Amanda-Clearcreek

Primary School (PK-2)
&
Elementary School (3-5)

STUDENT HANDBOOK
2025-2026

Board approved 6/25/2025

Amanda Clearcreek Local Schools Mission Statement

Growing the whole child through innovative educational experiences to provide all students the opportunity to Aspire, Create, Empower, Succeed.

Amanda Clearcreek Local Schools Vision Statement

Lead with Innovation
Commit to Excellence
Unit in Purpose

ACES WAY

Act Responsible
Come Prepared
Encourage Others
Show Respect

Rationale for the Handbook

The purpose of this handbook is to inform students and their parents / guardians what is expected of them when they attend Amanda-Clearcreek Primary and Elementary School. The reason for establishing rules, policies, and procedures is to ensure each student receives a first-class education. We hope to create a safe, orderly environment for students and to help all students reach their maximum potential.

This handbook will help you familiarize yourself with all the policies and procedures of our schools. Links are provided throughout the handbook to help you access more detailed information on the school website, board policies, and Ohio Revised Codes.

You can reference board policy from the Amanda-Clearcreek School website and by going to the Board of Education Page.

https://go.boarddocs.com/oh/amanda/Board.nsf/Public?open&id=policies

Policy revisions would supersede any conflicting language in this handbook.

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School Calendar

The school calendar can be accessed on the District website on the top right corner: ACADEMIC CALENDARS
https://www.amanda.k12.oh.us/academic-calendars/2025-26-academic-calendar

School Day

Primary School Day

Doors Open	8:30
Tardy Bell	8:40
Dismissal	3:25

Elementary School Day

Bus Drop Off / Doors Open	8:25
Morning Bell	8:30
Tardy Bell	8:40
Dismissal	3:30

Arrival

Students who walk or are brought to school by parents are not to arrive before 8:25 AM for Elementary and 8:30 AM for Primary. Due to no supervision until that time, students will not be permitted in the building until the doors open time.

If a student arrives after the tardy bell and a person 18 years of age or older must sign the student and provide a reason for tardy.

Dismissal

Any student staying after school for any activity must have a note from home and be with a supervised group.

Students who are being picked up will go to the designated parking lot where a teacher will dismiss them to their parents' vehicle for pick up.

Parents of children who normally ride the bus should not pick up their children as they go to the bus.

These procedures protect every child from danger.

Leaving school during school hours

All parents picking up children during the school day must come to the school office and sign the student out. Students are required to be in school the entire day unless they are sick, there is a family emergency or they have a written note from their parents. Requests for student pick up by those other than the parent are not approved

without parent permission. Please be prepared to show ID if asked.

Staff Directory

The Primary staff directory can be found at https://primary.amanda.k12.oh.us/about/staff-directory

The Elementary staff directory can be found at https://elementary.amanda.k12.oh.us/about/staff-directory

Attendance

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc. , outside of school hours.

Please fax or email all doctor excuses to prevent triggering truancy.

Primary fax: 740-969-3086 (Please address: Attention ACP)

Elementary fax: 740-969-4764 (Please address: Attention Elementary School)

Report all absences to the office:

Primary Number: 740-969-7254

Elementary Number: 740-969-7253

The Ohio Revised Code addresses compulsory school attendance for students under age 18 in the State of Ohio (section 3321.04), as mandated by House Bill 410. The statute requires parents to cooperate with school officials in resolving truancy problems. Failure to attend school and failure on the part of the parents to send students to school may result in juvenile court prosecution (section 3321.19) Students and parents are asked to fully comply with school officials with regard to student attendance to prevent the necessity of court intervention.

Parents are required to notify the school when their child(ren) are absent. If parents do not notify the school, the school is required to notify the parents by telephone. For convenience, a telephone answering service has been installed at school so that parents may call before or after school hours.

When calling in a student absence please state your name, the student's name, your phone number and the reason for the student's abscence.

Please refer to School Board policies JED, JED-R, JEDA for specific attendance requirements

Absence Reporting

Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

Excused vs. Unexcused

Reasons for which students may be medically excused include, but are not limited to:

- personal illness of the student;
- illness in the student's family necessitating the presence of the child;
- quarantine for contagious disease or
- emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral, or dental appointments.

Reasons for which students may be non medically excused include, but are not limited to:

- needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
- death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- observation of religious holidays consistent with a student's truly held religious belief;
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
- college visitation;
- 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;
- absences due to a student being homeless;
- temporary internet outage for individual students or households;
- technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson or
- as determined by the Superintendent.

Make-up work

It is the student's responsibility to get make-up work from their teacher(s). The make-up time limit will be twice as long as the time missed. For example, for one day of excused absence, two days would be given for make-up work.

**The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by

their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Truancy

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Information about the procedures of House Bill 410 can be found on the district website>Our District>Attendance

https://resources.finalsite.net/images/v1672777205/amandak12ohus/peggeqwjmyxdx2684dqk/HB410-Absence-Policy-Procedure.pdf

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The district's intervention strategy and how filing with Juvenile Courts is outlined in Board Policy JEDA

Please refer to School Board policies JED, JED-R, JEDA for specific attendance details.

In accordance with **Ohio House Bill 214**, effective **January 1, 2025**, Amanda-Clearcreek Local Schools accommodates students' sincerely held religious beliefs and practices by allowing up to **three excused absences per school year** for religious expression. These absences can be utilized for observing religious holidays or participating in activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

Ohio Ed & Workforce

Procedures for Requesting Religious Expression Days:

- **Notification:** Parents or guardians must provide written notice to the school principal specifying the dates for the requested absences. This notice should be submitted within **14 school days from the start of the academic year** or within **14 days of enrollment** if the student joins mid-year.
- **Academic Accommodations:** The school will collaborate with students and families to provide reasonable accommodations for any missed assessments or academic requirements due to a religious expression day. Students will not face academic penalties for excused absences taken under this policy.
- **Extracurricular Participation:** Students are permitted to participate in interscholastic athletics and other extracurricular activities on days they are absent for religious expression.

Additional Information:

- These **three religious expression days are excused absences** and will not count toward the thresholds that trigger parental notifications for excessive absences under Ohio law.
- The school district has compiled a **non-exhaustive list of major religious holidays** to assist families in planning; however, students may request accommodations for any sincerely held religious belief or practice. This non-exhaustive list included, but is not limited to:

Major Religious Holidays for 2025–2026 Academic Year:

- **Rosh Hashanah** (Judaism): September 22–24, 2025
- **Yom Kippur** (Judaism): October 1–2, 2025
- **Diwali** (Hinduism, Sikhism, Jainism): October 20–21, 2025
- **Hanukkah** (Judaism): December 21–29, 2025
- **Ramadan** (Islam): February 17–March 18, 2026
- **Ash Wednesday** (Christianity): February 18, 2026
- **Eid al-Fitr** (Islam): March 19–20, 2026
- **Pesach (Passover)** (Judaism): April 1–9, 2026
- **Good Friday** (Christianity): April 3, 2026
- **Easter** (Christianity): April 5, 2026
- **Eid al-Adha** (Islam): May 26–27, 2026

Amanda-Clearcreek Local Schools is committed to fostering an inclusive environment that respects and honors the diverse religious beliefs of our student body. For questions or further assistance regarding religious expression days, please contact the school administration.

Enrollment

New entrants at all grade levels are required to present at the time of enrollment:

- **a birth certificate or other document as evidence of birth**,
- **a certified copy of any child custody order or decree**,
- **proof of having received or being in the process of receiving required immunizations**
- **copies of those records pertaining to him/her, which are maintained by the school most recently attended**.

A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or homeschooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the Superintendent may consider:

- the student's most recent annual academic assessment report;
- whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
- other evaluation information that may include interviews with the student and the parent.

Withdrawal

If it becomes necessary for a student to withdraw to another school district due to a move or other reason, properly withdrawing is required in order to facilitate the admission process at the receiving school. In order to properly withdraw, parents or guardians should notify the office of the attending school by calling 740-969-7250. Students should be sure to return all school owned property such as textbooks, electronic devices, uniforms, or library materials. Families should also make sure that all outstanding fees are paid. Once you arrive at your new school district, be sure to complete the release of records as quickly as possible. These things will ensure school records are forwarded in a timely manner.

Student Fees

The total cost of workbooks and other educational supplies will be sent home to the parents. The student's teacher will collect these fees. The total fees per grade level are to be determined each school year. We realize that everyone is faced with rising costs; therefore we will keep these fees at a minimum. A schedule of payments can be established. An accumulation of K-12 fees, fines, lunch charges and any other charges must be paid in its entirety to go on field trip, incentive trips, receive diplomas and /or release transcripts. The school will make several attempts throughout the year to collect fees, fines, and charges.

Materials Fees

Section 3313-462. ORC gives the Board of Education authority to charge students fees for consumable supplies used in courses of instruction. Students enrolled in District schools are furnished basic textbooks without cost; however a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year. Such Fees are to be deposited in the general fund of the Board to defeat the cost of the materials and supplies.

No Board of Education of a school district shall charge a fee to a pupil who is eligible for a free lunch under the "National School Lunch Act," 60 Stat. 230 (1946), 42 U.S.C. 1751, as amended, and the "Child Nutrition Act of 1966," 80 Stat. 885, 42 U.S.C. 1771, as amended, for any materials needed to enable the pupil to participate fully in a course of instruction. The prohibition in this division against charging a fee does not apply to any fee charged for any of the following:

(1) Any materials needed to enable a pupil to participate fully in extracurricular activities or in any pupil enrichment program that is not a course of instruction,

(2) Any tools, equipment, and materials that are necessary for workforce-readiness training within a career-technical education program that, to the extent the tools, equipment, and materials are not consumed, may be retained by the student upon course completion.

Textbooks

Textbooks are the property of the Board of Education. Textbooks (including baggy books) are loaned to students who are responsible for them. Any student who loses or damages a textbook/workbook is responsible for paying for it. Students are financially responsible for lost or damaged textbooks.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries is subject to appropriate fines. This includes guided reading books that are brought home in work bags. All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Meal Charges

Lunch is served according to each building's schedule. Applications for participation in the Federal Lunch Program are made available at the beginning of each school year or any other time upon request. Prices for lunch and a la carte items are subject to change. If a student does not have money, he/she will receive a regular meal. The meal will be charged to their account and the parents will receive notification. The charges will stay on the account until paid in full. Parents may request a block against charging by contacting the Food Service Office.

Lunch Program

LUNCH PROGRAM (C.F.R. 245.5) – FEDERAL PROGRAM The Board of Education will annually adopt a policy regarding free and reduced-price lunches for needy students in accordance with standards established by the Ohio Department of Education. Students or parents desiring further information about this program should contact the Principal's office.

LUNCH INFORMATION (COST, CHARGES, PACKERS, PROCEDURES, WELLNESS)
Lunches may be paid for in advance or as students go through the lunch line. A hot lunch is available to students each day. The lunch prices are subject to change pending Board approval. The cafeteria commonly has extras that students may purchase each day. If a student wishes to purchase an extra item from the main entree (like a hamburger, pizza slice, etc.), there will be an additional cost. Students who bring a sack lunch to school may purchase milk. Menus are available on our school website or available by request to the building secretary.
In keeping with the district's Wellness Policy, no soft drinks should be brought to school by students.

Students are given a Type A Lunch according to USDA guidelines for the National School Lunch Program and their cafeteria account is charged for the meal.

Students may not charge ala carte items. Parents are encouraged to apply for Free and Reduced Lunch if a family financial hardship exists. Charge notes are sent home several times per year to students with a negative balance via email and/or paper. According to Policy JN, Diplomas will be held if charges are not paid in full. According to Ohio Revised Code Section 3313.642, failure to pay fees can result in the District withholding grades cards, credits and diploma.

Students are to conduct themselves in a proper manner in the cafeteria. They should remain in their seats while eating. No food is to be taken from the cafeteria.

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges. Grades and credits may not be made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips may not be permitted unless payment has been received. Students may be prohibited from participating in commencement exercises unless payment has been received.

Summer School

The Board may operate summer schools for students in grades one through 12. Summer programs can be for students who need extra help in order to advance with their respective age groups or to provide enrichment, remedial and recreational experiences.

In general, no tuition is charged to students who are residents of the District whose need for a summer program has been identified by teachers and who have been recommended for enrollment in the program to the Superintendent by the appropriate building principal. Special activities or programs for which a fee is to be charged may be conducted only with the approval of the Board.

Grading

Reports are made available to parents of children four times per year at the completion of each grading period. Interim reports are also required for students in danger of failing. Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system and occur twice a year.
Grading and reporting are methods of communication between the school and the home. It is assumed that each child is an individual and is, therefore, different from all other children. Methods of grading should include the student's achievement in respect to their ability level and their progress in relationship to the standards. This is determined by the results of educational measurements.

Student's reports can be accessed online through Progressbook. Parent access to progress book can be accessed by clicking "Progress Book" on the District Website or directly at https://pa.metasolutions.net/

Level of Mastery Learning Key - Primary

M = Mastered Students have mastered grade level expectations without teacher support.
P = Progressing Students are progressing toward grade level expectations and require minimal support from the teacher.
B = Basic Students have a basic foundation of the grade level skill and require moderate support from the teacher.
L = Limited Students are not meeting grade level expectations and demonstrate limited knowledge of the skill.

Level of Mastery Learning Key - Elementary

M - Mastered -	The student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.
P - Proficient -	The student produces work that meets the standard; frequently produces work of high quality; applies skills/concepts correctly
B - Basic -	The student shows a basic working knowledge of skills/ concepts; produces satisfactory work; usually applies skills/concepts correctly.
L - Limited	The student does not show basic working knowledge of skills/concepts; seldom produces work of satisfactory quality.

Homework

At the K-5 level, we believe homework should be a review of foundational skills. K-5 students are encouraged to read every night and practice math fluency skills. Homework should not cause K-5 students' anxiety that impacts the household.

Transportation

Changes in Transportation

Changing how a child is to go home will not be accepted by phone. All changes must be done in writing by Noon. Email or send a note to the office.

Bus Notes

Students, who must, for any reason, ride another bus than usual must have written permission from the transportation supervisor five days in advance. If there is any change in what a student normally does (stay after school, go home with another student, etc) please let the school know by note. **For students safety these requests MUST be written requests - these requests will not be honored over the phone. In the event of an emergency, change in transportation will be approved by the building principal or transportation supervisor.**

Students will be picked up and dropped off at the same bus stop every school day. Students, due to an unusual circumstance (defined as extraordinary, atypical, uncommon, and/or infrequent) who need to ride a bus other than their assigned bus, must have written permission from the transportation supervisor five days in advance. For student safety, these requests **MUST** be submitted in writing before noon. Once a student is loaded on the bus, they may not be taken off at another location to be signed out (for example, once and elementary student is on the bus, the student will not be taken off at the Primary to be signed out by parents).

To and From School

The school is directly responsible for supervising students only while they are on school property. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and may assist with discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is a police matter.

Bus Rules

Riding the Amanda-Clearcreek school bus is a privilege not a right. Their privilege can be taken away if a student is abusive of that privilege. The Board of Education has adopted a “CARD” system that allows proper communication between the bus driver, student, parent, and principal. Below are some of the most significant regulations for busing

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

- Pupils must leave or board the bus at locations to which they have been assigned unless there is written permission from their parent or guardian and signed by the school principal or transportation supervisor authorizing another location;
- be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
- arrive at the bus stop **five minutes** before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;

- Pupils shall be at designated place of safety assigned by the bus driver. Pupils are not to proceed to their residence until the school bus has departed;
- wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
- sit in assigned seats (drivers have the right to assign a student to a seat);
- go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
- observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
- keep the vehicle clean and free of trip hazards;
- All riders must keep all parts of their bodies inside the bus. No yelling out the windows;
- Students are expected to sit with their feet on the floor and back against the seat. Do not put your knees in the back of the seat;
- refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
- refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
- remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
- be courteous to fellow students and to the driver;
- treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
- refrain from smoking, vaping or using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student;
- carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law;
- Decorations and signs are not permitted inside or outside the school buses. This also includes balloons, bouquets;
- Possession of guns, knives (including toys), ammunition and combustibles are prohibited;
- No perfume, cologne, fingernail polish, combs, brushes, hand sanitizer, make-up etc. Is to be put on while riding the bus;
- Teachers and coaches are responsible for supervising the behavior of students on and off the school buses. School bus drivers are responsible for the supervision of students only on the route;
- No glass, of any kind, is permitted on the bus;
- No earbuds or headphones may be worn while loading or unloading the bus. Any electronic devices that cause a disruption on the bus may be subject to disciplinary action.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

THESE RULES APPLY FOR ALL SCHOOL SPONSORED TRIPS INCLUDING ATHLETIC EVENTS, BAND TRIPS, AND SCHOOL FIELD TRIPS. LEADERS OF ACTIVITIES ARE RESPONSIBLE FOR THE ACTIONS OF THEIR STUDENTS/PLAYERS. COACHES, ADVISORS, AND TEACHERS SHOULD ACCOMPANY ALL STUDENT TRIP GROUPS ON THE BUS.

Cell Phones/Smart Watches/Digital Devices

Students may not use or carry cell phones while at school. That phone will stay in the students bookbag/locker/cubbie in the silent or off mode during the school day. Students are prohibited from recording or taking pictures unless given permission by a staff member.

1st Offense - Students using or in possession of a cell phone will be asked to turn it over to the principal. They may retrieve the phone at the end of the school day.
2nd Offense - Parents will be required to retrieve the phone.
3rd Offense - Parents will be required to retrieve the phone and an ISR will be issued.
4th Offense - Parents will be required to retrieve the phone and discipline will be issued

Communication - Parent / Teacher

Parent-Teacher Conferences are held twice a year. We believe this is one of the better ways to see how your child is doing. All parents are urged to attend these conferences.

Computer Use

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;

2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;

3. accessing personal social networking websites for noneducational purposes;

4. reposting (forwarding) personal communication without the author's prior consent;

5. copying commercial software and/or other material in violation of copyright law;

6. using the network for financial gain, for commercial activity or for any illegal activity;

7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;

8. accessing and/or viewing inappropriate material and

9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;

2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

- Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.

- Do not reveal your personal home address or phone number or those of other students or colleagues.

- Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.

- Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.

- The network should not be used in such a way that it disrupts the use of the network by others.

- All communications and information accessible via the network should be assumed to be property of the District.

- Rules and regulations of online etiquette are subject to change by the administration.

- The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

- The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.

- Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

- Copyrighted material may not be placed on the system without the author's permission.

- Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

- Users are expected to keep messages brief and use appropriate language.

- Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Computer Network Agreement Form can be found in board policy: EDE-E

Technology is ever changing so the computer use policies may also change throughout the year to keep up with advancements.
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Concealed Carry

There is to be no concealed carry of weapons on school grounds.

Directory Info / use of student pictures

The Family Educational Rights and Privacy Act (FERPA), a federal law, to the disclosure of personally identifiable information from your child's education records

However, the District may disclose "directory information" without written consent unless parents notify the school within two weeks of receiving this handbook. The District has designated the following information as directory information: student's name, address, student's date of birth, student's extracurricular participation, student's achievement awards or honors, student's weight and height if a member of an athletic team.
One purpose of directory information is to allow the District to include this type of information in certain school publications. If parents do not wish for the district to disclose directory information from their child's records without prior written consent, please notify the school in writing of all items that are not to be designated as directory information within two weeks of receiving this handbook. Pictures in the yearbook would be one example of this.

Discipline

For the educator, administering discipline is an unpleasant, but necessary process in the school setting. It can and does take several forms depending upon the seriousness of the offense. Some violations are covered by board of education policy with specific punishments. Most, however, are evaluated according to the circumstances, the situation, and the seriousness of the offense by the staff member, faculty member or principal.
Disciplinary action is considered cumulative and progressive. This idea means that the severity of the disciplinary action is directly dependent upon the frequency with which disciplinary action is necessary for the student.

Accordingly, it is quite possible for two students to be involved in the same infraction, but receive different punishment based upon each student's previous disciplinary record.

It is impossible to list or categorize all types of disciplinary violations, thus for violations not listed, the administration reserves the right of disciplinary assignment as the case so determines.

In most cases of inappropriate student behavior, one or more of the following disciplinary procedures will be administered:

1. Self-Reflection Form
2. Oral Reprimand
3. Communication with parents/guardians
4. Written reprimand
5. School / Community Service
6. Conference involving any combination of parents, teachers, principal, and student.
7. Detention: lunch, after-school, administrative, during recess
8. Deprived participation / suspension of an activity
9. Counseling
10. In-school discipline
11. Out-of-school discipline
12. Expulsion.
13. Other necessary and appropriate action as determined by the principal.

The classroom teacher still has the right to administer proper and fair classroom discipline and to set policies in their classroom so long as they do not conflict with the student conduct code regulations.

Code of Conduct

This code of conduct is the established rules and regulations of Amanda-Clearcreek School District. A violation of any section or rule of this code may result in disciplinary action.

1) DISRUPTION OF SCHOOL OR SCHOOL EVENTS:

Students shall not engage in, nor urge others to engage in the use of any type of violence, force, noise, intimidation or any conduct that would cause disruption of any function of the school.

2) FALSE ALARMS/THREATS:

A student shall not falsely report an emergency, including fire or bomb threats, or tamper with any alarm or fire prevention device. This also includes any threat made to a student, staff member, school building, or the school district, and/or that induces panic. This can include but not limited to verbal threats, written threats or threatening images.

3) HAZING:

Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Students guilty of hazing will be subject to disciplinary action. Hazing is a misdemeanor of the fourth degree and may also be reported to the courts for potential legal action.

4) COUNTERFEIT CONTROLLED SUBSTANCES:

1. A counterfeit controlled substance or look-alike drug is defined as:
    a. Any drug that bears, or whose container or label bears a trademark, or trade name or other identifying mark used without authorization of the owner.
    b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed.
    c. Any substance other than a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or a price for which it is sold, or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell or offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with word or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

5) FIGHTING/ASSAULTS:

A student shall not act or behave in such a way as could cause physical injury to another student or staff member during school hours or at any event where the Amanda-Clearcreek Schools are represented.

6) DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY:

A student shall not cause or attempt to damage school, student, or school personnel's private property at any time.

7) TRUANCY:

Follow the link to the Attendance Policy on the Amanda-Clearcreek Schools website

8) TOBACCO:

Students, while under school supervision, or at any activity supervised by the school, shall not use or possess tobacco in any form anywhere on or about school property, or on school buses. This includes e-cigarettes and vaporizers. Lighting matches or lighters are also not permitted.

9) ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

The following are procedures for students found to be in violation of board policy related to alcohol use by students/student drug abuse. Early detection and intervention with students who may be harmfully involved with illegal drugs or alcohol is encouraged as follows:

1. When a student displays inappropriate behavior, a report of this behavior will be brought to the attention of the principal.

2. When the principal gathers sufficient data to indicate the student has established a pattern of inappropriate behavior, there will be a conference involving the student, parent or guardian, and principal. The purpose of this conference is to establish a plan leading to more constructive behavior.

3. If, in the opinion of the principal, a primary cause of the student's inappropriate behavior may be related to drug or alcohol use, parents will be advised to seek a drug/alcohol assessment.

4. For students who demonstrated evidence of use, the student and parent will be referred to community agencies and/or professionals approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and/or treatment.

The following procedures and penalties shall be in effect for students who are determined, through a school investigation, to be abusing/using or being in possession of illegal drugs, alcohol in the school building, on school property, or at school sponsored functions and activities.

1. Sale or distribution of illegal drugs or alcohol.
    a. The principal will contact the parents or guardians of the student who is selling or distributing illegal drugs or alcohol.
    b. The principal will notify the Fairfield County Sheriff's Department. All evidence and pertinent information will be submitted to the proper authorities.
    c. The principal will discipline the student for up to ten days and recommend to the Superintendent that the student be expelled.

2. Abuse, use or possession of illegal drugs and/or possession of Drug Paraphernalia - First Offense
    a. Charges may be filed with the Fairfield County Sheriff's Department and/or appropriate court against the student for use and/or possession.
    b. The student will be disciplined for up to ten days in accordance with due process

procedures.

c. Students who are willing to undergo a professional assessment may receive a reduction in the length of discipline and/or elimination of criminal charges. The assessment expense, if any, would be the responsibility of the student and his/her parents or guardians. The assessment would be conducted by an agency or professional approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and treatment.

3. For repeated offenses of abuse, use, or possession of illegal drugs or alcohol or possession of drug paraphernalia:
   a. The principal will discipline the student for up to ten days.
   b. The principal will recommend to the Superintendent that the student be expelled.
   c. The principal will file charges with the Fairfield County Sheriff's Department or the appropriate court against the student for use and/or possession.

4. Repeated offenses of the sale or distribution of illegal drugs or alcohol; abuse, use, or possession of illegal drugs, or alcohol; and/or the possession of drug paraphernalia shall be reviewed in the context of the student's age, maturity, and history of appropriate behavior since the first offense.

10) WEAPONS (POSSESSION):

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Board Policy: JFCJ

11) UNAUTHORIZED PUBLICATIONS:

Publications prepared by members of the student body for distribution to other students or faculty shall be under the supervision of one or more faculty members. Unauthorized publications are subject to disciplinary actions.

12) INSUBORDINATION:

A student shall not disregard or disobey reasonable directions or commands by school personnel. Students shall not act in a disrespectful manner toward school personnel. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

13) HARASSMENT

In recognition of all our students and staff the opportunity to learn and work in an environment that is safe and free from discrimination and harassment. Discrimination and harassment on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, or veteran status is not only illegal, it is unacceptable in the school community.

Discrimination: Treating a person differently than others based on that person's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, and/or veteran status.

Harassment: A type of discrimination that happens when verbal, physical, electronic, or other behavior based on a person's identity or identities interferes with that individual's participation in school activities and/or creates an environment that is hostile, intimidating, or abusive.

Below we have listed examples of harassment behaviors that are prohibited. This list is not comprehensive with regard to actions nor types of harassment.

Race or color-based harassment:

- Jokes, innuendos, racial slurs, offensive or derogatory remarks based on a person's color or perceived race.
- Physical conduct (e.g., excessive monitoring) based on a person's color or perceived race.
- Include electronic conduct (e.g., the creation, display, or distribution of racially offensive text, symbols or images) based on a person's color or perceived race.

Complicity: Knowingly aiding, assisting, promoting, or encouraging another person through your actions to commit an act of conduct that is prohibited

Retaliation: Acts or words taken (e.g., intimidation, threats, coercion, or unfavorable employment or educational actions) against a person because the person participated in good faith in:

- The reporting, investigation, or resolution of an alleged violation of the Policy
- Opposing rules, practices, or actions that the person reasonably believes are in violation of the Policy
- Requesting accommodations on the basis of religion or disability

Any form of sexual harassment of students or staff members is strictly prohibited. Students must report such incidents to teachers and/or principal as soon as possible.

a. SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal or physical conduct, or communication of a sexual nature.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX

Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or

"Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Theresa Pinkstock, Director of Curriculum and Instruction
Office address: 328 East Main Street Amanda, Ohio 43102
Email: tpinkstock@amanda.k12.oh.us
Phone number: 740-969-7250

Board Policy: ACAA

Sexual Harassment Grievance Process

The Board requires a grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

The grievance procedure can be located in board policy: ACAA-R

b. HAZING, BULLYING, CYBER-BULLYING, HARASSMENT, OR INTIMIDATION

Students shall not intentionally or persistently engage in written, physical, verbal, or non-verbal intimidation toward another student while at school or a school function.

Bullying includes, but is not limited to physically hitting, kicking, and/or shoving. Harassment examples include, but are not limited to verbal taunting and threatening, and/or non verbal gestures that cause another student harm, to be fearful for personal or property safety or creates an intimidating environment for a student.

Hazing means doing any act or coercing another, including the victim, to do any act of

initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout the policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Board Policy: JFCF

c. SEXTING

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

14) CHRONIC MISCONDUCT

Any student who habitually displays improper behavior or habitually violates established school/class rules falls into this category.

15) DISCIPLINARY ACTION/EXPULSION

Authority: Section 3313.662 of the Revised Code. Definitions:

a) Disciplinary action can include the removal from school for a period of one (1) to ten (10) days. The principal or superintendent in accordance to Section 3313.662 can give out of-school or in-school discipline.
b) Expulsion - the removal from school for a period longer than ten (10) days. (In some cases, it can be for one calendar year). The superintendent can give expulsion in accordance to Section 3313.662 of the Revised Code.
c) In-School Discipline – the removal of a student from attendance in regular class(es) and all other school sponsored activities, but with attendance at school required during the regular school day, for a period of time not to exceed ten (10) d) Emergency removal - the removal of a student from participation in school or in any school sponsored activities when such student's presence poses a continuing danger to persons or property of the education process in a curricular or extracurricular activity not to exceed twenty-four (24) hours.

Policy:

a) Disciplinary action and expulsion are to be administered for serious offenses. Serious offenses include,

BUT ARE NOT LIMITED TO:

1) Using, trafficking, possessing, or under the influence of illegal drugs other than medicinal reasons.
2) Using, possessing, or under the influence of alcoholic beverages.
3) Stealing, damaging, defacing, or dismantling school property.
4) Disruption of the educational process.
5) Assault on a school employee, another student, or non-student.
6) Harassing or threatening another student, including bullying, harassment, cyber-bullying, or sexting.
7) Acts of disrespect or insubordination.
8) Profanity
9) Use, possession, and/or transmission of alcohol, drugs, or tobacco.
10) Leaving the school building or grounds without the written permission of the Principal.
11) Cutting classes or study halls.
12) Unauthorized entry to any part of the school.
13) Fighting
14) Truancy
15) Possession and/or use of weapons or fireworks
16) Excessive tardiness.
17) Vandalism
18) Fraudulent signature or attempt to deceive a staff member or administrator.
19) Violation of the conditions of a disciplinary action
20) Setting a fire.
21) Theft
22) Laser pointers
23) Chronic misconduct
24) Violation of the Acceptable Use Policy

Disciplinary action or expulsion will occur only after due process supported by use preponderance of evidence standard

Disciplinary Action

When an infraction of school rule is reported, for which a student could be disciplined, the stated due process will be followed.

1) An attempt is made to notify the parent/guardian(s) by telephone or electronically (ie. email, Dojo, or other app) if discipline is issued.
2) The student will be presented with a NOTICE OF INTENDED DISCIPLINE. The notice will include: name of student, date, and reason for intended discipline.
3) The student will be granted an informal hearing. The hearing will include the following:
    a) Students will be notified as to what he/she is accused of and the basis for such accusation.
    b) The student will be permitted to explain his/her version of what took place.
    c) If there are discrepancies in the two (2) views of the incident, at the discretion of the disciplinary, other witnesses will be permitted to explain the incident as they saw it.
4) The student will be presented with a copy of NOTICE TO PARENT, GUARDIAN, and OR CUSTODIAN OF DISCIPLINE OF STUDENT.
5) An attempt is made to notify the parent/guardian(s) by telephone if discipline is issued.
6) A copy of this notice will also be sent to the parent, guardian, or custodian of the student, and a copy will be filed with the treasurer of the Board of Education. This notice shall include: name and address of parent, guardian, or custodian, name of student, period of discipline and reason for disciplinary action and notice of right to appeal.
7) The hearing may occur immediately following violation.
8) If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place whether within a classroom or elsewhere on school premises, a student may be disciplined without the notice and hearing requirements of the policy.
9) The parents, guardians, or custodians and the treasurer of the Board of Education will be notified within twenty-four (24) hours of the hearing whether the discipline will be put into effect. The notice will state the reason for discipline, the dates of discipline, the date of return to school, and the conditions of the discipline.
10) The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension
11) Disciplined students are not to be on or in school property, or in attendance at a school activity home or away during the period of discipline.
12) An appeal to a discipline can be made to the superintendent or superintendent's assignee. The appeal must be in writing and be submitted within ten (10) days after the notification of discipline. The appeal must contain the challenge to the reason for intended discipline and explanation of the student's actions.

Expulsion

Expulsion is a severe punishment. Removal of a student by expulsion requires a more formal procedure of due process.

a) The superintendent may expel a student from school. b) No student shall be expelled unless prior to an expulsion hearing the superintendent:
    1) Gives the student and his parent, guardian, or representative written notice of the intent to expel the student.
    2) Provides the student and his parent, custodian, or representative an opportunity to appear in person before the superintendent or his assignee to challenge the reasons for the intended

expulsion or otherwise to explain the student's action. 3) The notice will include the following:

a) The reasons for the intended expulsion.
b) Notification of the opportunity of the student or his parents, guardian, custodian, or representatives to appear before the superintendent or his assignee.
c) The purpose of the appearance before the superintendent will be:

1) To challenge the reasons for the intended expulsion.
2) To explain the student's actions.

NOTE: The above procedure is based on prosecuting attorney's opinions August 15, 1975; Goss vs. Lopez (43LW4175; 1975) sub. H.B. 421.

Dress Code

A dress code has been established to define what is/is not appropriate attire for school. Guidelines have been established to provide for safety, respect of others, and to help create a suitable environment for teaching and learning.

Hair

Hair should be clean and worn in such a way as to not disrupt the educational process. Disciplinary action may result at the discretion of the administration.

Jewelry/Piercing

There shall be no visible facial or body piercing. Students shall wear jewelry that is deemed appropriate and safe for school. Students shall not be permitted to wear studded collars or bracelets, dog collars or wallet chains. Nose, eyebrow, ear gauges, and tongue piercing shall also be prohibited.

Fit of Clothing

Pants- Pants shall be worn around the waist so that the pant material does not drag the ground, and so that the top of the shoes will be visible. No undergarments will be visible due to the "sagging" or poor fit of the pants.

Tops/Shirts

Spaghetti strap tops, muscle shirts and tank tops by themselves are strictly prohibited. All shirts must have sleeves. Shirts should not be excessively low cut in the front nor under the arms. They should not be excessively tight fitting or see through. All tops must be long enough to be tucked into your pants. There should be no midriffs showing.

Skirts/Shorts - All skirts, dresses and shorts must be at least mid-thigh length and should not be excessively tight fitting.

Examples of Appropriate/Inappropriate

- No cut-off shirts or bare midriffs. This means that tops should be able to be tucked into the top of the pants when standing still.
- No cut-off shorts are permitted. All shorts must have a hem and must be at least at least mid–thigh length
- Clothing shall be neat and in good repair. Clothing items that have rips or holes above the knees are not permitted.

- No clothing with inappropriate designs, suggestive or improper wording, and/or suggestive or inappropriate graphic images and artwork.
- Confederate flags or other racially derogatory images or slogans are not to be worn or displayed at school in accordance with legal precedent.
- Articles of clothing advertising or promoting drugs, tobacco, or alcohol products are prohibited at school and all school functions
- Lude or sexually suggestive slogans on clothing are prohibited at school and all school functions.
- P.J. Bottoms/Tops are not permitted (unless it is a specified spirit day)

Hats/Caps/Bandanas

Hats, caps, and bandanas are not to be worn during the school day. (The one exception to this rule would be students who need to wear these for medical reasons and have permission from the building principal.) Certain headwear may be appropriate to be worn on School Spirit Days or as an incentive with the approval of the building principal.

Shoes

Students shall wear safe, appropriate footwear for the educational environment. Flip flops are strongly discouraged in the primary and elementary due to potential safety problems at recess and on the stairs. Students may be prohibited from certain activities if there is a safety concern.

Consequences for violations

Each morning teachers will determine if students are adhering to the dress code. If a teacher feels that students are not dressed according to the code, the student will be sent to the office for disciplinary action.

Disciplinary action will be as follows:

1st offense - correct the problem and warning.
2nd offense –lunch/recess detention
3rd offense - Parents must bring new clothes to school or In-school discipline.

The authority for the decision concerning the appropriate dress and appearance of faculty and students shall be under the jurisdiction of the Superintendent and Principals. The decision of these Administrators should receive the full support of the AC Board of Education

Emergency Authorization Forms

Emergency authorization forms for each student must be filled out by the parent and kept on file in the elementary office. This form is needed to obtain emergency medical aid for your child if he/she is seriously injured or ill at school and the parent cannot be reached. If any of the information changes, please notify the office immediately. Remember to list work phones, cell phones, or other phone numbers on this form so that you can be reached quickly if you are not at home and an emergency occurs.

Emergency Medical Treatment

Parents are to inform the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. Emergency medical forms are provided by the school for this important information. Students failing to return a current emergency medical form will be recommended for exclusion from school after a month of attendance. Remember to list home phones, cell phones, and work phones on this form so you may be reached as quickly as possible should a medical emergency occur.

Emergency Plan

In the event of an emergency where it is deemed necessary to evacuate the building in order to provide for the safety of the student body and staff, the procedure outlined below will be followed:

1) Immediately notify the principal or superintendent.
2) If demonstrators are involved, talk to them and ask politely that they leave. If they refuse, tell them they are trespassing and law enforcement will be notified.
3) If necessary, the administration will notify all staff and students to leave the building by the nearest exit.
4) A comprehensive SCHOOL SAFETY PLAN has been developed to provide the staff with helpful strategies to implement in the event of a threat to the safety of the students.

Various situations and procedures are dealt with in the plan. The SCHOOL SAFETY PLAN is reviewed by the staff at the beginning of each school year, and at various times throughout the course of the school year. Drills will be held in accordance with state law, including fire, tornado and lock down drills.

English Learners

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who are English learners are identified, assessed and provided appropriate services.

Board Policy: IGBI

Equal Educational Opportunities

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

To file a complaint: Board Policy AC

Contact: Ashley Davis, Director of Curriculum and Instruction
Office address: 328 East Main Street Amanda, Ohio 43102
Email: adavis@amanda.k12.oh.us
Phone number: 740-969-7250

Field trips

Educational field trips are held during the school year. The Field Trip permission slip should be sent back to school to give your child permission to go on field trips. Parents will be expected to sign permission slips when children take field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school and the nature of the trip. The parent's signature does not remove any of the liability of the teacher.

Parents have a right to deny student participation. Emergency Medical Forms will accompany students on field trips. Students going on field trips are required to ride the bus to and from the school. Violation of this policy by a parent may jeopardize future field trips for the student. Students may be excluded from field trips due to outstanding fees, charges, and/or student behavior. – please refer to the fees section of the handbook.

Parents may volunteer to be chaperones for school field trips. Volunteers/Chaperones must be board approved prior to attending any field trips or activities. Elementary -Teachers may have one chaperone assigned to every 5 kids. Ex: 24 students - 5 chaperones may be used.

Invitations

Party Invitations-If students are sending invitations home, all students in the class are to receive an invitation or no students are to receive invitations.

Lost & Found

Many items are lost and found during the school year. All students are encouraged to take personal responsibility for their possessions. A lost and found receptacle will be maintained at the school. All lost items will be placed there and students who have lost an item should check there periodically. When too many items are collected an announcement will be made as to the date the receptacle will be emptied. Students will need to check the box at that time or items will be donated to charity. We encourage parents to label their child's items: coats, hats, lunch boxes and other personal items so as they can be returned to the child and not donated when the receptacle is emptied.

Lunch Program

(C.F.R. 245.5) – FEDERAL PROGRAM The Board of Education will annually adopt a policy regarding free and reduced-price lunches for needy students in accordance with standards established by the Ohio Department of Education. Students or parents desiring further information about this program should contact the Principal's office.

Lunch Information (cost, charges, packers, procedures, and wellness)
Parents are encouraged to apply for Free and Reduced Lunch.

Lunch may be paid for in advance or as students go through the lunch line. To add funds to a school account, visit My School Bucks link. A hot lunch is available to students each day. Students are given a Type A Lunch according to USDA guidelines for the National School Lunch Program and their cafeteria account is charged for the meal. The lunch prices are subject to change pending Board approval. The cafeteria commonly has extras that students may purchase each day. If a student wishes to purchase an extra item from the main entree (like a hamburger, pizza slice, etc.), there will be an additional cost. Students who bring a sack lunch to school may purchase milk. Menus are available on the district website "Food Services" page or available by request to the building secretary.

In keeping with the district's Wellness Policy, no soft drinks should be brought to school by students.

Students may not charge ala carte items.

Charge notes are sent home several times per year to students with a negative balance via email and/or paper. According to Policy JN, Diplomas will be held if charges are not paid in full.

According to Ohio Revised Code Section 3313.642, failure to pay fees can result in the District withholding grades cards, credits and diplomas.

Students are to conduct themselves in a proper manner in the cafeteria. They should remain in their seats while eating. No food is to be taken from the cafeteria.

Medical information

Contagious Illness

Your child must stay home from school if he has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious disease are: Chickenpox, flu, vomiting or diarrhea, strep throat, colds,

"runny nose", impetigo and "pinkeye". Therefore, they must be symptom free before returning to school.

Therefore, students must not return to school until they have been symptom free, and fever free (without the use of fever reducing medications) for 24 hours.

Immunization

Children who do not have evidence of proper immunization will be excluded from school after fourteen days, and until documentation of immunization is received by the school.

Head Lice

Students must be nit free before student is permitted on the bus or allowed reentry into school. Students who are diagnosed with head lice will be sent home. Students will not be permitted to ride the bus until the student has been checked by the School Nurse or Health Aide to see that they are nit free. Students will also be re-checked 14 days after initial nits/lice are found.

Medication at School Policy

Administering Medicine to Studnets

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

All medications to be administered at school must be brought to school, and if necessary, picked up at school, by the parents. At no time is the student to have medication on his/her person, with the exception of inhalers and epinephrine auto-injectors as noted below.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the labeled container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student requesting that the school nurse or an appropriate person to comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drugs.

Inhalers for Asthma

Students have the right to 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. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication, and, if a minor, from his/her parents. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student. The grandparent of a child attending school under a grandparent power of attorney or caretaker authorization affidavit may complete the written approval for the student to possess and use epinephrine auto-injectors.

Board Policy: JHCD, JHCD-R-1, JHCD-R-2, & JHCD-R-3

Sickness Concerns

Students who come to school sick accomplish nothing but exposing classmates to their illness. Under no circumstances should a child with a fever, an undiagnosed skin rash, pinkeye or diarrhea be sent to school. Students must be fever free without medication for 24 hours prior to returning back to school.

Life Threatening Allergies

Parents are responsible for informing the school/nurse's office of any life-threatening allergies that their child may have, such as bee stings, food allergies, latex, environmental…etc.

Parents are responsible for providing the school with Epi-pens or other life saving medications that the child may need while during school hours and a doctor's order on how the medication should be administered.

Illness while at school

During the course of the school day, students do become ill. Children who become ill at school can be better cared for at home by their parents. The school cannot take responsibility for the care of sick children. A health clinic has been provided in the office area. Students who become ill should report to the office after seeking permission (if possible) from their teacher. The school will release sick children only to the child's custodial parent or a person identified on the Emergency Medical Card or the Registration Card. Parents must provide the school with work phone numbers or cell phone numbers or information about where the parent can be reached during the day.

Parent and Family Involvement in Education

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged.

The regulations are to:

1. encourage strong home-school partnerships;

2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;

3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and

4. offer ways parents and family members or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Parent Teacher Organization - ACPTO
Each School Page; Primary and Elementary has a tab dedicated to Amanda Clearcreek PTO, labeled PTO. Here you will find active officers, events, how to get involved and other information about the organization

You may access the site with by clicking on the the following link: AC PTO

For more information email: acespto.ac@gmail.com

Poison Control
The Children's Poison Control Center's phone number is 1-800-222-1222

Playground Rules - Safety First -
Use common sense when playing. If you think you or someone else might get hurt, do not continue to play in that manner. Students are expected to be courteous with adults and other students. Students are to play in a safe manner on and with all playground equipment

Recess Determination
Students should go outside for recess whenever possible. On occasion, the weather will not permit outdoor recess. Students should be kept inside when weather conditions are hazardous or potentially hazardous to the students' safety and welfare. If the air temperature or wind chill temperature is twenty (20) degrees Fahrenheit or above and no moisture in the air, students will go outside on most occasions.

In order for a child to stay in from recess for a medical reason, a doctor's note is required. K-5 students should not be excluded from their recess time for incomplete work without prior parent contact.

Records
In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

Child Custody:
Parents are to inform the school anytime the custody of a child changes. The school will need

to see and copy court orders pertaining to a child's custody.

Confidentiality:
Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records. The District has designated the following information as directory information: student's name, address, phone number, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sports, honors and awards received, student weight and height if a member of an athletic team, and the most recent educational agency or institution attended.

Non-Custodial Parents Access to Records
A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them. The school will require the custodial parent to have a written confirmation placed in the student file to provide the stepparent with these rights.

See Board policies for further information on Student Records: JO, JO-R

Retention / Promotion
The promotion/retention of each Amanda-Clearcreek student is determined individually. The decision to promote a student or retain a student in a grade is made on the basis of being **"academically prepared"** by analyzing the following factors: report cards, Ohio Achievement test Scores, mental ability (as determined by an evaluation team report (ETR) , if applicable, age, previous retention(s), emotional and social development, social issues, attendance, and home conditions. No retention will take place without having gone through a Multi-Tier Support Systems unless as required by the Third Grade Reading Guarantee.

"Academically prepared" as used in this policy, means that the principal, in consultation with the student's teacher(s), has reviewed the student's performance on the critical objectives stated above for the current school year and has concluded that in his/her judgment, as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level. Final decisions rest with the

Promotion procedures demand continuous analysis and study of the cumulative student case history records to determine that a majority of the following criteria are achieved.

Guidelines include the following elements:

1. Students in grades 3-8 must pass state achievement tests as determined by the State of Ohio Department of Education*.
2. A student who is suspected of having a disability and has been assessed by way of an ETR or will be assessed by way of an ETR may be promoted.
3. A student whose age level appropriateness is best suited in the next grade level may be promoted.
4. A student who has had a previous retention or more than one previous retention may be promoted.
5. A consultation with the student's teacher may be considered to determine academic preparedness.
6. A student who is present 90% or more of the year may be promoted.

7. No conditional promotions are permitted.

*By law, all students in Kindergarten through Third Grade are required to meet the requirements of the Third Grade Reading Guarantee.

Any student retained by the third grade guarantee is eligible to be promoted to fourth grade before January 1st when proficiency is demonstrated on the district selected assessment.

School Closing Delays, Dismissals

Please monitor local radio, television stations, school websites, and/or school social media sites as they will announce all changes in the school day caused by bad weather or other emergencies. A One- Call message will be sent to all parents with information regarding delays and closings.

Do not call the school, teachers, bus drivers, principals, or the superintendent to find out if school will be held.

The school telephone lines must be kept open so that communication can flow properly. All students should know what to do in the event of an early dismissal. We cannot have the children call from the school.

Special Education

A parent or guardian may contact the student services if they have questions pertaining to special education and services.

Information can be found on the district's website under Student Services found in the "Our District" tab.

The following are board policies that govern special education: IGBA, IGBA-R, IGBAA, JGF, JGF-R

Staff - Student Relations

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context

More information can be found in Board Policy on Staff - Student Relations: GBH

Student Surveys

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in

Board-approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

More information can be found in Board Policy on student surveys: JOA

Teacher's Qualifications

As a parent or guardian of a child at Amanda Clearcreek Local Schools you may request information on the professional qualifications of each classroom teacher who provides instruction to your child.

Title IX -Sexual Harassment

The Title IX coordinator is

Ashley Davis
Amanda-Clearcreek Local Schools
328 East Main Street
Amanda, Ohio 43102
740-969-7250
adavis@amanda.k12.oh.us

Nondiscrimination on the Basis of Sex policy: ACA
Sexual Harassment policy: ACAA
Sexual Harassment Grievance Process: ACAA-R

Telephone Use

The telephone in the office is used to conduct school business. The line is shared with other offices in the building. It is available to students only for emergencies. Forgotten books or assignments, band instruments, lunches, etc. are not considered emergencies.

Teachers will not be called to the phone from class for personal calls. Messages will be given to teachers and return calls will be made when teachers have an opportunity. Students are not permitted to use the telephones in the classrooms, nor are they permitted to use cell phones. Please do not expect the school staff to get messages to your child at the end of the day. Make arrangements with your child for the day before they come to school.

Toys / Personal Possessions

Cameras, radios, disc players, electronic games, balls, toys, MP3 players, laser pens, trading cards and other items of this type are not to be brought to school unless they have a purpose in the classroom and/or the child's teacher has given permission according to school policy. Such articles cause distractions in the classroom and supervision problems on the playground. The school cannot take responsibility for personal items that are broken, damaged or stolen at school. Students using or in possession of these items will be asked to turn them over to the principal. Students may be permitted to retrieve these items at the end of the school day. If this is a recurring problem, parents will be required to retrieve the item.

Transfer of Students

The Board of Education shall not assume the tuition payment of resident students wishing to transfer from the Amanda Clearcreek School District to another school district for attendance purposes unless the student

requires a special education program not available in the Amanda-Clearcreek school district.

Video Surveillance

The school grounds are under 24 hour video surveillance.

Visitors

As a parent, you are always welcome to visit your child's school. However, if you plan to visit a classroom/cafeteria, please notify the teacher in advance. If you wish to confer with your child's teacher, please call the school office and the teacher can return your call and make an appointment that fits both of your schedules. Whenever a teacher is interrupted during school hours, every child is deprived of instructional time.

If you are bringing birthday treats for your child, please notify the teacher in advance.

ALL VISITORS ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. ALL VISITORS ARE EXPECTED TO FOLLOW ALL SCHOOL RULES. VISITORS WILL BE ISSUED BADGES IF THEY NEED TO GO TO THE CLASSROOMS. TEACHERS HAVE BEEN INSTRUCTED TO ASK VISITORS TO REPORT TO THE OFFICE IF THEY DO NOT HAVE A BADGE. STUDENTS AND TEACHERS NEED TO BE PROTECTED FROM INTERRUPTION AND FOR THEIR SAFETY AND WELL-BEING.

ACCEPTABLE USE AGREEMENT FOR STUDENTS
Amanda-Clearcreek Local Schools Computer
Network and Internet
Acceptable Use Policy and Agreement
APPENDIX B FILE: EDE & EDE-R

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school

nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be

offensive to other users. Illegal activities are strictly forbidden.

2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

<u>Failure to Follow Policy and Breach of Agreement</u>

The **user's** use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action.

Warranties/Indemnification

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, in the case of the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff, harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Important Contact Information

Primary School Phone: 740-969-7254
Primary Fax # 740-969-3086 (Please address: Attention ACP)

Elementary School Phone: 740-969-7253
Elementary Fax # 740-969-4764 (Please address: Attention Elementary School)

Office Contacts

Michelle Fraley, Primary School Principal – mfraley@amanda.k12.oh.us
Cortney Ralph, Primary/Elementary Social Worker - cralph@amanda.k12.oh.us
Ashley Mount, Primary School Secretary - amount@amanda.k12.oh.us
Ashley Jimmo, Elementary School Secretary - ajimmo@amanda.k12.oh.us

District Level Contacts

Lyle Campbell, Transportation Coordinator - lcampbell@amanda.k12.oh.us
David Hanning, Special Education Director – dhanning@amanda.k12.oh.us
Kelly Hock, Technology Coordinator – khock@amanda.k12.oh.us
Kimberly Deerfield, Cafeteria Coordinator - kdeerfield@amanda.k12.oh.us
Emily Leist, School Nurse- eleist@amanda.k12.oh.us