies [5517 - Anti-Harassment](#) and [5517.01 - Bullying and Other Forms of Aggressive Behavior](#)

²⁷ Board Policy [5516 - Hazing](#)

Threatening or Intimidating Staff, Student, or Other Person Associated with the District (7)

A student shall not engage in any behavior that threatens the school community, another student, staff member, or other persons associated with the district. This includes threats that are verbal, physical, or in written form. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault.

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

Terroristic Threat (8)

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another, is prohibited and subject to discipline.

Knowledge of Dangerous Weapons or Threats of Violence / Failure to Report (KOT)

Knowledge of an individual in possession of, or the location/existence of weapons must be reported. See the [“Knowledge of Dangerous Weapons or Threats of Violence / Failure to Report”](#) section.

Bus (Transportation) Rules Violation (BUS)

Please refer to [“Section VI – Transportation”](#) in this handbook.

Careless or Reckless Driving (9)

Driving on school property, or in relation to a school event, in such a manner as to endanger persons or property, is subject to discipline by school administrators.²⁸

Dishonesty, Falsification of Schoolwork, Identification, and Forgery

Acts of dishonesty such as the following are subject to discipline:

Forgery/Falsification of Documents or Possession/Use of False Identification (10)

Forgery and falsification may include:

- Falsifying signatures or data
- Refusing to provide proper identification or use of false IDs
- Forgery of hall/bus passes and excuses

Academic Dishonesty (11)

Academic dishonesty may include:

- Plagiarism
- Improper copying of work
- Cheating

²⁸ Board Policy [5515 - Use of Motor Vehicles](#)

- Misuse of artificial intelligence (AI)²⁹

Displays of Affection/Sexual Activities (12)

Affection between students is personal and not meant for public display. This includes touching or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Disruption of Class or School Processes

Failure to Arrive Prepared to Learn (13)

Academic success depends upon students arriving at school and to class with both the materials and mindset required to grow and learn. Failure to bring required materials or negative attitudes may be subject to both classroom- and school-level discipline.

Violation of Individual Classroom Rules/Classroom Disruption (14)

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the school.

Inappropriate Language (15)

Inappropriate language may include profane, defamatory, rude/off-color, sexually explicit, or socially/culturally insensitive statements, whether directed at one or more individuals associated with the District, on-campus or at a District-related event, or made aloud undirected at any person(s). Such speech is not protected and subject to discipline.

When directed at District staff, it may also be considered insubordination or disrespect.

In severe cases, inappropriate language may be considered bullying, intimidation, harassment, or threatening, and subject to discipline according to those standards.

Disruption, Interference, or Obstruction of the Educational Process/School Disruption (16)

Any actions or behavior that disrupts or attempts to disrupt the educational process are subject to discipline. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Bomb Threats, False Alarms, Intentional False Reports, and Causing Panic (8)

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion.³⁰

Intentionally giving a false alarm of an emergency or tempering/interfering with any safety equipment is prohibited and subject to discipline. A false emergency alarm or report endangers the safety forces that are

²⁹ Handbook Section [“Use of Artificial Intelligence \(AI\)”](#)

³⁰ Board Policy [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#)

responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action.

Distribution/Sale of Unauthorized Materials (DIST)

A student shall not distribute or sell unauthorized materials on school property.

Dress and Grooming/Improper Dress (17)³¹

Please see [“Dress Code” \(Section VII\)](#) in this handbook.

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Footwear must be worn at all times.

Drugs, Alcohol, and Tobacco

Use and/or Possession of Drugs (18) or Alcohol (19)

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

If a building Principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a Breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Prescription or Non-Prescription Drugs. A student shall not use, sell, or distribute, buy or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school. See [“Use of Medications”](#) in this handbook for procedures regarding prescription medications.

Use and/or Possession of Tobacco (20)

The use of tobacco products is a danger to a student’s health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses and at any interscholastic competition, extra-curricular event or other school sponsored event. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, clove cigarettes or any other matter or substance that contains tobacco or nicotine, or intended to be aerosolized or vaporized. Smoking paraphernalia such as lighters, matches, e-cigarettes, vapes, etc. is also prohibited.

³¹ Board Policy [5511 - Dress and Grooming](#)

Explosives, Fireworks, and Incendiary Devices

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, and poppers are forbidden and dangerous.

Use, possession, distribution, or sale of explosives, any mixture meant to function by explosion or release of gas and heat, any device meant to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation, and other unauthorized materials (such as matches, lighters, or other devices that produce flame) is prohibited and subject to discipline.

Such infractions may be considered weapons-related offenses. See the [“Weapons”](#) section below.

Knowledge of an individual in possession of, or the location/existence of these materials must be reported. See the [“Knowledge of Dangerous Weapons or Threats of Violence / Failure to Report”](#) section below.

Gambling (21)

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Gangs and Gang-Related Activity (22)³²

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidation or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building Principal.

Insubordination or Disrespect (23)

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting disrespectfully or in defiance of staff members will result in disciplinary action. Insubordinate and disrespectful behavior may be subject to discipline according to other sections in this Code.

Knowledge of Dangerous Weapons or Threats of Violence/Failure to Report (KOT)

Because the District believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

³² Board Policy [5840 - Student Groups](#)

Misconduct Against a School Official or Employee or the Property of Such a Person (STAFF)

The board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), unauthorized use or theft of property, vandalism or destruction of property, and assault (verbal and/or physical), regardless of where it occurs.

Misconduct Off School Grounds (OFFCAMPUS)

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district.

Misconduct is defined as any violation of this code.

Physical Contact, Physical Aggression, and Violent Behavior

Physical Contact (24)

A student shall not engage in fighting, physical altercations, horseplay or inappropriate touching of another student.

Physically Assaulting/Fighting with Staff, Student, or Other Person Associated w/ the District (25)

Physical assault of or fighting with a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Assault of/fighting with any other individual may result in criminal charges and may subject the student to expulsion/suspension.

Adversarial Physical Contact/Instigating. Engaging in physical contact that contributes to the escalation of a situation, through verbal or physical instigating or promoting of fighting, is prohibited and subject to discipline.

*Violent Conduct / Serious Physical Harm (26)*³³

Students may face expulsion for committing an act of violence that would be considered a criminal offense if committed by an adult or that results in serious physical harm to one or more persons. Any act committed at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or an act directed at a board official or employee is subject to expulsion.

Property and Facilities

Trespassing, Loitering, Accessing Off-Limits Areas, or Visiting Other Schools (27)

Although schools are public facilities, the law allows the Board to restrict access to school property.

Trespassing may include:

- Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have authorization to be there

³³ Board Policy [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#)

- Unauthorized presence in a Board-owned vehicle
- Unauthorized access or activity in a Board-owned computer, network, files, or computer system

When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

A student shall not **loiter** or delay in any way that may cause disruption of some activity or function.

Students are prohibited from occupying **off-limit areas**. Off-limit areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day.

Single-use bathroom/restroom facilities, including individual stalls, may not be occupied by more than one individual without express permission from the Principal or in accordance with a student's identified medical needs.

Students of one school will not **visit the building or grounds of another school** while school is in session except with the permission of the Principals of both schools.

Unauthorized Use of School or Private Property (28)

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property or private property located on school premises shall be subject to disciplinary action. Occupying or using a vehicle without parental or school authorization is not permitted.

Vandalism of, Damage to, or Destruction of School or Personal Property (29)

Defacement of, damage to, or loss of school equipment including school issued devices as well as damage to school facilities wastes taxpayers' money and undermines the school program. Vandalism and disregard for school property will not be tolerated. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for replacement or repair. Students engaged in such activity, or any similar activities against private property, will be subject to disciplinary action.

Arson is purposefully setting a fire. Nothing, such as intentionally setting fire, that endangers school property and its occupants will be tolerated. Arson is a felony and subject to discipline.

Theft, Burglary, and Stolen Property (30)

Unauthorized taking of, receiving, or possessing school or personal property will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal and/or teacher. The school is not responsible for personal property.

Entering a building or area of a building without permission and with intent to commit, or committing, criminal acts is burglary, and subject to discipline.

Profane, Obscene or Vulgar Language/Gestures/Media

A student shall not use profane, obscene or vulgar language, gestures, or media at school, on school buses or while engaged in or present at any school-sponsored event or activity.

Pornographic Material/Inappropriate Media (31)

Possessing, transmitting, distributing, or concealing sexually explicit material is prohibited and subject to discipline.

Inappropriate Language (15)

Use of profane, obscene, or vulgar language, or any other language that disrupts the learning environment, is subject to discipline.

Inappropriate Gesture (33)

Use of profane, obscene, or vulgar gestures, or any other such activity that disrupts the learning environment, is subject to discipline.

Repeat Offenses (RO)

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, Principals or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

Refusing to Accept Discipline (RTAD)

Students failing to comply with disciplinary penalties, including reconciliatory actions, failure to report to detentions and suspensions, and other disciplinary activities, may face enhanced or extended penalties for such action.

Technology and Electronics

Expectations for, and limitation on, the use of District-owned/operated technology and personal communication devices are found in [Section IX - Technology Safety and Acceptable Use](#) of this handbook.

Personal Communications Devices (34)

Misuse of personal communication devices (PCDs) as described in [Section IX](#) may result in discipline and the confiscation of the device.

Electronic Recordings (35)

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using devices to capture, record, and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person during school hours on school property.

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

A student shall not record and/or distribute videos of fights or any other disruptive act.

Other Misuse of Electronic Equipment (36)

Please see [Section IX](#) for detailed expectations for proper use of technology

Weapons³⁴

Use and/or Possession of a Weapon (37)

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

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

Use of any object to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

Use and/or Possession of a Firearm (38)

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory expulsion under Ohio law.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free School Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Weapon Look-Alike (39)

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Explosives, Fireworks, and Incendiary Devices (40)

See the [“Explosives, Fireworks, and Incendiary Devices”](#) section above.

Knowledge of Dangerous Weapons or Threats of Violence / Failure to Report (KOT)

Knowledge of an individual in possession of, or the location/existence of weapons must be reported. See the [“Knowledge of Dangerous Weapons or Threats of Violence / Failure to Report”](#) section.

³⁴ Board Policies [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#) and [5772 - Weapons](#)

Policy Details Regarding Bullying and Other Forms of Aggressive Behavior³⁵

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, electronic graphic, 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 or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building Principal or assistant Principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. 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.

³⁵ Board Policies [5517 - Anti-Harassment](#) and [5517.01 - Bullying and Other Forms of Aggressive Behavior](#)

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Board Policy.³⁶

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

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

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

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

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

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

³⁶Board Policies [5517 – Anti-Harassment](#) and [5517.01 – Bullying and Other Forms of Aggressive Behavior](#).

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

Complaints Regarding Suspected Harassment, Intimidation, or Bullying

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

The statement may be sent with regular student report cards or may be delivered electronically.

The policy, included in the student handbook, and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

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

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

Students in grades six (6) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Students will also receive training in social isolation and suicide awareness/prevention. Parents, who submit a written request to the building Principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

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 harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one 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 individual.
- 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. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. 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.
- N. 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.

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. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Discipline

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes change of seating or location, before school, lunchtime and/or after-school, and/or in-school discipline.

Detentions

A student may be detained after school or asked to come to school early by a teacher or school administrator, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

Assigned students will attend a school day in a designated area at the respective building. Each student shall arrive with sufficient educational materials to be busy during this day long study period.

A student missing any portion of the assigned time in detention or in-school discipline may be given an additional hour period equal to the amount of time missed. Failure to timely serve detention or in-school discipline assignments may lead to suspension from school for a period not to exceed ten (10) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

Due Process Rights³⁷

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

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

Suspension from School³⁸

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant Principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal³⁹

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

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the

³⁷ Board Policy [5611 - Due Process](#)

³⁸ Board Policy [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#)

³⁹ Board Policy [5610.03 - Emergency Removal of Students](#)

Principal, Assistant Principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Students in Grades Pre-K through Three (3)

A student in any of grades pre-kindergarten through three (3) may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through three (3) is removed and returned to their curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved, either by reinstatement, suspension, or expulsion.

Expulsion from School⁴⁰

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal

⁴⁰ Board Policy [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#)

with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

Permanent Exclusion⁴¹

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

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

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

Discipline of Students with Disabilities⁴²

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

⁴¹ Board Policies [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#) and [5610.01 - Permanent Exclusion of Non-Disabled Students](#)

⁴² Board Policy 5605 - Discipline of Students with Disabilities (link pending)

Search and Seizure⁴³

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing notice has been posted in the locker areas of each building. Random searches shall not be used for criminal prosecution. Search of a student's person or personal belongings shall be conducted by a Principal or his/her designee in the presence of another staff member of the same gender as which the student identifies, and only in circumstances when the health or safety of the student or of others is threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition

⁴³ Board Policy [5771 - Search and Seizure](#)

made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Student Interrogations⁴⁴

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Student Rights of Expression⁴⁵

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

- A. is obscene to minors, libelous, is pervasively indecent or vulgar;
- B. advertises any product or service not permitted to minors by law;
- C. intends to be insulting or harassing; intends to incite fighting; or
- D. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

⁴⁴ Board Policy 5540 - Interrogation of Students (link pending)

⁴⁵ Board Policy [5722 - Student Rights of Expression](#)

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION III - ENROLLMENT AND ATTENDANCE

Enrolling in the School District⁴⁶

In general, state law requires students to enroll in the school district in which their parents or legal guardians reside, unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. an original birth certificate or similar document;
- B. custody (if applicable) or court papers allocating parental rights and responsibilities;
- C. proof of residency (i.e. a paid utility bill, lease or rental agreement);
- D. current immunizations record.
- E. Photo ID

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s)/guardian(s) will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.⁴⁷

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.⁴⁸

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed

⁴⁶ Board Policy [5111 - Eligibility of Resident/Nonresident Students](#)

⁴⁷ Board Policy [5111.03 - Children and Youth in Foster Care](#)

⁴⁸ Board Policy [5114 - Nonimmigrant Students and Foreign Exchange Students](#)

by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power or attorney or caretaker authorization affidavit.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the District. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records required to be released by DHS to the superintendent have been received:

- A. an updated copy of the student's transcript
- B. a report of the student's behavior while in DHS custody
- C. the student's current Individualized Education Program (IEP), if an IEP has been developed for the child
- D. a summary of the instructional record of the child's behavior.

Scheduling and Assignment⁴⁹

Elementary Level (grades K-5)

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level (grades 6-12)

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselors in the high school and dean of students in the middle schools. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

⁴⁹ Board Policy [5120 - Assignment Within District](#)

Withdrawal/Transfer from School⁵⁰

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records will be transferred to the new school within five (5) days of the parents' notice or request.⁵¹

Attendance⁵²

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200 - Attendance).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board policy.

⁵⁰ Board Policy [5130 - Withdrawal from School](#)

⁵¹ Board Policy [8330 - Student Records](#)

⁵² Board Policy [5200 - Attendance](#)

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for this purpose for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student⁵³
- K. service as a precinct officer at a primary, special or general election⁵⁴
- L. college visitation (The District requires verification of the date and time of the visitation by the college, university, or technical college.)
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

Religious Expression Days

To receive accommodations for up to three (3) religious expression days, parents/guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The

⁵³ Board Policy [5751 - Parental Status of Students](#)

⁵⁴ Board Policy 5725 - Students as Precinct Election Officials (link pending)

Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school for more than 20 consecutive days because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Student Services Department at 740-670-7025.

Make-Up Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the school office and/or teacher(s) as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may arrange with the teacher to take the test at another time. If the student misses a state mandated assessment test or other standardized test, the student will be given the opportunity to make up the test(s) on mandated make-up dates.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. (See ["Truancy"](#) section in this handbook.)

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from Google Classroom and/or the school office. Make up of missed tests may be scheduled when the student returns from school. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

Early Dismissal⁵⁵

No student will be allowed to leave school prior to dismissal time without either; (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian(s) without written permission signed by the custodial parent(s) or guardian(s).

Tardiness

A student who is not in his/her assigned location by school or class start time shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Building administrators reserve the right to implement consequences for chronic tardiness.⁵⁶

Vacations During the School Year

Parent(s)/guardian(s) are encouraged not to take their child out of school for vacations. However, students may be excused for vacation purposes a maximum of five (5) days during one school year. Parent(s)/guardian(s) must submit a written request prior to the date of absence and a review of the student's attendance history. No student shall be excused for vacation during the last five days of each semester. Make-up work may not be available prior to the vacation.

Released Time for Religious Instruction⁵⁷

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property and not be considered absent, provided that the student's parent or guardian gives consent in writing and the student assumes responsibility for any missed school work.

⁵⁵ Board Policy [5230 - Late Arrival and Early Dismissal](#)

⁵⁶ Handbook Section [“Persistent Absence or Tardiness”](#)

⁵⁷ Board Policy [5223 - Released Time for Religious Instruction During the School Day](#)

SECTION IV - ACADEMICS

Curriculum Programs

Newark City Schools provide comprehensive programs to serve the educational needs of students. The Newark Board of Education has the responsibility for establishing what students should learn. As a result, the board adopts a district curriculum that, to the extent possible, reflects the desires of the community, the needs of society, and the requirements of law.

The instructional programs meet the standards prescribed by the State Board of Education. For more information about Ohio's Academic Content Standards, visit www.OhioAcademicStandards.com.

Course Offerings (grades 9-12)

The most up-to-date course of study is available from the Newark High School office.

Field Trips⁵⁸

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Not attending a field trip does not constitute an absence.

Students who violate school rules may lose the privilege to go on field trips.

Grading Systems⁵⁹

The Newark Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the district's program.

The board believes that the district's grading system should be a reliable system and one that ensures each student's grade signifies accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The periodic issuance of grade reports serves to promote a process of continuous evaluation of student performance that informs the student, parents, pupil services personnel, and school administrators of student

⁵⁸ Board Policy [2340 - Field and Other District-Sponsored Trips](#)

⁵⁹ Board Policy [5421 - Grading Systems](#)

progress and is a basis for intervention necessary to bring positive student behaviors to increase student achievement.

It is the responsibility of each teacher, at the beginning of a course, to discuss the possible methods for determining course grades. Students should be included in determining the criteria for satisfactory achievement whenever possible. Performance-based/authentic tasks, written or oral discourse, portfolios and self-assessment, as well as more traditional evaluation methods, should be used.

When evaluating student progress and, consequently, assigning an evaluation mark, the teacher should recognize that:

- A. quality tasks motivate students to do quality work;
- B. the welfare of the student and the student's needs and abilities are primary considerations;
- C. positive comments and encouragement result in increased academic achievement; and
- D. the students should meet the standards for their grade levels in a subject area by the end of the school year.

Before the school year begins, each teacher will establish and communicate expectations for all classes they teach and all students in those classes regarding how student's grades could be affected by the items below. Teacher practices in the items below will be sent home in writing to parent(s)/guardian(s), with a separate sign-off sheet for the parent to sign and return. The parents will keep a copy, provided by the teacher, for future reference. All such expectations shall have the building Principal's approval before they are communicated to the parent.

- A. attendance;
- B. participation in class activities;
- C. absences from class and procedures for make-up work;
- D. disciplinary procedures in the classroom if class work or homework is not complete;
- E. failure to bring materials to class; and
- F. elements of the class that require parent collaboration and support.

Grading Scale for K-5

Performance Levels on report cards use the following scale:

- 4 - met end of year grade level standards and may be able to work at greater depth
- 3 - expected progress toward meeting end of year grade level standards
- 2 - less than expected progress toward meeting end of year grade level standards with increased support
- 1 - little to no progress toward meeting end of year grade level standards with extensive support

Learning and Behavior Marks reflect how a student demonstrates important skills and habits that support success in school and in life. This is the CATS framework:

- Character includes behaviors like showing respect, taking responsibility, and caring for materials.
- Academics focuses on a student's attitude toward learning, work completion, perseverance, and effort.
- Teamwork reflects how a student collaborates and contributes positively with peers.
- Safety highlights how well a student follows expectations and helps create a safe learning space for everyone.

Teachers use daily observations and classroom routines to thoughtfully evaluate your child's progress in these areas. These marks are important indicators of a student's overall development and readiness to succeed both inside and outside the classroom:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

Grading Scale (grades 6-12)

A	= 90-100	Superior, excellent achievement
B	= 80-89	Good, above-average achievement
C	= 70-79	Average achievement
D	= 60-69	Average, borderline achievement
F	= 0-59	Failing/Unsatisfactory achievement

I	= Incomplete/the student has not completed required work (I = Improving for grades K and 1)
O	= Outstanding
S	= Satisfactory (K-8)
U	= Unsatisfactory
N	= Needs to improve
TR	= Trying but progressing slowly
*	= Works below grade level
No Mark	= Not evaluated at this time (Grades K,1)

Grade Averaging (grades 6-8)

When averaging grades to arrive at a yearly average, the following scale will be used:

A = 4 points	O = 2 points
B = 3 points	S = 1 point
C = 2 points	U = 0 points
D = 1 point	

F = 0 points

When grades are averaged for the year, the following scale is to be used when recording letter grades:

.0 - .59	= F
.60 - .74	= Teacher Option F or D
.75 - 1.49	= D
1.50 – 2.49	= C
2.50 – 3.49	= B
3.50 – 4.00	= A

Incomplete Grades

A student whose work is incomplete (“I” grade) at the end of a grading period must complete the work within two (2) weeks. Additional time may be allowed by the teacher and building Principal/assistant Principal for extenuating circumstances. If, at the end of two (2) weeks, or additional time given, the required work has not been made up, a final grade will be calculated with all incomplete work calculated as zeros. An incomplete may not be given for the last grading period of a school year.

Students in Special Education Classes

Grades in special education classes are based on individual student ability, progress, achievement, and effort.

Promotion, Acceleration, and Retention⁶⁰

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirement at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next

⁶⁰ Board Policies [5408 - Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation](#), [5410 - Promotion, Acceleration, Placement, and Retention](#), and [5464 - Early High School Graduation](#)

grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. After a student has been assessed using a process and assessment approved by ODEW, an acceleration evaluation committee may determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

Gifted Education and Identification

- A. The District shall identify children of the District, in grades kindergarten through twelve, who may be gifted in one (1) or more of the following areas:
 - a. Superior Cognitive Ability
 - b. Specific Academic Ability in one (1) or more of the following content areas:
 - i. Mathematics
 - ii. Science
 - iii. Reading, writing or a combination of these skills
 - iv. Social Studies
 - c. Creative Thinking Ability
 - d. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama
- B. The District shall use only those instruments approved for use by the Ohio Department of Education for screening, assessment, and identification of children who are gifted.
- C. The District shall accept scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and trained personnel outside the school district.
- D. The District shall adopt and submit to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:
 - a. The criteria and methods the District uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one (1) of the gifted areas.

- b. The sources of assessment data the District uses to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted.
- c. An explanation for parents of the methods the District uses to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language.
- d. The process of notifying parents regarding all policies and procedures concerning the screening, assessment, and the identification of children who are gifted.
- e. Provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services.

E. Procedures for the assessment of children who transfer to the District:

- a. At least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.
- b. The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan.

Graduation Requirements⁶¹

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board of Education shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in the student's individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must show competency and readiness.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The most current State of Ohio graduation requirements are available from the Ohio Department of Education and Workforce's website: <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

Course Credits Required for Graduation

The requirements for graduation from high school include:

⁶¹ Board Policy [5460 - Graduation Requirements](#)

- A. earning twenty (20) units of credit in grades nine (9) through twelve (12) as established in State law and the Board;
- B. fulfilling the requirements of one (1) graduation pathway that has been approved by the State of Ohio Department of Education and Workforce;
- C. completing at least two (2) semesters of fine arts;
- D. receiving instruction in economics and financial literacy during grades nine (9) through twelve (12); and
- E. receiving instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during grades nine (9) through twelve (12) unless the student is exempted from such training due to a disability or by written request of the parent.

Earning Credit

Credit may be earned by completing coursework; testing out of or demonstrating mastery of course content; or pursuing one (1) or more educational options in accordance with the District’s Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution through College Credit Plus (CCP).

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both: taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school; designated by the Board as meeting the high school curriculum requirements.

Competency Requirements

To graduate, students must earn a “competency” score on the state Algebra I and English Language Arts II tests. Students who do not pass the test will be offered appropriate remediation and supports and will retake the test at least once. In lieu of attaining competency scores on the state tests, students can demonstrate competency by one (1) of the following:

- A. Obtain a remediation-free score in the math or English subject areas on the ACT or SAT or
- B. Complete two (2) of the following options, with at least one (1) of the options being a foundational option:
 - a. Foundational Options: obtain proficient scores on three (3) or more WebXams in a single career pathway, earn a twelve (12) point approved industry-recognized credential or group of credentials, or complete a pre-apprenticeship program recognized by the Ohio State Apprentice Council, a registered apprenticeship in the student’s chosen career field, or show evidence of acceptance into an approved apprenticeship program restricted to participants eighteen (18) years of age or older.
 - b. Supporting Options: complete a 250-hour work-based learning experience with evidence of positive evaluations, earn the required score on WorkKeys, or earn the OhioMeansJobs Readiness Seal.
- C. Enlist in the military and present evidence of a signed contract to enter a branch of the U.S. armed services upon graduation.

- D. Earn credit for a college-level math and/or college-level English course in the subject(s) not passed on the state exams through the College Credit Plus Program.

Readiness Requirements

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal from the following list:

- A. Seal of Biliteracy
- B. OhioMeansJobs-Readiness Seal
- C. Industry-Recognized Credential Seal
- D. College-Ready Seal
- E. Military Seal
- F. Citizenship Seal
- G. Science Seal
- H. Honors Diploma Seal
- I. Community Service Seal
- J. Fine and Performing Arts Seal
- K. Student Engagement Seal
- L. Technology Seal

Honors Diploma

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of the student's IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Participation in Commencement Exercises

Participation in commencement exercises is a privilege and not a right. Commencement exercises will include only those students who have successfully completed the requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

Early Graduation⁶²

No student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

College Credit Plus (grades 7-12)⁶³

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university.

Physical Education Waiver (grades 6-12)

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons, as defined in the student handbook, while enrolled in grades nine (9) through twelve (12) and as documented by the principal, may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements. A student who has participated in the junior reserve officer training corps for at least two (2) full school years while enrolled in grades nine (9) through twelve (12) may be excused from the high school physical education requirement and may use credit for such participation to satisfy the requirement to complete one-half (1/2) unit in another course of study.

Homework⁶⁴

Homework is any assignment to be prepared outside of the school by the student or independently while in attendance at school. Homework is considered an important part of learning.

Rules for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience.
- B. Homework should help students learn by providing practice in the mastery of skills, experience and integration of knowledge and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student.

⁶² Board Policy [5464 - Early High School Graduation](#))

⁶³ Board Policy [2271 - College Credit Plus Program](#)

⁶⁴ Board Policy [2330 - Homework](#)

- E. As a valid educational tool, homework should be assigned with clear direction.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Homework is also part of the student's preparation for the achievement tests and graduation.

Recognition of Student Achievement⁶⁵

Students who display significant achievement during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism.

Student Assessment⁶⁶

Districtwide assessment dates are available at www.newarkcityschools.org/calendar. Please see the Curriculum page on the District website for details on curriculum programs and types of assessments: www.newarkcityschools.org/district/curriculum

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

⁶⁵ Board Policy [5451 - Student Recognition](#)

⁶⁶ Board Policies [2623 - Student Assessment and Academic Intervention Services](#), [2623.01 - Testing Policies](#), and [2623.02 - Third Grade Reading Guarantee](#). Test types and dates may change following publication of this handbook.

SECTION V - HEALTH AND WELLNESS

Wellness⁶⁷

As required by law, the Board of Education establishes the following wellness policy for the Newark City School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and wellbeing of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and wellbeing and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting good eating habits, and promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

- a. ⁶⁸Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- b. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- c. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.

B. With regard to physical activity, the District shall:

- a. Physical education:
 - i. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
 - ii. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
 - iii. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

⁶⁷ Board Policy [8510 - Wellness](#)

⁶⁸ Board Policy [8500 - Food Services](#)

- iv. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- v. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

b. Physical activity:

- i. Physical activity should not be employed as a form of discipline or punishment.
- ii. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- iii. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- iv. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.

C. Regarding other school-based activities: Free drinking water shall be available to students during designated meal times and may be available throughout the school day. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.

F. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.

G. All food service personnel shall receive pre-service training in food service operations.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop procedures necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually. School level health advisory teams may assist in the planning and implementations of these Wellness Initiatives.

The Wellness Committee shall be responsible for:

- A. review of the District's Wellness policy;
- B. presentation of the Wellness policy to the Board for approval;
- C. measurement of the implementation of the policy; and
- D. recommendation for the revision of the policy, if necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall include information in the student handbook.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy.

Student Well-Being⁶⁹

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.⁷⁰

⁶⁹ Board Policies [5531 - Student Assistance Programs](#) and [5530 - Drug Prevention](#)

⁷⁰ Board Policy [8420 - Emergency Situations at Schools](#)

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

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

Injury and Illness⁷¹

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Illness at School

A student who becomes ill at school can be better cared for at home by their parent(s)/guardian(s). If a student's temperature is 100 degrees or higher or if he/she shows outward signs of illness such as excessive coughing, vomiting, etc., the parent(s)/guardian(s) will be called to pick up their child.

The school will only release the child to the child's custodial parent/guardian or to the parent's designee.

Parent(s)/guardian(s) are responsible for providing the school with telephone numbers where they can be reached during the day. Parent(s)/guardian(s) are also responsible for providing the names and phone numbers of persons who can be contacted in the event of an illness or emergency, should the school not be able to reach a parent.

Immunization⁷²

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Health Aide/School Nurse.

⁷¹ Board Policies [5340 - Student Accidents](#) and [8442 - Reporting Accidents](#)

⁷² Board Policy [5320 - Immunization](#)

Emergency Medical Authorization⁷³

A **complete** Emergency Medical Authorization Form must be on file with the school in the event emergency medical treatment for a student is necessary and in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

Bee Stings and Other Allergies

Parent(s)/guardian(s) are responsible for informing the school of any allergies their child may have to foods, medications, bee stings, etc. If your child is allergic to bee stings, please provide the school with bee sting medication along with medical authorizations from the child's doctor to administer the medication.

Head Lice

Head lice are a common problem among school-age children. They are spread through close, personal contact with an infested individual, most commonly through sharing combs and brushes; sharing hats, caps, wigs or coats; or through a mix of these items at home, school or other public places. It is not true that only persons who are unclean become infested with head lice. Frequent bathing will not prevent or eliminate head lice.

When a student is sent to the office or clinic for a head lice check, the following procedures are followed:

1. If live lice are discovered, the child is sent home immediately.
2. If nits (lice eggs) are discovered, the student will be sent home. The parent(s)/guardian(s) will be notified and instructions for eliminating the lice will be provided.
3. Students may return to school after the lice are abated; Parents must accompany the child to school to ensure the lice are completely gone.

Use of Medications⁷⁴

Student who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parent(s)/guardian(s) should, in consultation with their child's prescriber, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

⁷³ Board Policy [5341 - Emergency Medical Authorization](#)

⁷⁴ Board Policies [5330 - Use of Medications](#), [5335 - Care of Students with Chronic Health Conditions](#), and [5530 - Drug Prevention](#)

- C. All medications must be registered with the Principal's office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured.
 - a. Except as noted below, medication must be delivered to the Principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request.
 - b. Except as noted below, students may not bring medication to school.
- E. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours.
 - a. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession
 - b. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s)/guardian(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- H. The building Principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense Non-prescribed, over-the-counter (OTC) medication to any students without prior physician and parent authorization. Forms that must be signed by both physician and parents are available from the Principal's office.

Parents, or students authorized in writing by physician and parents, may administer medication or treatment, but only in the presence of another adult.

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

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the code of conduct and will be disciplined in accordance with the drug-use provision of the code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian. Copies of the written approvals must be provided to the Principal and any school nurse or nurse's aide assigned to the building.

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

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

Control of Casual-Contact Communicable Diseases⁷⁵

Newark City Schools recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to efficient District operation.

For the purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, staph infections, whooping cough, mumps, measles, rubella, chicken pox, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the nurse, the teacher may remove from the class-room and the Principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or Principal may act independently if the nurse is not present in the building when the decision needs to be made.

Control of Direct-Contact Communicable Diseases⁷⁶

Newark City Schools has an obligation to protect staff and students from non casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Aseptic Meningitis, Hepatitis B and other disease that may be specified by the State Board of Health.

⁷⁵ Board Policy [8450 - Control of Casual-Contact Communicable Diseases](#)

⁷⁶ Board Policy [8453 - Direct Contact Communicable Diseases](#)

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

Control of Blood-Borne Pathogens⁷⁷

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Principal or his/her designee and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or Licking County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the Licking County Health Department. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

⁷⁷ Board Policy [8453.02 - Control of Blood-Borne Pathogens](#)

SECTION VI - TRANSPORTATION

Bus Transportation to School⁷⁸

The Newark City Schools provide transportation for students in kindergarten through eighth grade.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. Students are permitted to only have 1 stop in the am and 1 stop in the pm. A student may be picked up and/or dropped off at a private address that is different than the home address, if 1) the private address is within the boundary of that student's school, 2) a new stop is not created, and 3) the student is already eligible for transportation to that school. The Transportation Department should be notified if a student is to be riding to a private address. If a student is not permitted to ride a school bus based upon the district's eligibility requirements, a parent may file for an exception from the Transportation Exception Review Committee.

Conduct on School Vehicles

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

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

Students must comply with the following basic safety rules:

Prior to Loading (on the road and at school)

Each student shall:

- A. stay off the road at all times while walking to and waiting for school transportation;
- B. must be visible at bus stop 10 (ten) minutes prior to scheduled pick-up time
- C. line up single file off the roadway to enter;
- D. wait until the school bus is completely stopped before moving forward to enter;
- E. refrain from crossing a road until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

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

During the Trip

Each student shall:

- A. remain seated while the school bus is in motion;
- B. keep head, hands, arms, and legs inside the school bus at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;

⁷⁸ Board Policy [8600 - Transportation](#)

- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be silent at all railroad crossings;
- F. be courteous to the driver and to other riders;
- G. not eat or drink on the bus;
- H. not bring animals or bugs (living or dead) onto the bus;
- I. not tamper with the school vehicle or any of its equipment;
- J. refrain from bullying other students;
- K. keep conversation noise to a reasonable level;
- L. keep hands, arms, legs to themselves;
- M. not swear or use foul or inappropriate language.

Afternoon Drop-Off

Each student shall:

- A. board the bus following the dismissal bell;
- B. go directly to an available or assigned seat;
- C. provide their own transportation if they miss the bus after school;
- D. board the bus only after it has arrived at a complete stop at the school pick-up location(s);
- E. follow directions from the teachers, school aides, Principal, bus driver, bus aide and all other adults working for Newark City Schools.

Exiting the School Bus

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver;
- D. wait at the designated area until the bus pulls away.

For Kindergarten students:

- A. All Kindergarten students must have an adult at the stop unless the Transportation Department has been given written notification.
- B. If no adult is visible at the stop to pick up a Kindergarten student then that student may be brought back to the bus garage where a parent must pick up the student.

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

Video/Electronic Monitoring on School Buses⁷⁹

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

⁷⁹ Board Policies [7440 - Facility Security](#) and [8600 - Transportation](#)

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. Due to privacy concerns, it is Newark City Schools policy that parents are not permitted to view the bus tapes.

Penalties for Infractions⁸⁰

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. The bus driver is responsible for the safety and discipline of the students on the bus. The bus is an extension of the school day. The bus driver in cooperation with the building Principal has the authority to assign seats. The building Principal and transportation administrators are available to give assistance to the driver and will determine consequences of misbehavior. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the student is dropped off at their designated stop in the afternoon. A Student who misbehaves on a Newark City Schools vehicle or at a bus stop shall be disciplined in accordance with the Student Code of Conduct and may lose the privilege of riding on the bus. A suspension applies to all Newark City Schools vehicles unless otherwise designated by the Transportation Supervisor.

There are many types of misconduct that can occur on a school bus. The misconduct will be characterized into one of three tiers. The types of misconduct and the level of punishment are labeled below in each tier. The Principal and the Transportation Supervisor have discretion as to which tier the infraction falls into and the consequences that will follow. If unsafe behavior is occurring before the bus has left the school in the afternoon, a student may be removed from the bus and stay at the school with a staff member and a parent or guardian is required to pick the student up from the school.

Tier 1

Eating or drinking on the bus; excessive noise; excessive horseplay; spitting; not staying in seat; riding unassigned buses; false identification; profanity; other offenses of this nature.

- 1st verbal warning by the driver
- 2nd write-up given to the Principal for consequences to be determined at school
- 3rd write-up given to the Principal for consequences to be determined at school
- 4th letter sent home to the parent by the school
- 5th suspension from bus ridership

Tier 2

Hanging out of windows; throwing/shooting any object in or out of the bus; physical aggression towards any person; bullying; racial or derogatory slurs of any kind; use of tobacco products; vandalism (restitution will be made); lighting of flammable objects; entering or leaving bus without permission; use of emergency door; other offenses of this nature.

- 1st write-up to the Principal and/or suspension from the bus
- 2nd suspension of bus services
- 3rd suspension of bus services for up to 90 days

⁸⁰ Board Policy [5610.04 - Suspension of Bus Riding/Transportation Privileges](#)

- 4th termination of bus services until meeting with Principal, parent and Transportation staff in accordance with Ohio Administrative Code 3301-83-08 with the possibility of loss of privileges

Tier 3

Bringing any weapon onto a Newark City Schools vehicle; fighting; sexual harassment; any other infraction that makes it unsafe to operate a Newark City Schools vehicle.

Immediate removal from the bus and consequences to be determined by the building Principal and the Transportation Supervisor

Transportation of Students by Private Vehicle⁸¹

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

Self-Transportation⁸²

Driving to school is a privilege which can be revoked at any time. Students and their parent(s)/guardian(s) assume full responsibility and liability for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Students under age eighteen (18) must have written parent permission prior to driving to school.
- B. Students and their parent(s)/guardian(s) shall complete the Student Vehicle Form 5515 F1- Application to Drive Vehicles on School Property and provide evidence of:
 - a. Driver's license
 - b. Insurance certificate
 - c. Vehicle registration
- C. Students are required to obey the parking lot speed limit of 15 mph.
- D. The student must park in student lots; student vehicles parked in a staff lot will be towed.
- E. All vehicles entering school property are subject to search and inspection.
- F. Students are required to have a parking permit tag that can be purchased in the high school accounting office.

⁸¹ Board Policy [8660 - Incidental Transportation of Students by Private Vehicle](#)

⁸² Board Policy [5515 - Use of Motor Vehicles](#)

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

Self-Transportation When School Transportation is Provided

When the school does provide transportation to a school-sponsored activity the following rules apply:

- A. When the School provides transportation, students shall not drive to school-sponsored activities.
- B. Unless the student's parents/guardians provide written authorization for the student to drive and release from liability, which is approved by the principal.
- C. Approved student drivers may not transport other students to school-sponsored activities unless the parent of the approved student driver and the parent/guardian of the student to be transported in the approved student driver's vehicle provide written authorization from the student to drive or to be transported and released from liability, which is approved by the principal.
- D. All vehicles entering school property are subject to search and inspection.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

SECTION VII - DRESS CODE⁸³

The purpose of the dress code is to establish limits on extremes in student appearance and to promote a safe and friendly environment that accepts all students. We want the focus of attention to be on student learning, not what the student chooses to wear to school.

Enforcement

All school staff will be involved in the dress code enforcement. Students who may be considered in violation of the dress code will be referred to the Principal or his/her designee for final decisions. A student found to be in violation of the dress code will not be permitted to return to class until the dress code issue is corrected. Students refusing to comply with the dress code policy may have increasing levels of discipline under the standards of the Student Code of Conduct. School administrators reserve the right to make decisions about appropriate apparel for school based on ongoing changes in our society. Students may be required to wear some school-provided clothing to complete a school day. Any questions about dress code should be directed to the Principal.

Procedure for Assistance (grades 6-8 ONLY)

Middle school students qualifying for federally approved free or reduced lunches may be provided with assistance in obtaining the required dress code wear through written request to the school principal. Assistance provided may be limited to the availability of locally donated resources.

Basic Requirements for All Students (grades PK-12)

General Grooming and Dress

Students are to give proper attention to their personal hygiene and cleanliness. Personal hygiene and cleanliness have a very strong impact on student self-image and acceptance among their peers.

Hairstyles that are extreme and that cause a disruption to the learning environment are prohibited.

Makeup is not appropriate for elementary school.

Special Days

School administrators may declare a special day (e.g. for fundraising, school spirit) and will announce any permitted deviations from the dress code, including permitting school-sponsored T-shirts.

Accessories

Chains worn on belts and out of pockets are prohibited. Chain necklaces that are extreme are prohibited. Bookbags, lanyards, keychains, watch bands, phone and headphone cases, water bottle stickers, pins, etc. that promote sex, drugs, alcohol, tobacco, profanity, racial slurs, ethnic intimidation, violence and any other

⁸³ Board Policy [5511 - Dress and Grooming](#)

messaging disruptive to the educational process are prohibited. No accessories that could serve as a potential weapon are permitted.

Gang-Related Dress⁸⁴

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal. Clothing, jewelry and tattoos of any kind that depict gang affiliation or ethnic slur or intimidation are prohibited. This would include, but is not limited to, medallions and tooth grills.

Footwear

All students must wear some type of soled footwear at all times. This is a safety and health issue. Shoes with laces are to be tied. Shoes should be comfortable and safe for all school activities. Closed-toed shoes must be worn for safety during recess and physical activities; otherwise, sandals may be worn. Roller skates, rollerblades and shoes with wheels are not permitted.

Hats

Hats and head coverings are not to be worn in the buildings without explicit permission from an administrator. Administrator approval is based on cultural, cosmetic, and/or medical reasoning. Hats may be worn on special days as established by the Principal. Bandanas and “do rags” are prohibited at all times.

Hats promoting sex, drugs, racial slurs and ethnic intimidations, alcohol, tobacco, profanity and violence are prohibited at all times. Hats may be worn on special days established through the Principal’s office and, if permitted, those that are in the school spirit area are encouraged.

Jewelry and Piercings

Please limit jewelry worn to school, particularly necklaces and chains so that it does not get lost or cause injury. Excessive, bulky, or extreme jewelry is not permitted. Jewelry or accessories with spikes or other potentially dangerous features are prohibited. Spikes or jewelry that could potentially serve as a weapon/cause injury are prohibited. Jewelry that promotes sex, drugs, alcohol, tobacco, profanity, racial slurs, ethnic intimidation, violence and any other messaging disruptive to the educational process are prohibited.

Extreme and or excessive piercing is not appropriate at school. Excessive and/or extreme piercing can lead to health issues with potential for infection and injuries.

Requirements for Groups and Special Activities

Students who are representing the school at official functions or public events may be required to follow specific dress requirements (e.g. athletic teams, cheerleaders, band, orchestras and choirs). This includes students representing the school on field trips as well as involvement in civic/government events.

⁸⁴ Board Policy [5840 - Student Groups](#)

Additional Requirements for Elementary Students (grades K-5)

Pants

Pants must be properly fitted to stay on at least the hip area. Underwear of any kind should not be visible. Holes in pants should not be revealing and no holes are to be above mid-thigh area. Excessively baggy fitting pants and jeans are not to be worn to school. Students would meet this requirement with cloth twill pants, jeans, or dress slacks.

Shorts

Shorts are to be no shorter than mid-thigh. Shorts, like pants, should be properly fitted at least at the hip area. Shorts should not be excessively baggy or excessively tight. Underwear must not be visible.

Dresses and Skirts

Dresses may not be shorter than the mid-thigh area. Strapless dresses are prohibited at school. All dresses must have a minimum of “lasagna straps” and must cover to the underarm area.

Skirts may not be shorter than the mid-thigh area.

Shirts, Tops and Sweaters

Low cut, see-through, mesh tops and shirts are prohibited. Underwear must not be showing.

Sleeveless shirts and sweaters may be worn. The shirt must be “lasagna strap” at a minimum and armholes must fit to the underarm area.

Showing the midriff area even with arms raised, is prohibited.

Shirts, blouses, and sweats that promote, sex, drugs, alcohol, tobacco, profanity, racial slurs and ethnic intimidation and violence are prohibited. School spirit wear is encouraged in shirts, blouses, and sweaters.

Additional Requirements for Middle School Students (grades 6-8)

Middle school students are required to conform with the following dress code, which calls for khaki or black pants, shorts or skirts and a white, black, crimson, or gray three-button or full-button collared shirt.

Coats and Jackets

Jackets may not be worn when in the building on campus without permission from the Principal.

Pants

Colors: Khaki or black

Fabric: Cotton, cotton blend, denim, or twill; *no sweatpants or yoga pants.*

The size of the pants must be appropriate to the size of the student's body and not be oversized or undersized. Pants must be properly fitted to stay on at least the hip area. Denim may be worn if they are black or khaki, not faded, and have no holes or decorative embroidery or design. Underwear of any kind should not be visible.

Leggings

Colors: solid colored crimson, white, gray, or black

Leggings or tights may only be worn underneath skirts or shorts.

Shorts

Colors: Khaki or black

Fabric: Cotton, cotton blend, denim, or twill; *no sweatpants or yoga pants.*

Length: Shorts must extend between mid-thigh and just above the knee.

The size of the shorts must be appropriate to the size of the student's body and not be oversized or undersized. Shorts, like pants, should be properly fitted at the hip area. No holes in shorts will be permitted. Underwear must not be visible. Even with leggings or tights underneath, shorts must still meet length requirements.

Dresses and Skirts

Colors: Khaki or black (no denim)

Style: Straight or pleated; no slits

Length: Skirts must extend at least between mid-thigh and just above the knee. Even with leggings or tights underneath, skirts must still meet length requirements.

Shirts, Sweaters, and Sweatshirts

Colors: Solid colors of white, crimson, black, or gray; with the option of adding one or two shirt colors to reflect the school colors.

Style: Polo-style shirts with collars, polo or full button, sleeveless shirts prohibited.

The size of the shirt must be appropriate to the size of the student's body and not be oversized or undersized. Underwear must not be showing. Showing the midriff area even with arms raised is prohibited. Polo or full button shirts must be buttoned up to within one hand's width of the collarbone. Sheer or see-through blouses are prohibited.

Shirts that promote, sex, drugs, alcohol, tobacco, profanity, racial slurs and ethnic intimidation and violence are prohibited.

Students may wear crew neck sweaters, sweatshirts or cardigans that are of the solid colors of crimson, black, white or gray over their polo or full button shirt. All sweatshirts must have a collared shirt of the approved color underneath because many students are removing their sweatshirts during the day. Sweaters and sweatshirts should have no writing or graphics unless they are Newark City Schools related spirit wear.

Additional Requirements for High School Students (grades 9-12)

Pants & Shorts

Pants and shorts must be properly fitted to stay on at least the hip area. Holes, rips, or tears above mid-thigh that expose skin are not acceptable. Spandex shorts above mid-thigh (i.e. volleyball shorts) are not permitted. Underwear of any kind should not be visible.

Dresses and Skirts

Skirt/dress length shall be within the bounds of decency and good taste and must be at least mid-thigh.

Shirts, Sweaters, and Sweatshirts

Shirts, tops, and dresses must cover the top of the shoulder and the armpits. Shirts/tops that reveal, at rest, the midriff or breasts are neither allowed or permitted. Sheer or see-through blouses are prohibited. Underwear must not be showing.

Students may wear crew neck sweatshirts, sweaters, or cardigans. Hoodies are permitted; however, the hoods may not be worn on heads on school property.

Blankets

No blankets are permitted on school grounds. Students are permitted to wear coats or jackets.

SECTION VIII - ACTIVITIES

District-Sponsored Clubs and Activities⁸⁵

The Newark City Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Newark Board of Education authorizes the superintendent, Principals, and assistant Principals and other authorized personnel employed by the district to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing or appeal rights.

Athletics (grades 6-12)⁸⁶

The Newark City Schools provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Associations (OHSAA).

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right.

Therefore, the Board of Education authorizes the superintendent, principals, and assistant principals and other authorized personnel employed by the district to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

⁸⁵ Board Policies [2430 - District-Sponsored Clubs and Activities](#) and [5840 - Student Groups](#)

⁸⁶ Board Policies [2431 - Interscholastic Athletics](#) and [2431.01 - Sportsmanship, Ethics, and Integrity](#)

Students prohibited from participation in all parts of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

For further information, contact the Athletic Director, Jeffrey Quackenbush at 740-670-7430.

Academic Eligibility⁸⁷

Whenever a student becomes a member of a District-established student group or national organization, in order to remain a member, s/he must continue to meet all the eligibility criteria and abide by the principles and practices established by the group or organization.

Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights . District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Non-School-Sponsored Clubs and Activities

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Only a district-sponsored organization may use the name of the school or school mascot on any materials or information.

Student Attendance at School Events⁸⁸

The District encourages students to attend as many after-school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

School rules apply at both home and away events for all Newark students.

⁸⁷ Board Policies [2430 - District-Sponsored Clubs and Activities](#), [2431 - Interscholastic Athletics](#), and [5610.05 - Prohibition from Extra-Curricular Activities](#))

⁸⁸ Board Policies [5855 - Student Attendance at School Events](#) and [2431.01 - Sportsmanship, Ethics, and Integrity](#)

Newark Schools participate in the “*Respect the Game*” program developed by the Ohio High School Athletic Association:

“*Respect the Game*” is not telling you to behave in a “sporting” manner, whatever that might be. It’s not about telling you what to do at all.

“*Respect the Game*” is just a reminder of what you already know; school athletics is important and valuable.

As such, it’s worthy of respect. And when people involved in high school sports treat each other badly, disrupt games, or generally behave in a manner unworthy of the game itself, they are devaluing what you, and all of us, care so much about.

When you remember this, you don’t need anyone else to tell you how to behave. You’ll know. With courtesy, dignity, and pride.”

Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

Birthday Parties (grades K-5)

Please check with your child’s teacher regarding his/her birthday party policy. Students may not distribute invitations to personal birthday parties (held outside school time) unless every child in the class receives an invitation.

SECTION IX - TECHNOLOGY SAFETY AND ACCEPTABLE USE⁸⁹

Content Filtering and Technology Monitoring⁹⁰

Students have no right or expectation to privacy when using District information and technology resources. The District utilizes technology tools to filter and monitor online activity of students using District-owned/operated devices and networks.

Content Filtering

Filter technology protects against access to content that is inappropriate for and/or harmful to students as defined by the Children's Internet Protection Act (CIPA). The District may further filter content to ensure smooth, uninterrupted operation of the network and adequate technology resources (e.g. Internet bandwidth) are at all times available for the District's educational and operational purposes and to support the educational use of technology through classroom management.

However, because the Internet is a constantly-changing public gateway, parents/guardians and students are advised that it is not always possible to technologically limit access to only the services authorized by District staff. It is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians should set and convey standards for use of the Internet at home.

Monitoring

The District may monitor student technology (e.g. devices, accounts, messages) for purposes of student safety, classroom management, compliance with Acceptable Use, recovery of a lost or stolen device, and IT management or troubleshooting. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. Monitoring is in accordance with Ohio Revised Code.

District access to student technology may prompt notification to parents/guardians within seventy-two (72) hours of such access, explaining the circumstances prompting the access, what features were accessed, and a description of any related threat. Should notification itself present or exacerbate a threat, notification is not required at any time.

Disabling or Bypassing

Filtering and monitoring tools are used both to keep students safe and to comply with federal and state laws and District policies. Disabling, bypassing, or attempting to disable/bypass any safety or security measures on District-owned/operated technology, including use of proxies or VPNs, is prohibited and subject to discipline.

⁸⁹ Board Policies [7540 - Computer Technology and Networks](#), [7540.01 - Technology Privacy](#), [7540.02 - Web Accessibility, Content, Apps, and Services](#), and [7540.03 - Student Technology Acceptable Use and Safety](#)

⁹⁰ Board Policy [5136.01 - Electronic Equipment](#) and [7540.03 - Student Technology Acceptable Use and Safety](#)

District Device Use/1-to-1 Chromebook Program

The District provides students access to technology resources required to successfully complete its programs. Students should use District-owned/operated technology for school-related work, both on- and off-campus.

District-Issued Email Account⁹¹

All students are issued a Google Workspace for Education account (“username”) for all school-related electronic communication and for signing up, registering, or accessing various school-related online platforms or apps.

Sending or forwarding bulk or mass emails (i.e. to an excessive number of recipients) or using the District-issued account to distribute unauthorized material is prohibited.

Chromebook and Account Assignment

Grades K-4

Through fourth grade, students use Chromebooks from charging carts located in or near each classroom. Teachers may assign a specific device to each student to monitor proper use. Under special circumstances authorized by the Principal (e.g. extended medical leave) devices may be issued for take-home use.

Students may sign-in with a QR code associated with their assigned username.

Grades 5-8

Fifth grade students are assigned a Chromebook with a protective case and one (1) charger for use through eighth grade. Devices are primarily used and kept at school but may be sent home at the discretion of teachers or the Principal. The device is returned at the conclusion of eighth grade.

Beginning in fifth grade, students sign-in with an assigned username and password.

Grades 9-12

Ninth grade students are assigned a new Chromebook with a protective case and one (1) charger for use through graduation. Students maintain possession of their device at all times and are solely and at all times responsible for its use and care, both on- and off-campus. Graduates may be invited to keep their device.

Students may be able to personalize their account passwords for security purposes.

New/Returning Students

Newly-enrolled students will receive a Chromebook model most closely aligned with those of their graduating class. Students enrolling late in the Chromebook cycle (e.g, 8th or 12th grade) may receive a refurbished device.

Students returning to/re-enrolling in the District may not receive the device originally issued to them, but will receive a comparable model.

⁹¹ Board Policy [7540.06 - District-Issued E-Mail Account](#)

Getting Help and Support

Any Chromebook, charger, or case that is broken or fails to work properly must be taken to the help desk in the building for an evaluation of the equipment. The location of the help desk in each building will be communicated at the start of the school year.

Do not disassemble or attempt to repair the Chromebook or accessories. The Chromebook will be repaired or replaced as quickly as possible.

A loaner device may be provided at the discretion of the school. Delays may occur if building administrators must investigate disciplinary issues surrounding any damage.

Property and Release

These devices are and remain the property of the District until and unless they are released to students in specific circumstances (e.g. graduation).

Check-In/Turn-In

Students issued a take-home device may be required to check-in (present to staff for identification and inspection) and/or turn-in (return to staff) the device and accessories at any time, but particularly at the conclusion of a school year. Failure to check-in or turn-in may result in a fee for the full replacement cost of the device.

Students may be permitted to retain devices during summer break at the discretion of the Principal. This policy will continue to apply.

Student Withdrawal

If a student transfers out of the district, the device, charger, and case must be returned to the student's school office at the time of withdrawal. Families who do not return the device and accessories will be invoiced. Students who are expelled or terminate enrollment in the Newark City School District for any other reason must also return the school device, charger, and case on the date of termination.

Proper Use and Care

Students are at all times responsible for the care and proper use of the device, charger, and case.

Student Sole Use

- The Chromebook and accessories are provided for the sole use of the student to whom they are assigned.
- Students may not lend or permit access to their device, charger, cable, case, or any other accessories to other individuals.

Exterior and Case

- Chromebooks are issued with a protective case and must be transported and used in the case issued. If the case is removed, altered, or replaced, any protection plan will be void and families will be responsible for the full cost of the case and device if damaged or lost.

- Identification tags placed under or on the device or its protective case may not be removed or tampered with. If a tag becomes loose, damaged, or falls off, the device should be presented to staff for a new tag.
- If the case is damaged intentionally or through negligence, a \$35 replacement fee may apply.
- Use only a soft, dry, lint-free microfiber cloth to clean the screen. A small amount of window cleaner or alcohol applied on such a cloth may be used to clean the plastic device exterior. Never spray cleaners directly onto the device. Do not use household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the device.

Home/School Transportation

- Students transporting Chromebooks between home and school are responsible for bringing the device to school fully charged each day.
- It is expected that the case be closed during transportation and times when it is not in use.

Personalization

- Do not write/draw on, deface, apply stickers, or otherwise alter the appearance of the device or accessories. This makes it impossible to re-issue the device to another student and may subject the student to replacement fees.
- Students may install approved Chrome extensions and ChromeOS apps. Students should make use of Google Drive for all files. Data saved to the Chromebook (e.g. in “Downloads”) is temporary, not part of Google Drive, and will be lost in the event of device replacement or software reset.
- Students may not jailbreak, modify, or in any other way tamper with the Chromebook software.
- Chromebooks must remain connected to the pre-assigned wireless network when on-campus. They are capable of connecting to any modern consumer WiFi network off-campus.

Chargers

- Chargers should be used only for the assigned-student’s Chromebook and not loaned to others or used to charge other devices.
- Chargers have delicate cables prone to damage from mishandling (e.g. winding too tightly) or negligence (e.g. from pets).

Audio

- Sound must be muted unless permission is obtained from the teacher for instructional purposes.
- Earbuds/headphones may be used in the classroom with teacher approval.
- Earbuds/headphones are the responsibility of the student.

Damage Avoidance Tips

- Avoid leaning on the Chromebook or placing anything on top of it. Placing too many items in a carrying case or backpack may put too much pressure on the device and cause irreparable damage to the screen, plastics, or internal electronics.
- The device must not be used or stored near food or drink.
- Keep the device out of extreme temperatures, away from hot/cold surfaces, and away from water or dampness. Excessive environmental conditions will damage components and impact battery life.
- Keep the device and accessories inaccessible to pets and off the floor where they could be stepped on or tripped over.
- Make sure the case cover is secured over the device when not in use.

Device Protection Plan

- Problems affecting the device's functionality that are determined to be manufacturing flaws and minor unintentional damage will be covered by the District at no cost to students.
- Cosmetic issues and normal wear-and-tear not affecting the device's functionality are expected and not subject to repair or device replacement.
- Devices issued starting Fall, 2025 have a comprehensive protection plan for four (4) years from District purchase (NOT from issuance to the student). Older devices may be covered at the District's discretion at the District's expense.
- Cases are not covered by the protection plan and are subject to replacement with a fee.

Negligence, Misuse, and Intentional Damage

Intentional or severe damage may incur fees, up to the full replacement cost (currently \$400). Assessed repair fees will reflect the actual cost to the District of parts and labor. The determination of intentional, negligent, or accidental damage and whether to assess a repair fee is made by the Principal with input from the repair team.

Vandalism, damage, or loss caused by another student is subject to discipline and fees may be assessed to the account of the vandal.

Repeated offenses may result in the revocation of a student's 1-to-1/Chromebook privileges. Devices will be provided under monitored conditions as needed for classwork and testing.

Theft

Theft is not covered by the device protection plan.

In the event of theft, parents/guardians or adult students must immediately file a police report in the jurisdiction where the theft took place and provide a copy to the Principal for investigation and consideration of a replacement fee waiver.

Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag. Such occurrences would be deemed as negligence. If the theft is due to negligence, a full replacement fee may be assessed. Any fee waiver is at the discretion of the District on a case-by-case basis.

Device location and usage may be tracked for purposes of retrieving lost or stolen devices. Missing or suspected-missing devices may be placed in a lockdown mode.

Technology Fee

The technology fee of \$40 partially sustains the purchase and maintenance requirements of the 1-to-1 program. This fee is waived in specific circumstances in accordance with District policy and state law.

Personal Communication Devices⁹²

The District provides students with access to technology resources required to successfully complete its programs. **Use of non-District-owned/operated technology is restricted and** subject to the same policies and laws applied to use of District-owned/operated devices. **Students should use District-owned/operated technology for school-related work, both on- and off-campus.**

Use of personal communication devices ("PCDs") is prohibited during school hours and limited during school-related events. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, gaming devices, smartwatches and other wearable technology, and other web-enabled devices used to communicate.

Students are personally and solely responsible for the care and security of their PCDs. The District assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

During the school day, parents/guardians should call their student's school office to reach them and, with permission from staff, students may use school phones to contact parents/guardians.⁹³

Permitted PCD Use

Nothing in this policy prohibits a student from using a PCD for student learning or to monitor or address a health concern, in accordance with the student's individualized education program (IEP) or Section 504 plan.

Further exceptions for PCD use for instructional purposes may be authorized by the Principal.

When the use of PCDs is permitted, all PCDs must be placed in silent mode unless otherwise required by an IEP, Section 504 Plan, or to monitor/address a health concern, or as permitted by a Principal for learning purposes. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized. PCDs must be stored out of sight when directed.

⁹² Board Policies [5136 - Personal Communication Devices](#), [5136.01 - Electronic Equipment](#), and [7542 - Access to District Technology Resources and/or Information Resources from Personal Communication Devices](#)

⁹³ Handbook Section ["Use of Office Telephones"](#)

PCD Network Access and Security⁹⁴

To minimize the District’s exposure to potential damage, connections to the District’s network from PCDs are limited to “Guest” or “BYOD” (“Bring Your Own Device”) networks. Such networks require authentication and are restricted to Internet access only. Students may not use non-District-owned/operated PCDs to access other District technology resources without authorization from the Technology Director. PCD network connections are not guaranteed and may be disabled or access revoked at any time.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property.

Any attempt to access, alter, or disrupt District technology resources, or to access the technology of other users, through use of a PCD is prohibited.

Privacy⁹⁵

Students have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles, or when using any District-owned/operated technology resources.

Students may not use devices to infringe on another person’s reasonable expectation of privacy. This includes using devices in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms, and swimming pools. The Superintendent and Principal may determine other locations and situations where the use of a device is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using devices to capture, record, and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person during school hours on school property. Using a device to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy, is not permitted, and is subject to disciplinary action according to the Student Code of Conduct.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology, within a student's book bag or on the student's person without express written consent of the Superintendent.

The Principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

⁹⁴ Board Policy [7542 - Access to District Technology Resources and/or Information Resources from Personal Communication Devices](#)

⁹⁵ Board Policy [5136.01 - Electronic Equipment](#)

Reporting Requirement

Knowledge of a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy must be reported to the Principal.

Cyberbullying/Cyber Harassment⁹⁶

Students may not use technology in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from:

- A. transmitting material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and
- B. engaging in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions will result in disciplinary action and be reported to local law enforcement and child services as required by law.

Technology and Academic Integrity⁹⁷

Students may not use devices to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from receiving such information. Staff may require students to remove wearable PCDs, such as smartwatches and smart glasses, to ensure academic integrity.

Use of Artificial Intelligence (AI)⁹⁸

When AI tools are used responsibly and effectively, they can supplement, not replace, the learning and problem-solving skills that are essential to success. Misuse of these technologies undermines the integrity of the educational process.

If a student has questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

Authorized Use

Students may use AI tools for classwork only with permission/consent from their teacher. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance

⁹⁶ Board Policies [5517.01 - Bullying and Other Forms of Aggressive Behavior](#) and [5136.01 - Electronic Equipment](#)

⁹⁷ Board Policy [5136.01 - Electronic Equipment](#)

⁹⁸ Board Policies [7540.03 - Student Technology Acceptable Use and Safety](#) and [7540.09 - Artificial Intelligence](#)

- B. Data analysis
- C. Language translation
- D. Writing assistance
- E. Accessibility

Attribution of AI-Generated Content

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Unauthorized use of AI tools is considered a form of plagiarism and subject students to discipline.

Confiscation and Search⁹⁹

Unauthorized electronic equipment and devices used inappropriately will be confiscated from the student by school personnel and disciplinary action taken.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location. School administrators may choose to release devices only to parents/guardians.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

Enforcement

Use of technology in violation of this policy can result in temporary or permanent loss of network and Internet access, loss of 1-to-1 Chromebook privileges, and/or disciplinary action.

Network and Internet access for student-owned PCDs during school hours and during school-related events and functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students are responsible for the costs of repairs to District-owned/operated technology that is damaged intentionally, stolen, or lost.

If a violation involves an illegal activity (e.g. child pornography, sexting), the school official will also refer the matter to law enforcement or child services. Devices will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity.

⁹⁹ Board Policies [5136.01 - Electronic Equipment](#) and [5771 - Search and Seizure](#)