



**Delaware City Schools
Board of Education Meeting
3/16/2026
Regular Meeting
Willis Education Center
6:00pm**

MISSION STATEMENT

The Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society. We will build on our traditions, respect our diversity and partner for a strong community.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item, "Public Participation."

1.0. Opening

1.1. Call to Order and Roll Call

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

** Denotes Student Board Member*

1.2. Salute the Flag

1.3. Adoption of Agenda

I recommend we adopt this agenda as presented.

Moved by _____ seconded by _____ to adopt this agenda as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

1.4. Executive session

I recommend the Board to enter into executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

Moved by _____ seconded by _____ to enter into executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

Roll call resulted as follows:

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

President _____ declared the Board in executive session at _____.

Moved by _____ seconded by _____ to exit out of executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

President _____ declared the Board out of executive session at _____.

Roll call resulted as follows:

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

1.5. Approve Minutes Exhibit A

With your agenda you have received the minutes of the February Board meeting.

Moved by _____ seconded by _____ to approve the minutes of the 2/9/2026 Board meeting as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

1.6. Recognitions and Presentations

2.0. Reports

2.1. Unions

- A. DCEA
- B. UE
- C. OAPSE

2.2. Superintendent

- A. Departmental Updates
- B. Student Board Member

2.3. Treasurer/CFO

2.4. Legislative Update

2.5. Board Request

2.6. Public Comment

PUBLIC COMMENT AT BOARD MEETINGS

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. The Board offers public participation to members of the public in accordance with the procedures below. The Board applies these procedures to all speakers, and does not discriminate based on the identity of the speaker, content of the speech, or viewpoint of the speaker.

The Board is also committed to conducting its meetings in a productive and efficient manner that assures that the regular agenda of the Board is completed in a reasonable period of time, honors the voluntary nature of the Board's time and using that time efficiently, and allows for a fair and adequate opportunity for input to be considered. Consequently, public participation at Board meetings will be governed by the following principle:

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the designated public participation portion(s) of a meeting.
- C. Attendees must register their intention to participate in the public participation portion of the meeting upon their arrival at the meeting.
- D. Participants must first be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to five (5) minutes duration, unless extended by the presiding officer.
- F. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 1. Interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest).
 2. Request any individual to leave the meeting when that person does not observe reasonable decorum or is disruptive to the conduct of the meeting;
 3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the conduct and/or orderly progress of the meeting;
 4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. Waive these rules.

The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

Legal R.C. 3313.20
Revised 11/15/2021

3.0. Consent Agenda

3.1. Pupils

A. Approve High School Graduates

1. I recommend the Board approve the following students as Hayes High School graduates due to completion of all graduation requirements:

Izeyah Boose	Tyrese Carter
Tyle Davis	Laya Salinas
Michael Pratt	Ian Schuette
Kaylie Stegner	

3.2. Curriculum Exhibit B and Exhibit C

A. Approve Middle School and Elementary School 2026-2027 Student Handbook

I recommend the Board approve the proposed Middle School and Elementary School 2026-2027 Student Handbook as presented.

B. Approve the Delaware Hayes High School 2026-2027 Student Handbook

I recommend the Board approve the proposed Delaware Hayes High School 2026-2027 Student Handbook as presented.

3.3. Personnel

A. Approve Resignations

1. Certified Staff

Approve and accept the resignation of the following individuals:

Lillian Breese	Intervention Specialist Schultz	Last day of work 3/2/2026
Michelle Burkart*	Literacy Coach Carlisle	Last Day of work 5/29/2026
Laurie Dodez*	Speech-language Pathologist Conger	Last day of work 5/28/2026
Samuel Jaffee	Math Teacher Hayes	Last Day of work 5/28/2026

Ao Lin	Speech-Language Pathologist Schultz	Last day of work 5/28/2026
Anita Mollica*	Intervention Specialist St. Mary's School	Last day of work 5/28/2026

****For Retirement Purposes***

2. Classified Staff

Approve and accept the resignation of the following individuals:

Carol Bull*	Educational Assistant Hayes	Last day of work 3/27/2026
Caitlin Ezell	Educational Assistant Conger	Last day of work 3/6/2026
Amy Ferguson	Educational Assistant Woodward Pre-K	Last day of work 5/27/2026
Michele Hackett*	Educational Assistant Carlisle	Last day of work 5/27/2026
Katlyn Lanz	Educational Assistant Woodward	Last day of work 2/11/2026
Randy Pflug*	Bus Driver Transportation	Last day of work 5/27/2026
Kathleen Ulmer*	Cook/Cashier Woodward	Last day of work 5/28/2026

****For Retirement Purposes***

3. Classified Substitute

Approve and accept the resignation of the following individuals:

George Adams	Last day of work 2/24/2026
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B. Approve Employment

1. Classified Staff

Approve classified employment for the 2025-2026 school year specifically conditioned on and subject to acceptable background checks, receipt and final administrative review and approval of all application records, receipt of all other necessary documentation and licensure (if applicable).

Current assignments are as follows:

George Adams	Bus Driver Transportation	\$24.89 per hour, Step #5 Effective 2/25/2026
Sarah Cook	Educational Assistant Ohio School for the Blind	\$21.60 per hour, Step #8 Effective 3/9/2026
Cynthia Chaney	Educational Assistant Woodward	\$18.59 per hour, Step #3 Effective 3/16/2026
Tiffany Robertson	Administrative Assistant Willis	\$22.13 per hour, Step #6 Effective 3/16/2026

2. Retire/Rehire

I recommend the Board employ Laura Hallett as the Payroll and Benefits Supervisor on a .40 FTE calendar from March 16, 2026 to July 31, 2026 at Step 10 on the Administrative CLS2 Salary Scale for 40 remaining days of the contract at the total of \$13,117.68.

C. Approve Supplemental Contracts for the 2025-2026 School Year

Approve the following supplemental employment for the 2025-2026 school year specifically conditioned on and subject to acceptable background checks, receipt and final administrative review and approval of all application records, receipt of all other necessary documentation, and Pupil Activity Permit (if applicable):

LAST NAME	FIRST NAME	SUPPLEMENTAL	BUILDING	2025-26 SALARY
Bloom	Dennis	Baseball Head Coach 7th Grade Boys	DEMPSEY	\$4,135.67
Carpenter	Christopher	Choreography Singers	HAYES	\$4,652.63
Cribbs	Cobie	Baseball Head Coach 8th Grade Boys	DEMPSEY	\$3,101.75
Farahay	Benjamin	Lacrosse Head Coach 7th & 8th Grade Boys	DEMPSEY	\$3,618.71
Fenton	Anna	Lacrosse Head Coach 7th & 8th Grade Girls (0.25 FTE)	DEMPSEY	\$775.44
Francisco	Hannah	Track Assistant Coach Varsity Boys and Girls (0.5 FTE)	HAYES	\$1,550.88
Groth	Tyler	Lacrosse Head Coach Freshman Boys (0.50 FTE)	HAYES	\$1,550.88
Hawbaker	Peyton	Softball Head Coach Freshman Girls (0.50 FTE)	HAYES	\$1,550.88
Hering	Stephen	Tennis Head Coach 7th and 8th Grade Boys (0.50 FTE)	DEMPSEY	\$1,550.88
Howey	Braleay	Cheerleading Head Coach 8th Grade Winter	DEMPSEY	\$2,584.79
Kitts	Nicholas	Track Assistant Coach 7th & 8th Grade Boys	DEMPSEY	\$3,101.75

		and Girls		
Malivuk	Justin	Track Assistant Coach 7th & 8th Grade Boys and Girls	DEMPSEY	\$2,584.79
Malivuk	Trisha	Track Assistant Coach 7th & 8th Grade Boys and Girls	DEMPSEY	\$2,584.79
Manion	Kyle	Track Assistant Coach Varsity Boys and Girls (.25 FTE)	HAYES	\$775.44
Morgan	David	Softball Head Coach 8th Grade Girls	DEMPSEY	\$5,169.59
Taylor	Clayton	Baseball Assistant Coach 8th Grade Boys Volunteer	DEMPSEY	Volunteer
Wheeler	Kyra	Lacrosse Head Coach 7th & 8th Grade Girls (0.25 FTE)	DEMPSEY	\$775.44
Woollem	Hunter	Baseball Head Coach Freshman Boys (0.50 FTE)	HAYES	\$1,550.88

D. Approve Supplemental Contract Adjustment

1. I recommend the Board approve the Salary Adjustment for Nicole Steffanni - Lacrosse Head Coach 7/8 Grade Girls

Originally went to Board on 2/9/2026

Lacrosse Head Coach 7/8 Grade Girls Group 6, Step 1, \$3101.75. 1 FTE

Adjustment

Lacrosse Head Coach 7/8 Grade Girls Group 6, Step 1, \$1550.88, .50 FTE

2. I recommend the Board approve the Salary Adjustment for Brooke Decker - Career Exploration Teacher - Dempsey M.S.

Originally went to Board on 7/14/2026

Career Exploration Teacher for MA+15, Step 0, .50 FTE \$28,197.75

Effective date 8/8/2025

Career Exploration Teacher MA, Step 1 .50 FTE \$27,156.78

E. Approve Leave of Absence

I recommend the board approve an unpaid medical leave of absence for Leslie Kress from February 2, 2026 – May 28, 2026.

F. Approve Extended Time/Days

I recommend the Board approve extended days for at the regular per diem rate, not to exceed (10) days, during the service dates of June 1, 2026 to June 6, 2026 as an Ohio Valley Leadership School employee.

Matthew O'Brien
James Worstell

G. Approve Stipend Correction

I recommend the Board approve a stipend correction for Extended Learning Opportunity at Dempsey Middle School for the following teachers:

Jodi Breakey
Cari Floehr
Elizabeth Maclehose
Kristen Reynolds

Tabitha Cook
Alyssa Garrison
Ann Puthoff

Originally approved on the
January 12, 2026 Board Agenda
\$28.00 per hour NTE 41 hours
November 11, 2025 - April 30, 2026

Correction
per diem rate NTE 41 hours
November 11, 2025 - April 30, 2026

3.4. Financial

A. Declare Transportation Impractical and Approve Payment in Lieu of Providing Transportation

Pursuant to the requirements established in Ohio Revised Code Chapter 3327.02 the procedures set forth by the Ohio Department of Education, it is recommended that bus transportation for students listed to their chosen schools be declared impractical for the 2025-2026 school year, and that payment in lieu of transportation be offered to the parents/guardians at the state approved rate:

Children of the following Parent(s)	School
Rebekah Huber	Grace Community School

3.5. Approve Membership in OHSAA

I recommend the Board approve membership in the Ohio Athletic Association for the 2026 - 2027 school year as presented. Exhibit D

3.6. Donations

I recommend the Board approve and accept the following donations:

- A. Numerous donors given in memory of Brigit Porteus, Monetary, valued at \$960.00, for the purpose of Dempsey Drama Department.
- B. Schultz Elementary PTO, Monetary, valued at \$1055.25, for the purpose of providing supplies and materials for the Willis Pacer space.

- C. Jon Funk, Monetary, valued at \$50.00, for the purpose of assisting with school lunches at Woodward Elementary school
- D. Tom Scaffer, Monetary, valued at \$500, for the purpose of supporting the Hayes high school students in the Business Professionals of America organization.

CONSENT ACTION:

Moved by _____ seconded by _____ to approve all of the consent items as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

3.7. I recommend the Board approve a resolution to declare the items listed below as surplus to the needs of the District and to be disposed of in accordance with Board Policy.

QTY.	Item	Tag#	Description
35	Cisco Meraki MS350-48FP	34340 34322 34342 34331 34319 34325 33506 34338 34320 34323 34344 33503 34347 33502 34333 34339 33507 34341 34321 33504 34348 34318 34346 34335 34316 34332 34328 34317 34329 34324 33508 34326 34327 33501 34330	replaced due to age and condition
3	Cisco Meraki MS320-48LP-HW	27112 27110 27111	replaced due to age and condition
2	Cisco Meraki MS22P	21874 22167	replaced due to age and condition
2	Cisco Meraki MS42P-HW	22610 21865	replaced due to age and condition
1	Cisco Meraki MS42P-HW	23867	replaced due to age and condition
2	Cisco Meraki MS425-32	30081 34350	replaced due to age and condition
2	Amer Networks SS2GR48I	11811 11820	replaced due to age and condition
1	Dell PowerConnect 3348	05878	replaced due to age and condition
1	Cisco Meraki MX90	21878	replaced due to age and condition

2	HP ProCurve 2900-24G	11670 15823	replaced due to age and condition
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4.0. Action Items

4.1. Approve Deaf Services Center Service & Rate Agreement Exhibit E

I recommend the Board approve the agreement with Deaf Services Center for interpreting and/or captioning services from July 1st, 2025 through June 30th, 2026 as presented.

Moved by _____ seconded by _____ to approve the agreement with Deaf Services Center for interpreting and/or captioning services from July 1st, 2025 through June 30th, 2026 as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

4.2. Approve The Bonner Academy at The Buckeye Ranch 2025-2026 School Year Agreement - Exhibit F

I recommend the Board approve the agreement with The Bonner Academy at The Buckeye Ranch for educational services for the 2025-2026 school year for 3 seats as presented.

Moved by _____ seconded by _____ to approve the agreement with The Bonner Academy at the Buckeye Ranch for educational services for the 2025-2026 school year for educational services for the 2025 – 2026 school year for 3 seats as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

4.3. Approve Second Reading and Approval of Board Policies as presented. Exhibit G

I recommend the Board approve Board Policies as presented.

<u>Policy</u>	<u>Topic</u>	<u>Type</u>
po2430.02	Participation of Community/Stem School Students in Extracurricular activities	Revised
po3130	Assignment and Transfer	Revised
po5130	Withdrawal from School	Revised

po5410	Promotion, Academic Acceleration, Placement and Retention	Revised
po6152	Student Fees, Fines, and Charges	Technical Correction
po6830	Audit	Revised
po8400	School Safety	Revised
po8462	Student Abuse and Neglect	Revised
po1623	Section 504/ADA Prohibition Against Disability Discrimination in Employment	Technical Correction
po2260	Nondiscrimination and Access to Equal Educational Opportunity	Technical Correction
po2260.01	Section 504/ADA Prohibition Against Disability Discrimination based on Disability	Technical Correction
po3123	Section 504/ADA Prohibition against Disability Discrimination in Employment	Technical Correction
po4123	Section 504/ADA Prohibition against Disability Discrimination in Employment	Technical Correction

Moved by _____ seconded by _____ to approve Board Policies as presented.

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

4.4. Approve Board Policy for Food Service as presented

I recommend the Board approve the waiving of the first reading of policy 8500 Food Service and approve policy 8500 Food Service due to the March 20, 2026 deadline set by the Ohio Department of Education and Workforce as presented.

Moved by _____ seconded by _____ to approve the waiving of the first reading of policy 8500 Food Service and approve policy 8500 Food Service due to the March 20, 2026 deadline set by the Ohio Department of Education and Workforce as presented

- _____ Mr. Backus (President)
- _____ Mrs. Gasaway (Vice-President)
- _____ Ms. Harris
- _____ Mr. Wiener
- _____ Mrs. Buckerfield
- _____ Ms. Fitzharris*

4.5. Approve The Execution of an agreement with Steed Hammond Paul, INC. for the capital Improvement Project Exhibit H

Approve The Execution of an agreement with Steed Hammond Paul, INC. for the capital Improvement Project as presented.

Moved by _____ seconded by _____ to approve the
Approve The Execution of an agreement with Steed Hammond Paul, INC. for the capital
Improvement Project as presented.

_____ Mr. Backus (President)
_____ Mrs. Gasaway (Vice-President)
_____ Ms. Harris
_____ Mr. Wiener
_____ Mrs. Buckerfield
_____ Ms. Fitzharris*

5.0. Superintendents Comments

6.0. Board Comments

7.0. Calendar

- March 19-21- Hayes Musical The Descendants
- March 30-April 3 - Spring Break
- April 6- No School Conference Adjustment day
- April 14- Kindergarten Information Night at all Elementary Schools
- April 29 - SAVE THE DATE - Years of Service/Retirement Celebration

8.0. Adjournment

8.1. I recommend this meeting be adjourned.

Moved by _____ seconded by _____ to adjourn
this meeting.

_____ Mr. Backus (President)
_____ Mrs. Gasaway (Vice-President)
_____ Ms. Harris
_____ Mr. Wiener
_____ Mrs. Buckerfield
_____ Ms. Fitzharris*

EXHIBIT

A



**Delaware City Schools Board of Education
Minutes of 2/9/2026
Regular Meeting
Willis Education Center
6:00pm**

2026-MR 1.0 Opening

2026-MR 1.1 Call to Order and Roll Call

The Delaware City Board of Education met in Regular session on February 9, 2026 at 6:00pm at the Willis Education Center.

Members present on roll call were:

Mr. Backus (President)
Mrs. Gasaway (Vice-President)
Mr. Wiener
Mrs. Buckerfield
Ms. Fitzharris*

Ms. Harris - not present

2026-MR-1.2 Salute the Flag

2026-MR-1.3 Adoption of Agenda

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to adopt this agenda as presented.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-1.4 Approve Minutes

Moved by Mrs. Buckerfield, seconded by Mr. Wiener to approve the minutes of the January 12, 2026 regular meeting.

Roll call resulted as follows: Mrs. Buckerfield, yea; Mr. Wiener, yea; Mr. Backus, yea; Mrs. Gasaway, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-1.5 Approve Financial Reports

Moved by Mr. Wiener, seconded by Mrs. Gasaway to approve the December Financial Reports as presented.

Roll call resulted as follows: Mr. Wiener, yea; Mrs. Gasaway, yea; Mr. Backus, yea; Mrs. Buckerfield, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-1.6 Recognitions and Presentations

- Club Hockey - Presentation regarding the establishment of a Club Hockey Team at Hayes High School, with the intention of developing it into a varsity sport in the future.

2026-MR-2.0 Reports

2.1. Unions

- A. DCEA - Reported on the results of the leadership survey. Discussion included the need for educators to have a clear and consistent system for addressing student behavior concerns, improved support for substitute teachers, consideration of building size, and evaluation of student-to-teacher ratios.
- B. UE - No report.
- C. OAPSE - No report.

2.2. Superintendent

- Recognized several student achievements, including participation in the AFJROTC Drill Meet, Hayes In The Know Tournament win, Dempsey Honors Orchestra, Basketball and Cheer Senior Night, Wrestling tournament win, and recognition of three recent graduates.
 - Mr. Pomeroy reviewed the RFQ evaluation process and recommended the selection of SHP as the architectural firm to partner with the District. He explained that SHP would assess the District's current facilities and assist in developing a comprehensive Facilities Master Plan, with a strong emphasis on gathering and incorporating community input throughout the process.
- A. Departmental Updates
 - a. Facilities, Transportation, and Food Service - Open work orders are being addressed by the Facilities Department in a timely manner. Expressed gratitude to the Transportation Department for their efforts during challenging weather conditions. The Food Service Department is realigning staff as necessary to meet operational needs.
 - b. Human Resources - The consent agenda was presented for approval. Mr. Nadeau appreciates the collaborative effort from the unions.
 - c. Student Board Member - Ms. Fitzharris reported on Youth in Government Day, recognition of a Staff Member of the Month by Student Council, a blood drive organized as part of a student scholar project, and the installation of new AED signage at Hayes.

2.3. Treasurer/CFO

- CFO Corwin presented the December financial statements for review.
- Discussed the retire/rehire of the payroll and benefits supervisor.
- Presented action items 5.2, 5.3, and 5.4 for consideration.
- Forecast Presentation - CFO Corwin presented the updated Five-Year Forecast.

2.4. Legislative Update - Mr. Pomeroy provided updates on Ohio House Bill 485 and Ohio House Bill 486, noting their potential impact on the 2026–2027 school year. He also discussed Ohio Senate Bill 19, focusing on math achievement.

2.6. Board Request - No report.

2.5. Public Comment

- Kyle Henry, 2260 Red Barn St, Delaware - Resident

2026-MR-3.0 Consent Agenda

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to approve all of the consent items as presented.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-3.1 Pupils

A. Approve High School Graduates

1. I recommend the Board approve the following students as Hayes High School graduates due to completion of all graduation requirements:

Suann Adams Rivera River Corcoran
Sarah Foley

B. Approve Overnight Field Trips

1. The Ohio Scholastic Media Associations State Journalism Convention
I recommend the Board approve the students of the Hayes Talisman and Delhi Staff for an overnight field trip from 4/24/2026 to 4/25/2026 to the The Ohio Scholastic Media Associations State Journalism Convention in Kent, Ohio as presented.
2. The OHSAA State Diving Competition for the Pacer Swim and Dive Team Exhibit D

I recommend the Board approve the students of the Hayes Pacer Swim and Diving team for an overnight field trip from 2/24/2026 to 2/25/2026 to the OHSAA State Diving Competition in Canton, Ohio as presented.

3. The OHSAA State Diving Competition for the Pacer Swim and Dive Team Exhibit E

I recommend the Board approve the students of the Hayes Pacer Swim and Diving team for an overnight field trip from 2/26/2026 to 2/28/2026 to the OHSAA State Diving Competition in Canton, Ohio as presented.

2026-MR-3.2 Personnel

2026-MR-3.2A Approve Resignations

A. Approve Resignations

1. Certified Staff

Approve and accept the resignation of the following individuals:

Collin Wittig	Social Studies Teacher	Last Day of Work
2/27/2026	Hayes	

2. Classified Staff

Approve and accept the resignation of the following individuals:

Elizabeth Link	Bus Driver Transportation	Last day of work 2/2/2026
Patricia Montgomery	Administrative assistant Willis	Last Day of Work 1/19/2026
Janet Seese	Educational Assistant Carlisle	Last Day of work 5/28/2026
Robert Summerfield	Bus Driver Transportation	Last Day of Work 2/2/2026

Classified Substitute

Approve and accept the resignation of the following individuals:

2026-MR-3.2B Approve Employment

1. Classified Staff

Approve classified employment for the 2025-2026 school year specifically conditioned on and subject to acceptable background checks, receipt and final administrative review and approval of all application records, receipt of all other necessary documentation and licensure (if applicable).

Current assignments are as follows:

Janice Gleich	Educational Assistant Smith	\$22.79 per hour, Step 10 Effective Date 2/2/2026
Renee Hunt	Cook/Cashier Dempsey	\$17.37 per hour, Step 2 Effective Date 2/6/2026
Paula Reed	Cook/Cashier Hayes	\$16.97 per hour, Step 1 Effective Date 2/9/2026
Michelle Wise	Executive Administrative Assistant Willis	\$33.54 per hour, Step 12 Effective Date 3/2/2026

2026-MR-3.2C Approve Supplemental Contracts for the 2025-2026 School Year

Approve the following supplemental employment for the 2025-2026 school year specifically conditioned on and subject to acceptable background checks, receipt and final administrative review and approval of all application records, receipt of all other necessary documentation, and Pupil Activity Permit (if applicable):

LAST NAME	FIRST NAME	SUPPLEMENTAL	BUILDING	2025-26 SALARY
Adkins	Piper	Lacrosse Head Coach JV Girls	HAYES	\$3,101.75
Alexander	Noah	Lacrosse Assistant Coach Varsity Boys (0.50 FTE)	HAYES	\$1,809.36
Anaple	Kempter	Track Assistant Coach Varsity Boys and Girls (0.25 FTE)	HAYES	\$775.44
Barton	Chloe	Softball Head Coach Freshman Girls (0.50 FTE)	HAYES	\$1,809.36
Blanchard	Haleigh	Track Assistant Coach Varsity Boys and Girls (0.75 FTE)	HAYES	\$2,714.03

Brookover	Wayne	Track Assistant Coach Varsity Boys and Girls	HAYES	\$3,618.71
Broussard-Nash	Jahi	Track Assistant Coach Varsity Boys and Girls	HAYES	\$3,101.75
Crouch	Joseph	Track Assistant Coach Varsity Boys and Girls	HAYES	\$3,618.71
Daniel	David	Softball Assistant Coach Varsity Girls	HAYES	\$3,101.75
Goebbel	Kaci	Lacrosse Assistant Coach Varsity Girls	HAYES	\$3,101.75
Harry	Melanie	Track Head Coach 7th & 8th Grade Girls	DEMPSEY	\$4,135.67
Hibinger	Gary	Tennis Head Coach Varsity Boys	HAYES	\$5,686.55
Higgins	Paul	Facility Site Manager Spring	HAYES	\$5,169.59
Houck	Andrew	Lacrosse Head Coach JV Boys (0.50 FTE)	HAYES	\$1,550.88
Jantz	Riley	Track Head Coach Varsity Girls	HAYES	\$6,720.46
Jenkins	Devin	Lacrosse Head Coach Freshman Girls (0.50 FTE)	HAYES	\$1,550.88
Lewis	Phoebe	Softball Head Coach JV Girls	HAYES	\$4,135.67
Meikrantz	David	Baseball Head Coach Varsity Boys	HAYES	\$7,754.38
Milligan	Meredith	Wrestling Assistant Coach 7th & 8th Grade Boys & Girls	DEMPSEY	\$2,584.79
Peck	Nathan	Track Head Coach Varsity Boys	HAYES	\$5,686.55
Pope	Logan	Volleyball Head Coach JV Boys	HAYES	\$3,101.75
Sanfillipo	Anthony	Lacrosse Head Coach Varsity Boys	HAYES	\$6,720.46
Sanfillipo	Joseph	Lacrosse Assistant Coach Varsity Boys (0.50 FTE)	HAYES	\$1,809.36
Schomer	Craig	Track Assistant Coach Varsity Boys and Girls	HAYES	\$3,101.75
Schumacher	Samuel	Lacrosse Head Coach Freshman Boys (0.50 FTE)	HAYES	\$1,550.88
Spohn	Stuart	Lacrosse Head Coach Freshman Girls (0.50 FTE)	HAYES	\$1,550.88
Steffanni	Nicole	Lacrosse Head Coach 7th & 8th Grade Girls	DEMPSEY	\$3,101.75
Stewart	Erin	Track Assistant Coach Varsity Boys and Girls (0.75 FTE)	HAYES	\$2,326.32
Swisher	Mariah	Volleyball Coach Boys Volunteer	HAYES	Volunteer
Thomas	Mark	Softball Head Coach Varsity Girls	HAYES	\$7,754.38
Tumey	Ian	Baseball Assistant Coach Varsity Boys	HAYES	\$4,135.67
Tumey	Danny	Baseball Head Coach Freshman Boys (0.50 FTE)	HAYES	\$1,550.88
VanGundy	Joshua	Lacrosse Head Coach Varsity Girls	HAYES	\$5,686.55
Whitaker	Clayton	Volleyball Head Coach Varsity Boys	HAYES	\$7,754.38

2026-MR-3.2D Approve Classified Staff Supplemental Contract

1. I recommend the Board approve Nathan Cornell as the Track Assistant Coach Varsity Boys and Girls, at the current State Minimum Wage. Total to be paid not less than \$3,101.75.
2. I recommend the Board approve Dianna Hibinger as the Tennis Head Coach JV Boys, at the current State Minimum Wage. Total to be paid not less than \$5,169.59.

3. I recommend the Board approve Logan Keeder as the Baseball Head Coach JV Boys, at the current State Minimum Wage. Total to be paid not less than \$2,584.80 (0.50 FTE).
4. I recommend the Board approve Kayla Kuno as the Track Head Coach 7th & 8th Grade Boys, at the current State Minimum Wage. Total to be paid not less than \$4,135.67.
5. I recommend the Board approve Frank Sanfillipo as the Lacrosse Head Coach JV Boys, at the current State Minimum Wage. Total to be paid not less than \$1,550.88 (0.50 FTE).
6. I recommend the Board approve Nicholas Verdea as the Baseball Head Coach JV Boys, at the current State Minimum Wage. Total to be paid not less than \$1,809.36 (0.50 FTE).

2026-MR-3.2E Approve Leave of Absence

1. I recommend the Board approve an unpaid student teaching leave of absence for Steven Heyman from February 4, 2026 – May 27, 2026.
2. I recommend the board approve an unpaid childcare leave of absence for Kaylyn Womeldorf from March 12, 2026 – March 13, 2026.
3. I recommend the Board approve an extension of unpaid childcare leave of absence for Kaylyn Womeldorf from March 14, 2026 – May 27, 2026.
4. I recommend the Board approve an extension of unpaid Medical leave of absence for Kimberly Green from January 6, 2026 – May 27, 2026.

2026-MR-3.3F Approve Extended Days/Time

1. I recommend the Board approve extended time for Carol Bull, not to exceed 4 hours, at their regular hourly rate, on January 22, 2026 to provide parent teacher conference support.

2026-MR-3.3G Approve Name Correction

1. I recommend the Board approve the name correction for Donald Hinkle, Substitute Bus Driver:

Originally approved on the
January 12, 2026 Board Agenda
 Don Hinkle

Correction
 Donald Hinkle

2026-MR-3.3H Financial

- A. Declare Transportation Impractical and Approve Payment in Lieu of Providing Transportation

Pursuant to the requirements established in Ohio Revised Code Chapter 3327.02 the procedures set forth by the Ohio Department of Education, it is recommended that bus transportation for students listed to their chosen schools be declared impractical for the 2025-2026 school year, and that payment in lieu of transportation be offered to the parents/guardians at the state approved rate:

Children of the following Parent(s)	School
Greg and Ronee Stout	Genoa Christian Academy

2026-MR-3.4I Donations

I recommend the Board approve and accept the following donations:

- A. Carlisle Elementary PTO, Monetary, valued at \$768, for the purpose of supplies in the pacer space at Willis Education Center.
- B. Conger Elementary PTO, Monetary, valued at \$634.50, for the purpose of use in the pacer space at Willis Education Center.
- C. Oak and Brazen, Monetary, valued at \$561, for the purpose of use in all the schools to clear negative lunch balances.

2026-MR-3.5J I recommend the Board Approve Resolution of Surplus.

- A. I recommend the Board approve a resolution to declare the items listed below as surplus to the needs of the District and to be disposed of in accordance with Board Policy:

QTY.	Item	Tag#	Description
124	Auction 6th Gen Ipads	33832 33678 33785 33834 34974 33838 33819 34968 33792 33822 34980 33789 33829 28841 33790 33821 34965 33781 33820 35526 33825 33831 33602 33826 28844 33827 34997 28848 33828 33870 28839 33804 33799 33873 34995 33847 33877 33603 33848 33624 33855 33872 33604 33807 33639 33839 33842 33865 33605 33796 33876 35000 33797 33869 34966 33801 33867 33780 33806 33868 33768 33824 33871 33687 33823 33866 28125 33808 34970 28833 33798 33770 35547 33651 34941 33699 33652 33659 33641 33760 33701 33647 33650 33658 35548 33635 33644 33655 33636 33664 33645 33639 33867 33780 33806 33868	replaced due to age and condition

		33768 33824 33871 33687 33823 33866 28125 33808 34970 28833 33798 33770 35547 33651 34941 33699 33652 33659 33641 33760 33701 33647 33650 33658 35548 33635 33644 33655 33636 33664 33645 33745 33875 33874 33623	
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2026-MR-4.0 Discussion

4.1 Public Hearing regarding the rehire of a previously retired employee.

Second Public hearing on the retire/rehire of Laura Hallett, payroll and benefits supervisor.

<u>Policy</u>	<u>Topic</u>	<u>Type</u>
po2430.02	Participation of Community/Stem School Students in Extracurricular activities	Revised
po3130	Assignment and Transfer	Revised
po5130	Withdrawal from School	Revised
po5410	Promotion, Academic Acceleration, Placement and Retention	Revised
po6152	Student Fees, Fines, and Charges	Technical Correction
po6830	Audit	Revised
po7541	Electronic Data Processing Disaster Recovery Plan	Rescind
po8400	School Safety	Revised
po8462	Student Abuse and Neglect	Revised
po1422.02	Nondiscrimination based on Genetic Information of the Employee	Rescind
po1623	Section 504/ADA Prohibition Against Disability Discrimination in Employment	Technical Correction
po1662	Anti-Harassment	Rescind
po2260	Nondiscrimination and Access to Equal Educational Opportunity	Technical Correction
po2260.01	Section 504/ADA Prohibition Against Disability Discrimination based on Disability	Technical Correction
po3122.02	Nondiscrimination based on Genetic Information of the Employee	Rescind
po3123	Section 504/ADA Prohibition against Disability Discrimination in Employment	Technical Correction
po3362	Anti-Harassment	Rescind
po4122.02	Nondiscrimination based on Genetic Information of the Employee	Rescind
po4123	Section 504/ADA Prohibition against Disability Discrimination in Employment	Technical Correction
po4362	Anti-Harassment	Rescind

4.2 First Reading of Board Policies as presented:

2026-MR-5.0 Action Items

2026-MR-5.1 Approve Monarch School 2025 -2026 School Year contract

5.1 Approve Monarch School 2025 -2026 School Year contract

I recommend the Board approve the contract with Monarch School for special education and related services through the end of the 2025 – 2026 school year as presented.

Moved by Mr. Wiener, seconded by Mrs. Gasaway to approve the contract with Monarch School for special education and related services for the 2025 – 2026 school year as presented.

Roll call resulted as follows: Mr. Wiener, yea; Mrs. Gasaway, yea; Mr. Backus, yea; Mrs. Buckerfield, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.2 Approve Revision of 2026-2027 Property Values, Tax Year Rates and Estimated Revenue

Approve Revision of 2026-2027 Property Values, Tax Year Rates and Estimated Revenue

I recommend the Board approve the revision of the amounts and rates for 2026-2027 Property, Values, Taxes, and estimated revenue from the Delaware County Auditor as presented.

Moved by Mrs. Buckerfield, seconded by Mr. Wiener to approve the revised amounts and rates for 2026-2027 Property Values, Taxes, and estimated revenue as presented.

Roll call resulted as follows: Mrs. Buckerfield, yea; Mr. Wiener, yea; Mr. Backus, yea; Mrs. Gasaway, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.3 Approve Amended FY 2026 Permanent Appropriation Resolution

Approve Amended FY 2026 Permanent Appropriation Resolution Be it resolved by the Board of Education of the Delaware City School District, Delaware County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year ending June 30, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year as presented.

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to approve the FY2026 Amended Appropriation Resolution as presented.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.4 Adopt Resolution to file 8 complaints against the valuation of real property for tax year 2025

I recommend the Board adopt a resolution to file a complaint against the valuation of real property for tax year 2025 with owners #1 Daniels Hinkley Housing, LLC, #2 Daniels Hinkley Housing, LLC, #3 Ohio Postal Holdings, LLC, #4 Delaware Glennwood Holdings, LLC, #5 Lemon Tree Properties, LLC, #6 KDK Real Estate 3, LLC, #7 Fincon Simpkins, LTD, #8 Daniels Hinkley Housing, LLC, as presented.

Moved by Mr. Wiener, seconded by Mrs. Gasaway to adopt Resolution to file 8 complaints against the valuation of real property for tax year 2025 as presented.

Roll call resulted as follows: Mr. Wiener, yea; Mrs. Gasaway, yea; Mr. Backus, yea; Mrs. Buckerfield, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.5 Approve New Hayes Film Club

I recommend the Board approve the new district sponsored Film Club for Hayes High School as presented.

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to approve the new district sponsored Film Club for Hayes High School as presented.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.6 Approve New Hockey Club

I recommend the Board approve the new district sponsored Hockey Club for Hayes High School as presented.

Moved by Mrs. Buckerfield, seconded by Mrs. Gasaway to approve the new district sponsored Hockey Club for Hayes High School as presented.

Roll call resulted as follows: Mrs. Buckerfield, yea; Mrs. Gasaway, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.7 Approve Delaware City Schools Board of Education: Governance Commitments

I recommend the Board approve the Delaware City Schools Board of Education: Governance Commitments as presented.

Moved by Mr. Wiener, seconded by Mrs. Buckerfield to approve the Delaware City Schools Board of Education: Governance Commitments as presented.

Roll call resulted as follows: Mr. Wiener, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mrs. Gasaway, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.8 Approve resolution selecting Steed Hammond Paul, Inc. as the design professional and authorizing the negotiation of an agreement for the capital improvements project

I recommend the Board resolution selecting Steed Hammond Paul, Inc. as the design professional and authorizing the negotiation of an agreement for the capital improvements project as presented.

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to approve the Approve resolution selecting Steed Hammond Paul, Inc. as the design professional and authorizing the negotiation of an agreement for the capital improvements project as presented.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-5.9 Approve Five Year Forecast and Assumptions

I recommend the Board approve a Five Year Forecast with Assumptions for future District Planning Purposes as presented and provide for the Treasurer to submit the required portion of the presented Forecast of the current year plus three future years to the State of Ohio.

Moved by Mr. Wiener, seconded by Mrs. Gasaway to approve the Five Year Forecast and Assumptions as presented for District planning purposes.

Roll call resulted as follows: Mr. Wiener, yea; Mrs. Gasaway, yea; Mr. Backus, yea; Mrs. Buckerfield, yea; Ms. Fitzharris, yea.

President Backus declared the motion carried.

2026-MR-6.0 Superintendent Comments

Mr. Pomeroy thanked the Board for their engagement and discussion regarding the Five-Year Forecast.

2026-MR-7.0 Board Comments

Mr. Backus extended condolences to Melissa Harris for the passing of her grandfather.

2026-MR-8.0 Calendar

- Feb. 12 - All City Choir
- Feb. 16 & 17 - No School
- Feb. 21 - Harmonies and Hotcakes Band Fundraiser
- Feb. 25 - All City Orchestra
- Feb. 27 & 28 - Dempsey Middle School Production of When Bad Things Happen to Good Actors
- April 29 - SAVE THE DATE - Years of Service/Retirement Celebration

2026-MR-10.0 Executive Session

I recommend the Board to enter into executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to enter into executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

Roll Call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea; Ms. Fitzharris, yea.

President Backus declared the Board in executive session at 7:55 pm.

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to exit out of executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

Roll Call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea.

President Backus declared the Board out of executive session at 10:12 pm.

2026-MR-10.0 Adjournment

Moved by Mrs. Gasaway, seconded by Mrs. Buckerfield to adjourn this meeting.

Roll call resulted as follows: Mrs. Gasaway, yea; Mrs. Buckerfield, yea; Mr. Backus, yea; Mr. Wiener, yea.

President Backus declared the meeting adjourned at 10:12 pm.

President

Treasurer

**Denotes student Board member*

EXHIBIT

B



2026-27 Middle School and Elementary School Student Handbook

DEMPSEY MIDDLE SCHOOL

599 Pennsylvania Avenue
Delaware, Ohio 43015
(740) 833-1800

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1899

Mr. Dan Bartha, Principal
Mrs. Brittany Nowlin, Assistant Principal
Mrs. Suzanne Williams, Assistant Principal
Mr. Todd Perry, Associate Principal

CARLISLE ELEMENTARY SCHOOL

746 State Route 37 West
Delaware, Ohio 43015
(740) 833-1450

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1499

Ms. Julie Stewart, Principal

CONGER ELEMENTARY SCHOOL

10 Channing Street
Delaware, Ohio 43015
(740) 833-1300

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1349

Mrs. Mary Krell, Principal

SCHULTZ ELEMENTARY SCHOOL

499 Applegate Lane
Delaware, Ohio 43015
(740) 833-1400

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1449

Mr. Travis Woodworth, Principal
Mrs. Tyra Baisden, Assistant Principal

SMITH ELEMENTARY SCHOOL

355 N. Liberty Street
Delaware, Ohio 43015
(740) 833-1350

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1399

Mrs. Sarah Kirby, Principal

WOODWARD ELEMENTARY SCHOOL

200 S. Washington Street
Delaware, Ohio 43015
(740) 833-1600

Attendance Phone: 1-844-817-5313
Fax: (740) 833-1649

Mr. Eric Barr, Principal

CENTRAL OFFICE ADMINISTRATION (BOARD OF EDUCATION)

74 W. William St.
Delaware, OH 43015
(740) 833-1100

Mr. Keith Pomeroy, Superintendent of Schools
Dr. Misty Swanger, Assistant Superintendent of Schools
Mrs. Jill Corwin, Chief Financial Officer / Treasurer
Mr. Gerald Nadeau, Executive Director of Human Resources

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NOTE: For more information about the applicable Board of Education Policies or Administrative Guidelines, contact the building Principal or access them at www.neola.com/delaware-OH.

Delaware City School District is an equal opportunity employer and educator and does not discriminate on the basis of gender, sexual orientation, race, color, age, religion, national or ethnic origin or disability in administration of its organizational policies, activities, admissions, programs or employment practices.

Board Approved
March, 2026

SECTION 1 – INTRODUCTION AND LEGAL NOTICES

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep this handbook available for reference by you and your parent/guardian. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal. This handbook replaces all prior handbooks and other written material on the same subjects.

DISTRICT VISION STATEMENT

The Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society. We will build on our traditions, respect our diversity, and partner for a strong community.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin has the right to file a complaint. Complaints and/or questions should be directed to the District's Compliance Officer.

District Compliance Officer: Assistant Superintendent
Alternate Compliance Officer: Executive Director of Human Resources
(740) 833-1100

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance Officer can provide additional information concerning equal access to educational opportunities. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

EXPECTATIONS FOR STUDENTS

It is our belief that students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the schools (staff members and society in general) to help students exercise these liberties. It is further recognized that the role of the school official and teacher is "in loco parentis" relative to the student. School officials must often make decisions that protect the health and well being of all students while at the same time safeguarding individual rights.

Students also have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to provide the students with attitudes and behavioral patterns that will lead to productive employability and result in an individual who is a positive, contributing member of society.

The need for a well-ordered school environment is unquestionable. So that every student will be informed, rules and regulations pertinent to daily school life are outlined. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, school safety drills, and accident reporting procedures. Specific instructions on how to proceed with each drill will be provided to students by their teachers who will oversee the safe, prompt, and orderly process. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent/guardian, and on file in the school office. Students with specific health care needs should inform the school regarding those needs, in writing and with proper documentation from a physician.

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

A student who becomes ill during the school day should request permission from the teacher to go to the school office/clinic. The office staff/school nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. To report issues that affect education or safety, contact the school office or call 844-SAFEROH (844-723-3764).

PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

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

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

Pursuant to House Bill 116, the entire anti-harassment policy can be found in Board Policy 5517.01.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Principal or Counseling office whenever such help is needed.

PESTICIDE USE

Notice to parents/guardians of students, adult students, and the staff employees: You "may request and receive prior notifications of scheduled service visits by pesticide businesses in which pesticides may be periodically scheduled for application" to building structures of schools during the current school year. Contact the school office and request form (#8431-F5).

ASBESTOS MANAGEMENT PLAN

The management plan for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763, effective December 1987, describing the locations and conditions known and assumed asbestos-containing building materials is available at the school Administrative office for anyone to review. Please contact the Director of Facilities for assistance.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

Positive Behavior Intervention Support (PBIS) is an evidence-based, data driven model that increases student achievement, attendance and school success and decreases challenging behaviors. PBIS is not a specific practice or curriculum, but a general approach to preventing problem behavior. It is also not limited to any particular group of students and is not new but is based on a long history of behavioral practices and effective instructional design and strategies.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedures. Parent/ guardian involvement in this process is required. To inquire about special education services and placement, parents/guardians should contact the Special Education Department at the Administration Building at 740-833-1100.

GIFTED SERVICES

In accordance with the belief that all students are entitled to education commensurate with their particular needs, students who are identified as gifted in the District should be provided opportunities to progress as their abilities permit. The Delaware City Schools Board of Education believes that these students require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Annually, professionally qualified persons using a variety of assessment procedures identify gifted students. The Board encourages efforts to provide services to the students who are identified as gifted as an integral part of the kindergarten through grade twelve classrooms.

For further information on the District Gifted and Talented Program, please contact the Curriculum Department at 740-833-1100.

BUILDING SECURITY

Delaware City School buildings are equipped with video monitoring devices. These cameras are placed at key locations throughout the building to improve the health, welfare and safety of all staff, students and visitors to District property and safeguard District facilities and equipment.

All images retrieved from the cameras are automatically saved on a digital video recording (DVR) for a period of fourteen (14) days. To the extent that a DVR recording is determined to be a public record, it will be processed according to the District Records Retention and Disposition Schedule (Administrative Guideline 8310A Public Records, 8310E Records Retention and Disposal, and 8330, Student Records). At any time during the described fourteen (14) calendar day period, a staff member with a Technical or Administrative monitoring level will be able to save an incident in a digital format via the workstation. After fourteen (14) calendar days, the images will be automatically recorded over with current images and prior incidents will not be able to be retrieved.

The building Principal or designee shall ensure that only those who have proper authorization view a video record showing student behavior. In the event that disciplinary action is taken as a result of information gathered from a video record, the District will follow applicable Board Policy, student handbook guidelines, and/or the appropriate collectively bargained agreement where applicable.

SECTION II - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Administration Building. A minimum of twenty-four (24) hour notice is required to ensure the main office has the opportunity to review the announcement or posting.

BOOK BAGS

For grades **K-5**, students are not to carry book bags, back packs, etc., during the school day. These items are to be used to transport schoolbooks and supplies to and from school and must be stored in a student's locker during the day.

Commented [1]: Might change to K-8

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Schools have a high concentration of people. Therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EARLY DISMISSAL – PERSONAL

Students are not permitted to leave school prior to dismissal time without either a written request signed by a parent/guardian or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

EMERGENCY CLOSING AND DELAYS

Occasionally, inclement weather or other emergency conditions force the schools to close or run on delayed start schedules. Families and community members can access information on school closings and delays in four ways:

- A. The District will provide direct notification whenever possible to families who have provided valid telephone numbers through our automated telephone calling system;
- B. By logging onto the District web page at www.dcs.k12.oh.us and checking the announcement box on the top of the page;
- C. By monitoring local broadcast media; television stations – WSYX/WTTE, WBNS, WCMH, or radio stations – WSNY (94.7 FM), WBNS (1460 AM), WTVN (610 AM), WNCI (97.9 FM); or
- D. Accessing Official District Social Media Channels

If school is delayed or cancelled on a day scheduled for State or National standardized testing, testing will be rescheduled for the next school day.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school will make the form available to every parent/guardian at the time of enrollment.

ENROLLING IN SCHOOL

Students are expected to enroll in the school district in which they live unless enrolling under a district's open enrollment policy. Students that are new to Delaware City Schools are required to enroll with their parents or legal guardians. When enrolling, the parents or legal guardians must provide copies of the following:

- A. A birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody (if applicable);
- C. Proof of residency; and
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. If being considered for temporary enrollment, the parents/guardians will be told what records are needed to make the enrollment regular.

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

A student, who has been suspended or expelled by another public school in Ohio, or in another state, may be temporarily denied admission to the District during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Any student registering for enrollment in the Delaware City Schools with the proper paper work will be permitted to begin classes one day after registration **is completed** and meeting with the school counselor.

HEALTH SERVICES

The school nurse according to guidelines established by the Ohio Department of Health provides screening Services. Vision and hearing screenings occur yearly for the following: Preschool, Kindergarten, and 1st, 3rd, 5th, 7th, 9th and 11th grades. In addition to this standard yearly screening, the school nurse accepts referrals from the parents/guardians, teachers, and other staff to screen students. It should be noted that new students to the District are also screened.

Besides providing basic vision and hearing screenings, the school nurse may also screen for communicable diseases for the health and safety of our students.

First Aid is provided for all students in need according to guidelines established by the Ohio Public Safety Office and the Ohio Chapter of the American Academy of Pediatrics.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student from school or school related activities and require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

LOCKERS

Students who are assigned a locker are responsible for cleaning and maintaining the locker. All lockers remain the property of the school and are subject to search at any time. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers. Students must provide their own combination lock for gym lockers. Students violating the locker policy should expect disciplinary measures.

LOST AND FOUND

The lost and found area is in a designated area. Students who have lost items should check with the administrative assistants and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each term.

MEAL SERVICE

Delaware City Schools is committed to providing your child with nutritious, balanced meals that meet the nutrition standards of the National School Lunch and School Breakfast Programs. Breakfast and lunch are served daily in every building. Meal prices can be found on the district website under Departments > Food Services > Menus.

Applications for Free or Reduced-price meals are distributed to all students at the beginning of each year or at the time of enrollment. Completed applications may be returned to your child's school or the Food Services office, 74 W. William St., Delaware, Ohio 43015, for processing. If a student does not receive a form or the parent/guardian wishes to reapply, then the parent/guardian may download a form from the Food Service website or contact their student's school office or the Food Services office at 740-833-1866 for an application.

A parent/guardian may pre-pay on their student's lunch account for meal purchases. Payments may be made by cash, check or online. Checks should be written to Delaware City Schools with the child's name and the purpose for the check in the memo section. When using cash, it is best to send in a sealed envelope with the child's name and the purpose indicated on the envelope. On-line payments may be made by visiting the District's website at www.dcs.k12.oh.us, clicking on Departments > Food Services, and then selecting the "PaySchools" logo to link to the online payment site. The parent/guardian may register their children to receive free email notifications when lunch account balances are low in funds and to see the balance on their child's account. Payments can be made on-line for both lunches and for school fee payments using the PaySchools website. A small convenience fee may be charged for each transaction.

At the beginning of each school year, all students will be issued a debit card to be used as their school ID, as a library card, and for lunch account identification. Elementary student ID cards are kept at the child's school. Students in grades K through 12 are expected to have their ID card with them to present every time they pass through the cafeteria serving line. Students should contact their lunch cashier to replace a lost or damaged debit card and may be charged a replacement fee.

Students may also bring their own lunch to school to be eaten in the school cafeteria. If students forget their lunch or lunch money, they may be allowed to borrow on their lunch account. Students are not permitted to leave school grounds during lunch without specific written permission granted by the Principal or designee.

Students may not charge more than \$15.00 and charges must be paid back to the lunch account as soon as possible.

MEDICATIONS NON-PRESCRIBED/OVER THE COUNTER

Staff members are not permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents/guardians may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication. Over-the-counter medication must be provided by the parent/guardian in its original sealed container.

If a student is found using or possessing a non-prescribed medication, s/he will be brought to the school office and the parent/guardian will be contacted and the medication will be confiscated until written authorization is received to administer the medication through the school clinic.

Any student who distributes a medication of any kind to another student or is found to possess a medication, other than one that has been authorized, is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. This includes the use of a metered dose or dry powder inhaler.

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

MEDICATIONS – PRESCRIBED

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed and all medications registered with the respective building office before the student will be allowed to begin taking any medication during school hours.
- C. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at the parent/guardian request. This should be arranged in advance.
- D. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- E. The parent/guardian shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- F. A log for each prescribed medication shall be maintained by the school indicating the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the written release from the parent/guardian.
- G. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling office. It is important to note that some courses requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. The Principal or designee must approve any schedule variation.

STUDENT FEES, FINES, AND CHARGES

The Delaware City Schools charges fees for specific activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Parents/guardians will receive notice from the school during the summer listing school fees based on the courses selected. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

No student is permitted to sell any item or service in school without the prior approval of the building Principal. Violation of this policy may lead to disciplinary action.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records.

Directory information can be given to any person or organization for nonprofit-making purposes when requested, unless the parent/guardian of the student notifies the Principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents/guardians what information will be considered directory information with instructions on how to prohibit its release. Directory information includes: Name, address, phone number, date/place of birth, photograph, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, awards received, and honor/merit roll.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and the parent/guardian should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. A copying fee may be charged to the requestor. To review records please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. If students choose to bring items of value to school, the student is responsible for their safekeeping and the school will not be liable for any loss or damage to personal valuables.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent or guardian and in compliance with State law. A student who is under the age of eighteen (18) who withdraws from school without the written consent of his/her parent or guardian will be reported to the Juvenile Judge of the County and to the Bureau of Motor Vehicles for suspension of their driver's license.

If a student plans to transfer to another school, the parent/guardian must notify the Principal. School records will be transferred within fourteen (14) days to the new school district.

USE OF THE LIBRARY RESEARCH CENTER

The Library Research Center (LRC) is available to students for academic purposes throughout the school day. To visit, students must obtain a pass from their academic teacher. Books and audiobooks may be checked out for a period of two weeks and can be renewed as needed. Technology is also available for student checkout and due dates vary depending on the type of device. Students are responsible for all library materials, including technology, and fees are assessed for damaged and/or broken materials.

USE OF SCHOOL EQUIPMENT

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment. Students will be held responsible for the proper use and safekeeping of any equipment they are allowed to use.

USE OF TELEPHONES AND CELLULAR PHONES

The office and classroom telephones are only to be used by students in emergencies and with the permission of a staff member. Students are not to use the office and classroom telephones for personal calls and will not be called to the phone unless there is an emergency. The office staff will take and deliver legitimate messages only from parents/guardians.

Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school-sponsored activity on or off school property. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, taking photos or videos without permission, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as legal consequences as appropriate.

Commented [2]: We need to get NEOLA handbook language

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Students are prohibited from using a Personal Communication Device (PCD) except:

- A. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- B. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- C. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan. Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- B. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- C. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- D. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- E. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- F. In-school suspension.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

VISITORS

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school, register with the Visitor Management System with valid identification, and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal. Alumni visits are restricted to before and after school hours.

988 Hotline

The [988 Suicide and Crisis Lifeline](#) provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support.

SECTION III – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current

emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. For overnight field trips, the administration has the final decision on student room arrangements. The Student Code of Conduct and attendance rules apply to all field trips. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips.

GRADES

The School uses the following grading system:

A+ = 100% - 98%	A = 97% - 93%	A- = 92% - 90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	P = Acceptable Achievement	I = Incomplete

Grading Periods:

Students shall receive an online report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term. Upon request, a paper copy will be provided. When a student appears to be at risk of failure in any course, reasonable efforts will be made to notify the parents/guardians so they can talk with the teacher about what actions can be taken to improve grades.

Our teachers use an electronic gradebook to record student progress. Through an account provided by the school, parents/guardians may access their student's homeroom attendance, assignments and grades in core courses. This information is available through any computer with web access. Parents/guardians and students will also be provided a username and password to access their individual information.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade is based on, but not limited to, the following criteria:

- A. Current level of achievement;
- B. Potential for success at the next level; and
- C. Emotional, physical, and/or social maturity.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade.

However, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically capable.

STATE AND LOCAL ASSESSMENTS

State and local tests are given to students to monitor progress and determine educational mastery. These tests may help staff members determine a student's instructional needs. Classroom tests/assessments are prepared by staff members and will be used to assess student progress and assign grades.

USE OF DISTRICT TECHNOLOGY

All students and their parents/guardians must sign the District's Acceptable Use Policy, which defines the conditions under which a student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's use of the District's technology and possible disciplinary action as outlined in the Student Code of Conduct and/or referral to law enforcement authorities. In the event that a District owned device is issued to a student it is provided for the exclusive use of the student. Due to insurance and liability issues, the laptops should not be lent to other individuals.

SECTION IV – ATTENDANCE

ATTENDANCE IN SCHOOL

The educational program offered by the Delaware City schools is predicated upon the presence of the student and required continuity of instruction and classroom participation. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

- A. Parents/guardians may excuse their son/daughter for a total of 60 hours for the school year for personal illness before a physician's certificate is required per Ohio Revised Code 3321.04 (ORC). The physician's certificate must be an original. Once a student is required to have a physician's certificate, only the Principal or Assistant Principal has the authority to remove the requirement.
- B. Parents/guardians must notify the school each day if a student is going to be absent or tardy to school.
- C. Parents/guardians must call each day no later than 15 minutes after school begins to explain a student's absence by calling the Safe Arrival hotline 1-844-817-5313 or online at dcs.schoolconnects.com.
- D. All communication regarding absences (notes, phone calls, etc.) must include a reason in order for the absence to be excused, as determined by the building administration.
- E. Only the Principal or designee has the authority to authorize the change of an absence from unexcused to excused.
- F. Students arriving 3.5 hours after the school day begins or leaving 3.5 hours before the school day ends will be considered absent for one-half of the school day.
- G. A student must be in attendance for 3.5 hours of the school day to participate in or attend an extracurricular or co-curricular event, unless otherwise authorized by a Principal or designee.
- H. The Delaware City Schools reserves the right to file truancy charges after 72 hours and/or retain a student who misses more than 108 hours.

MAKE-UP POLICY

All make-up work is to be completed regardless of the cause of an absence.

MEDICAL APPOINTMENTS

Doctor, clinic, and/or dentist appointments should be made after school hours if possible. Because this is not always possible, the student will be excused from school with proper documentation from the physician indicating the appointment time and duration of the office visit. Upon returning to school from a scheduled appointment, students must sign in at the attendance office and receive a pass to return to class. When leaving the building during the school day, students must sign out in the attendance office. Failure to adhere to sign-in and sign-out policies may result in disciplinary action being taken.

PREARRANGED ABSENCE

Prior agreement between the parent/guardian and administrator should be reached and a written record on file in the attendance office in the event such absences are appealed.

The student must make arrangements with each teacher to complete all assignments. The student should ask the teacher for assignments prior to the prearranged absence. Any make-up work assigned to the student during the prearranged absence is to be submitted to the teacher upon the student's return to school.

Students are eligible for approval up to three (3) religious expression days per school year. The building principal must receive a written request from the student's parent or guardian within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the district.

The district will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year, provided that the absence does not occur during a core curriculum subject course.

EARLY DISMISSALS

A written note or phone call from a parent/guardian must be brought to the attendance office prior to the beginning of the school day of the early dismissal. Students must sign out prior to leaving the building and sign in upon returning to school.

CHRONICALLY ABSENT

When a student of compulsory school age is absent in excess of five percent (5%) of the state minimum number of hours required in a school year, the school will notify the student's parent or guardian in writing. A student is considered chronically absent if the student

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has missed at least ten percent (10%) of instructional time for any reason in the school year. Student absences from school, whether excused, medically excused, unexcused or out-of-school suspensions count towards chronic absenteeism.

UNEXCUSED ABSENCES

Commented [7]: Does this language need to change?

Unexcused absences from school (habitual truancy) are not acceptable. A student who is absent from school for any portion of the day, without school authorization and parental consent, will be declared truant. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 or more school hours in one (1) month, or 72 or more school hours in one (1) school year.

If a student is habitually truant and the student's parent/guardian is responsible for the student's absences, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Students are considered unexcused from school for one or both of the following reasons:

- A. The absence was not validated by the parent/guardian with a note or phone call.
- B. The student has surpassed the 60 personal illness hours allowed per year without a valid physician's note.

Make-up of Tests and Other School Work:

Students who are absent from school with an excuse shall be given the opportunity to make-up work that has been missed. Upon return to school, the student should contact his/her teachers as soon as possible to obtain missed assignments. If a student is absent for three or more consecutive days, the assignments can be obtained upon request to the main office.

Students will be given the same number of days of excused absence to make-up missed work, unless otherwise determined by the teacher or Principal.

If a student misses a test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the school counselor to make arrangements for taking the standardized test.

Suspension from School:

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

A suspended student will be responsible for making up schoolwork during a suspension. The student must obtain the assignment from the teacher or the teacher's Canvas page. The student must keep up with missed assignments during the suspension and turn them in to the teacher. Make up of missed tests will be scheduled on the day the student returns to school. Some work may need to be made up in an alternate manner as a result of missing labs, field trips, etc.

The student will be given credit for properly completed assignments and a grade on any tests.

Vacations during the School Year:

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent/guardian should contact the school office to make necessary arrangements. It may be possible for the student to receive certain assignments to be completed during the trip.

ABSENCE INTERVENTION TEAM

A team consisting of school personnel, court liaison, and court mediator will meet with the student and their family to develop an intervention plan and support the student with their attendance and academics **for students at risk of becoming chronically absent.**

SECTION V – STUDENT ACTIVITIES

ATHLETICS

Delaware City Schools provides a variety of athletic activities in which students may participate providing they meet District and State eligibility requirements. District requirements include a Pay-to-Participate fee per sport and an athletic physical on file prior to any conditioning, practices, or tryouts. Participation in these activities is a privilege and not a right. Authorized school personnel without further notice, hearing, and/or appeal rights, in accordance with Board Policy 5610.05, may prohibit students from participation in all or part of such activities. It is a privilege to be a member of the school's athletic teams, which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. In order to be eligible for participation in any extra or co-curricular activity, the student must be in school for at least 3.5 hours the day of the activity

ATHLETICS – ACADEMIC ELIGIBILITY

For students younger than the 9th grade, in accordance with the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity a student must be passing at least four (4) classes. Additionally, students must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period. Students whose GPA falls between 1.5 and 1.75 will be on academic probation. To maintain eligibility, they must show acceptable academic performance with progress checks through the current grading period.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-District sponsored organization may use the name of the school or school mascot on any materials or information.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Delaware City Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

It is the District's policy that authorized student groups are only those approved by the Board of Education and sponsored by a staff member.

Students should be alert for announcements of meetings for these activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and authorized school personnel without further notice, hearing and/or appeal rights may prohibit students from all or part of their participation in such activities.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending after school events as non-participants are properly safeguarded, it is strongly advised that younger students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

- A. Know and demonstrate the fundamentals of sportsmanship;
- B. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams;
- C. Be positive toward players and coaches regardless of the outcome of the contest; and
- D. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors such as:

- A. Verbal/physical abuse of officials and coaches;
- B. Berating players, coaches, or other spectators through chants, signs, and/or cheers; and
- C. Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area, and/or any other disruptive behavior.

Disciplinary actions include:

- A. Removal from the contest;

- B. Conference/hearing with school officials;
- C. Removal from future athletic contests;
- D. School discipline; and/or
- E. Suspension from all athletic contests for one calendar year from the event.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION VI – STUDENT DISCIPLINE
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It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities and/or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

Violations of the Student Code of Conduct will result in disciplinary action. Discipline consequences may include, but are not limited to: Verbal and/or written warning; redirection and/or reprimand; conference with student and/or parents/guardians; lunch detention; before or after school detention; work detail; community service; confiscation of contraband items; loss of extracurricular activity privileges; loss of leadership positions; loss of privilege to attend or participate in assemblies, activities, banquet and/or awards ceremonies; loss of awards; letters of recognition; loss of technology privileges; assignment to In School Intervention; intervention referral; referral to community agency; emergency removal; suspension alternative program; out-of-school suspension; expulsion; permanent exclusion; and/or referral to appropriate court/legal authorities.

Discipline consequences will be issued to students on an individual basis appropriate to the severity of the violation and the individual needs of the student. Consequences may be assigned more than once on a case-by-case basis.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Students participating in extracurricular and co-curricular activities (e.g., student council, athletics, cheerleading, clubs, trips, plays) are subject to the 365-day rule prohibiting the use of drugs, alcohol, and tobacco at any time. Students should read the extracurricular and co-curricular Code of Conduct and the consequences of any drug, alcohol, and tobacco violations.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to twenty-four (24) hours, suspension for up to ten (10) school days, and expulsion for up to eighty (80) school days, and permanent exclusion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school’s jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community’s legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

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

Before a student may be suspended, expelled, or permanently excluded from school there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges and given an opportunity to make a defense.

FORMAL DISCIPLINE – EMERGENCY REMOVAL

“Emergency removal” shall be the exclusion from curricular or extracurricular activities or from school premises of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process either within a classroom or elsewhere on school owned, controlled, or supervised premises.

FORMAL DISCIPLINE – EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents/guardians. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent’s designee to challenge the reasons for the expulsion and/or to explain the student’s actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A formal hearing will be scheduled no earlier than three (3), and no later than five (5) school days after the notice is given. Parents/guardians may request an extension of time for the formal hearing. The student may be represented by his/her parents or guardians, legal counsel, and/or by a person of his/her choice at the hearing.

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

If a student is expelled, the student and the student’s parents/guardians will receive written notice within one (1) school day of the imposed expulsion.

Within fourteen (14) days after the Superintendent notifies the parents/guardians of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will be formal in nature with sworn testimony. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas. All opportunity to earn grades or credit is at the superintendent’s discretion.

IN-SCHOOL DISCIPLINE

Assignment to an In-School Intervention (ISI) isolates the student in the ISI room under the direction of the school staff. An ISI is a temporary change in educational setting where the student remains responsible for all academic work, including tests. When possible, an assignment to ISI will begin the same day of the Code of Conduct violation. Participation in learning activities designed to assist the student in improving and/or altering his/her behavior is a required part of assignment to ISI. A student who fails to attend ISI or follow ISI rules may be subject to emergency removal or suspension from school.

FORMAL DISCIPLINE – STUDENT SUPPORT TEAM

The school’s Student Assistance Team’s focus is on the prevention of drug abuse. The goal, through education and drug awareness programs, is to reduce substance abuse within the student population and ultimately within the community. Referrals made to this team, as a result of violations to the Student Code of Conduct (numbers 3, 4, and 5), may result in the disciplinary action being reduced if the student receives a drug/alcohol assessment by a certified alcohol/drug dependency counselor and completes any recommendations made by the counselor. It should be noted that any costs associated with the assessment and follow-up recommendations are the responsibility of the student and the parents/guardians.

FORMAL DISCIPLINE – SUSPENSION ALTERNATIVE PROGRAM (SAP)

The Suspension Alternative Program (SAP) is designed as a positive alternative for students who face out-of-school suspension. This program is designed to provide a rigorous, supervised, and structured daily work program. Through this program, we hope to lower the number of school suspensions, expulsions, and dropouts. Students will receive help to become more successful in school by learning career, vocational, academic, and social skills.

FORMAL DISCIPLINE – SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Principal [or Assistant Principal/other Administrator] will make a decision whether or not to uphold the suspension. If a student is suspended, s/he and his/her parents or guardians will be notified in writing, within one (1) day, of the reason for and the length of the suspension. The suspension may be

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appealed, in writing, within five (5) days after receipt of the suspension notice, to the Superintendent or designee. During the appeal process, the student shall not be allowed to remain in school.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes a change of seating or location, lunchtime or after school detention, assigned work detail, or assignment to the In-School Intervention room (ISI).

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

In the event that informal discipline occurs before or after school, it is the responsibility of the parent/guardian to provide transportation.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and random searches of the lockers and their contents may be conducted. Students may not share lockers. Unannounced and random canine searches may also be conducted.

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

SELF-REFERRAL

A student that recognizes that s/he has a substance abuse problem may refer himself/herself to the school's Student Support Team for intervention without any school discipline. A student, who already has violations pending or reported that self-refers himself/herself, will not be considered a self-referral.

STUDENT RIGHTS OF EXPRESSION

The District recognizes the right of a student to express himself/herself. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, banners, and audio/video materials. All items must meet school guidelines as follows:

- A. Material cannot be displayed if it:
 - 1) Is obscene to minors, libelous, indecent, or vulgar;
 - 2) Advertises any product or service not permitted to minors by law;
 - 3) Intends to be insulting or harassing; and/or
 - 4) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION VII – STUDENT CODE OF CONDUCT

Expected Behaviors:

Each student shall be expected to: abide by National, State, and local laws as well as the rules of the school; respect the rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

Code of Conduct:

A goal of the Delaware City Schools is to provide an environment that is orderly, safe, and conducive to the educational process. To reach this goal, rules and regulations have been developed based upon the policy of the Delaware City School Board of Education. The purpose of the Student Code of Conduct is to assist students in developing appropriate school and community behavior.

Students and parents/guardians should understand that it is impossible to anticipate, describe, or perceive every possible violation that may occur. The administration reserves the right to exercise flexibility in applying discipline in those situations where it is warranted for the safety, protection, and the maintenance of good order.

This Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Student Code of Conduct applies to:

- A. Misconduct by a student that occurs off school property but is connected to activities or incidents that have Occurred on school District property; and
- B. Misconduct by a student that is directed at a District official or employee or the property of an official or employee.

Students enrolled in the Delaware City Schools and receiving educational services at other sites (i.e., Ventures, Delaware Area Career Center, etc.) are subject to disciplinary action based on the Code of Conduct at either Delaware City Schools or the alternative educational site. Suspensions/expulsions from one educational site will be in effect during the same period of time for any educational site the student is attending.

1. Damage to School or Private Property

A student shall not vandalize or attempt to damage any school property or private property of another while on school grounds or during a school activity, function, or event off school grounds. This includes buildings, equipment, lockers, signs posted in a building, and vehicles. Parents, guardians, or custodians may be held financially responsible for any property damage by their child (ORC 3109.09; ORC 2307.70). Charges may be filed with the local law enforcement.

2. Disruption to School

A student shall not, by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

3. a. Alcohol, b. Drugs, c. Narcotics, d. Counterfeit Controlled Substances, e. Paraphernalia

A student shall not possess, use, show evidence of use, transmit, buy, sell, conceal, or consume any alcoholic beverage, intoxicant, or illegal drugs.

This provision shall be applicable to any conduct on school grounds: during and before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicant, or illegal drugs at any time before the student's arrival at school or at a school-sponsored/related event or activity, or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs of abuse include, but are not limited to, alcohol, narcotic drugs, hallucinogenic drugs, generic drugs, steroids, amphetamines, barbiturates, marijuana, glue, cocaine, as well as look-a-like, synthetics, or other substances that could modify behavior. Students shall not transmit, sell, or conceal any drug-of-abuse instrument or paraphernalia. "Instrument or paraphernalia" includes, but is not limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits, etc. Charges may be filed with the local law enforcement agency.

4. Over the Counter or Prescription Drugs

Students shall not possess, use, transmit, sell, or conceal over-the-counter or prescription drugs. When a student needs to take prescribed medication at school, the parent/guardian needs to turn in a completed medical authorization form, signed by the doctor. Medications are registered and maintained in the school's clinic.

5. a. Smoking, b. Tobacco Products

Students shall not possess, use, transmit, or conceal cigarettes, tobacco products, or look-a-likes (vape pens) in any form in any school building, school property, or school transportation vehicle at any time under any condition.

A student shall not possess or use matches, lighters, or other smoking related items on school property or at school related activities. Students smoking on school property (including the parking lot or in line of sight of school property) or exhibiting evidence of use (odor of cigarettes), may be suspended. Any youth in violation of the "smoking" law, Sub Senate Bill 218, may be reported to the local law enforcement agency.

6. Weapons and Dangerous Instruments

A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Examples of weapons include, but are not limited to, guns, knives, straight razor, utility knives, box cutters, ice picks, pocketknives, switchblades, buck knives, chains, chemicals and gases. e.g. - mace, and stink bombs-fireworks of any kind.

Other more commonplace devices, which are not normally considered weapons that may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.

7. a. Insubordination, b. Disrespect, c. Repeated Acts of Misconduct

A Student shall not be disrespectful or refuse or fail to comply with directives and reasonable requests of school employees and/or volunteers.

While addressing or interacting with school employees and/or volunteers, a student should not exhibit behavior or an attitude that is characterized by being rude, discourteous, irreverent, insolent, or impudent.

A student shall comply with all school rules and regulations. Repeated acts of misconduct include, but are not limited to, disruption of class, repeated violations of minor rules, and failing to serve detention or any other assigned disciplinary consequence.

8. Profanity or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person.

Included in this prohibition, but not limited to, is the use of obscene gestures, signs, pictures, or publications. Obscenities or profanity directed at school personnel, either verbally or in writing, may result in suspension from school.

9. a. Theft, b. Extortion

A student shall not take, attempt to take into possession, aid in the theft of, or have unauthorized possession of the property or equipment of the school District or the personal property of another person while under the jurisdiction of the school.

A student shall not attempt to obtain or receive money, items of value, or special favors from anyone by actual or implied force.

10. Harassment, Intimidation, and Bullying

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber-bully, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment, intimidation, and bullying includes, but is not limited to: slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation that have the purpose or effect of:

- A. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety
- B. Causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee
- C. Causing or intending to cause material disruption of the educational process
- D. Unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance
- E. Otherwise unreasonably having a negative impact on a student's educational opportunities.

A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or School Counselor's office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or expulsion for students. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying/cyber-bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above.

11. Sexual Harassment

Sexual harassment includes, but is not limited to, unwanted inappropriate contact, unauthorized touching, unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. A student who feels s/he has been a victim of sexual harassment should report and file a sexual harassment complaint in the Principal or School Counselor's office.

12. Sexual Contact

A student shall not engage in sexual contact. This includes touching or any other contact that may be considered sexual in nature.

13. Hazing

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. A student who believes s/he has been a victim of hazing should report and file a complaint in the Principal or School Counselor's office.

14. a. Assault b. Fighting c. Instigating d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble, video record to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties may be considered a participant.

15. Academic Dishonesty

Presenting someone else's (author, critic, or peer) work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quizzes, or test answers and plagiarism. Providing one's own work for another student to copy is also considered cheating.

16. Falsification

A student shall not lie about, fabricate, distort, or misrepresent, in verbal or written form, information given to school employees.

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

17. Gambling

Gambling, card playing, and any games of chance are prohibited on school premises, under school authority, or while at any school sponsored activity, function, or event, except with the expressed permission of the building Principal or designee.

18. School Transportation

According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over the students on the school bus. The driver will issue a referral to the Principal's office for infractions on the bus. The penalties imposed may include warning, suspension, or expulsion from riding the bus and/or school. Transportation infractions, including to and from field trips, are subject to both transportation penalties and normal school discipline procedures.

Bus riding is regarded as a privilege. For this reason and for purposes of safety, all students are expected to obey the bus transportation rules. Continued disorderly conduct or refusal to submit to the authority of the driver shall be the reason for refusing transportation service to any pupil.

Bus Transportation Rules:

- A. Students are to arrive at their assigned place of safety (bus stop) 5 minutes before the bus is scheduled to arrive.
- B. Students must wait in a designated place of safety as directed by the bus driver.
- C. Behavior at school bus stops and on the bus must not threaten life, limb, or property of any individual. While at the bus stop and on the bus, students are to behave and conduct themselves in accordance with the Student Code of Conduct for the Delaware City Schools.
 - 1) Students must observe classroom-like conduct and obey the driver promptly and respectfully. Disrespectful, insubordinate, and rude behavior is not acceptable.
 - 2) Students must not use profane language and/or gestures.
 - 3) Students must refrain from chewing gum and eating or drinking, except as required for medical reasons.
 - 4) Students must not have tobacco, alcohol, or drugs in their possession on the bus.
- D. Students must board their assigned bus and go directly to their assigned seats.
- E. Students must remain seated keeping aisles and exits clear.
- F. Students must not throw or pass objects on, from, or into the bus.
- G. Students may carry on the bus only objects that can be held in their laps. Loose items should be secured.
- H. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- I. Students must not put head, arms, or other body parts out of the bus windows.
- J. Items, such as, but not limited to, animals, aerosol cans, glass, firearms, ammunition, weapons, matches, lighters, laser pointers, explosives, or other dangerous materials or objects are prohibited on the school bus.
- K. Students must be silent at railroad tracks until the crossing is complete.

19. Abuse of Computer Hardware, Software, Digital Imaging Equipment or Internet

A student shall not abuse the school District's electronic technology such as, but not limited to, computers, hardware, software, or the network. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data, files, disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using District computer facilities for purposes unrelated to the instructional program of the District, unless written permission from a school official has been obtained. (For additional information, please see Section VI - Student Network and Internet Acceptable Use Policy.)

20. Unauthorized Use of Fire

A student shall not set nor attempt to set any unauthorized fires. A student shall not have in his/her possession cigarette lighters, matches, or any other items used to that could be used to start a fire.

21. Tardiness, Truancy, Unexcused Absence, and Leaving School Property

- A. Tardy to School – All students entering school after the designated start time must report to the Attendance office, sign in, and receive a class admission slip. The teacher will not admit the student without a valid admission slip. A student arriving no later than 3.5 hours after the designated start time or leaving 3.5 hours before the school day ends will be considered absent one-half (.50) day.
- B. Tardy to Class – All teachers will develop procedures for students tardy to class. Repeated violations will be referred to the Principal or designee.
- C. Truancy from School/Unexcused Absence from Class is declared when a student is absent from school, or any portion of the day, without school authorization and parental consent. In addition:

- 1) A referral to the court appointed school liaison and/or truancy charges may be filed with the juvenile court.
- 2) A physician's certificate may be required to verify absences.

D. Unexcused Absences from School - The following is the approved list of excused absences by the Board of Education:

- 1) Personal illness (not to exceed 60 hours in a school year—see below) (a written physician's statement verifying the illness may be required)
- 2) Appointment with a healthcare provider;
- 3) Severe illness in the immediate family; illness in the family necessitating the presence of the child;
- 4) Quarantine of the home
- 5) Death in the family;
- 6) Necessary work at home due to absence or incapacity of the parent(s)/guardian(s)
- 7) Attendance at a driver's education course for up to two (2) hours on more more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
- 8) Religious observances—expressions days, up to three (3) of which may, after approval by the principal in accordance with school policy;
- 9) Out of state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in District-approved enrichment or extracurricular activity;
- 10) Family vacation or college visit with prior approval from Principal or designee; or
- 11) Such good cause as may be acceptable to the Superintendent;
- 12) Medically necessary leave for a pregnant student in accordance with Policy 575;
- 13) Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725;
- 14) College visitation;
- 15) 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;
- 16) Absences due to a student being homeless.
- 17) An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.

Any absence that does not fit into the above categories is considered unexcused. When the total number of absences and unexcused absences due to personal illness, for which no physician's certificate is presented, exceeds 10 school days in a school year, subsequent absences due to personal illness will require a physician's certificate/note in order to be excused.

E. Leaving School Property - When under the jurisdiction of school authorities, a student may not leave school premises without proper authorization from an administrator. When leaving school, students are required to sign out in the attendance office.

22. Use of Cell Phones / Electronic Devices/Personal Communication Devices (PCD)

Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school sponsored activity on or off school property (See Acceptable Use Policy). The possession or use of laser pointers

is prohibited at any time. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as community consequences as appropriate.

Students are prohibited from using a Personal Communication Device (PCD) except:

- D. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- E. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- F. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan. Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- G. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- H. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- I. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- J. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- K. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- L. In-school suspension.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

23. Dress

While being permitted to reasonably reflect changes in style trends, students are expected to observe standards of common decency relative to personal appearance. In all cases, the building administrators reserve the right to make judgments and decisions regarding appropriateness and acceptability of student dress.

In order to assist families and students in understanding what is acceptable, the following guidelines should be followed:

- A. Clothing must fit appropriately.
- B. Clothing with offensive language, images, or that display or promote alcohol, tobacco, drugs, or violence is prohibited.
- C. Clothing or accessories that are, or may be perceived as, gang identification or affiliation is prohibited.
- D. Clothing must cover areas from one armpit across to the other armpit, and down to the mid thigh.
- E. Tops must have shoulder straps.
- F. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- G. Dark glasses may not be worn in school except for medical reasons.
- H. If permitted by the building leadership, hats and hoods should allow the face and ears to be visible.
- I. Head coverings that obscure the face shall not be worn, except for medical, religious, or cultural reasons.

Students violating the dress code may have to call home to have a parent/guardian bring in appropriate clothing.

24. General Misconduct or Inappropriate Behavior

General misconduct is considered as anything that disrupts the educational environment. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public displays of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the educator does not end at the classroom door but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

25. Repeated School Violations

A student shall not repeatedly fail to comply with the directions of any authorized school District personnel or repeatedly violate the student Code of Conduct during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the District attendance policy.

Repeated offenses and violations of school rules and regulations may follow disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

26. Inappropriate Behavior at School Related Activities

A student who has been accepted or qualifies for membership in a co-curricular, school-sponsored, or related extracurricular activity shall not behave in a way that disrupts or tends to interfere with that activity. Students shall not violate the rules, regulations, or policies, which govern participation in a co-curricular or extracurricular activity, whose rules, regulations, or policies are provided to participants and made a part of this code. Likewise, any student attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity. This rule applies in addition to all other rules of student conduct for which students may be disciplined.

27. Other School Violations

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience (i.e., failure to serve assigned disciplinary consequences) or gross misconduct, as elsewhere defined, may also serve as grounds for disciplinary action.

28. Creating Unsafe Situation and Impairing Security of Building, Grounds, or Property

Students shall not engage in activities that put other individuals or the building and its contents in a lessened state of security or safety. This includes, but is not limited to, intentionally "propping" a door open with an object, letting other students or non-attending individuals into the building without permission from staff, or using equipment/furniture/etc. in an unauthorized or non-prescribed manner.

APPENDIX A

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Board's computers, network, and Internet connection ("network") for educational purposes. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent/guardian permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Board's network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive. They are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the network. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the network to engage in "hacking" or other illegal activities such as, but not limited to: software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods.
 - 1) Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a different degree than other school publications or utterances. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2) Students shall not use the network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the network for commercial purposes (i.e., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to the following:
 - 1) Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
 - 2) Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - 3) Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - 4) Posting misleading or fake photographs of students on web sites.
- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the network including, but not limited to, public messages, private messages, and material posted on web pages.
 - 2) Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3) Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 - 4) Do not post information that, if acted upon, could cause damage or a danger of disruption.
 - 5) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.

- 6) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 7) Never agree to get together with someone you "meet" on-line without parent/guardian approval and participation.
 - 8) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- I. Use of the network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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 the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.
 - J. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - L. Downloading of information onto the Board's hard drives is prohibited, without prior approval from a teacher. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
 - M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.
 - N. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, emails and records.

The following notice will be included as part of the computer log-on screen:

"The District's computers, network, and Internet system is to be used for educational and professional purposes. Users are reminded that all Network use, including Internet use, is monitored by the District"

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

- P. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet are prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form (aka "AUP").
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remain at all times with the Board.
- R. File sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the network.
- S. Students may establish or access web-based e-mail accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail) for educational purposes.
- T. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- U. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes.
- V. Game playing is not permitted unless under the direction of a teacher.

EXHIBIT

C



PACERS

DELAWARE HAYES HIGH SCHOOL

ADMINISTRATION OFFICE

289 Euclid Ave.
Delaware, Ohio 43015
(740) 833-1010

Attendance Phone: (740) 833-1022
Fax: (740) 833-1099
Athletic Dept.: (740) 833-1020
Counseling Office: (740) 833-1028

Dr. Jake Shafer, Principal
Ms. Jean Trimble, Assistant Principal
Mr. Adam Haynes, Assistant Principal
Mr. Steve Glesenkamp, Athletic Director
Mr. Matt Kruthaup, Dean of Students

**CENTRAL OFFICE ADMINISTRATION
(BOARD OF EDUCATION)**

74 W. William St.
Delaware, OH 43015
(740) 833-1100

Mr. Keith Pomeroy, Superintendent
Dr. Misty Swanger, Assistant Superintendent
Mrs. Jill Corwin, Chief Financial Officer / Treasurer
Mr. Gerald Nadeau, Executive Director of Human Resources

Board Approved
March, 2026

Student Handbook

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NOTE: For more information about the applicable Board of Education Policies or Administrative Guidelines, contact the building Principal or access them at www.neola.com/delaware-OH.

Delaware City School District is an equal opportunity employer and educator and does not discriminate on the basis of gender, sexual orientation, race, color, age, religion, national or ethnic origin or disability in administration of its organizational policies, activities, admissions, programs or employment practices.

SECTION 1 – INTRODUCTION AND LEGAL NOTICES

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep this handbook available for reference by you and your parent/guardian. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal. This handbook replaces all prior handbooks and other written material on the same subjects.

DISTRICT VISION STATEMENT

The Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society. We will build on our traditions, respect our diversity, and partner for a strong community.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin has the right to file a complaint. Complaints and/or questions should be directed to the District's Compliance Officer.

District Compliance Officer: Assistant Superintendent
Alternate Compliance Officer: Executive Director of Human Resources
(740) 833-1100

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance Officer can provide additional information concerning equal access to educational opportunities. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

EXPECTATIONS FOR STUDENTS

It is our belief that students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the schools (staff members and society in general) to help students exercise these liberties. It is further recognized that the role of the school official and teacher is "in loco parentis" relative to the student. School officials must often make decisions that protect the health and well being of all students while at the same time safeguarding individual rights.

Students also have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to provide the students with attitudes and behavioral patterns that will lead to productive employability and result in an individual who is a positive, contributing member of society.

The need for a well-ordered school environment is unquestionable. So that every student will be informed, rules and regulations pertinent to daily school life are outlined. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, school safety drills, and accident reporting procedures. Specific instructions on how to proceed with each drill will be provided to students by their teachers who will oversee the safe, prompt, and orderly process. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent/guardian, and on file in the school office. Students with specific health care needs should inform the school regarding those needs, in writing and with proper documentation from a physician.

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

A student who becomes ill during the school day should request permission from the teacher to go to the school office/clinic. The office staff/school nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. To report issues that affect education or safety, contact the school office or call 844-SAFEROH (844-723-3764).

PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

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

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

Pursuant to House Bill 116, the entire anti-harassment policy can be found in Board Policy 5517.01.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Principal or Counseling office whenever such help is needed.

PESTICIDE USE

Notice to parents/guardians of students, adult students, and the staff employees: You "may request and receive prior notifications of scheduled service visits by pesticide businesses in which pesticides may be periodically scheduled for application" to building structures of schools during the current school year. Contact the school office and request form (#8431-F5).

ASBESTOS MANAGEMENT PLAN

The management plan for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763, effective December 1987, describing the locations and conditions known and assumed asbestos-containing building materials is available at the school Administrative office for anyone to review. Please contact the Director of Facilities for assistance.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

Positive Behavior Intervention Support (PBIS) is an evidence-based, data driven model that increases student achievement, attendance and school success and decreases challenging behaviors. PBIS is not a specific practice or curriculum, but a general approach to preventing problem behavior. It is also not limited to any particular group of students and is not new but is based on a long history of behavioral practices and effective instructional design and strategies.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedures. Parent/ guardian involvement in this process is required. To inquire about special education services and placement, parents/guardians should contact the Special Education Department at the Administration Building at 740-833-1100.

GIFTED SERVICES

In accordance with the belief that all students are entitled to education commensurate with their particular needs, students who are identified as gifted in the District should be provided opportunities to progress as their abilities permit. The Delaware City Schools Board of Education believes that these students require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Annually, professionally qualified persons using a variety of assessment procedures identify gifted students. The Board encourages efforts to provide services to the students who are identified as gifted as an integral part of the kindergarten through grade twelve classrooms.

For further information on the District Gifted and Talented Program, please contact the Curriculum Department at 740-833-1100.

BUILDING SECURITY

Delaware City School buildings are equipped with video monitoring devices. These cameras are placed at key locations throughout the building to improve the health, welfare and safety of all staff, students and visitors to District property and safeguard District facilities and equipment.

All images retrieved from the cameras are automatically saved on a digital video recording (DVR) for a period of fourteen (14) days. To the extent that a DVR recording is determined to be a public record, it will be processed according to the District Records Retention and Disposition Schedule (Administrative Guideline 8310A Public Records, 8310E Records Retention and Disposal, and 8330, Student Records). At any time during the described fourteen (14) calendar day period, a staff member with a Technical or Administrative monitoring level will be able to save an incident in a digital format via the workstation. After fourteen (14) calendar days, the images will be automatically recorded over with current images and prior incidents will not be able to be retrieved.

The building Principal or designee shall ensure that only those who have proper authorization view a video record showing student behavior. In the event that disciplinary action is taken as a result of information gathered from a video record, the District will follow applicable Board Policy, student handbook guidelines, and/or the appropriate collectively bargained agreement where applicable.

SECTION II - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Administration Building. A minimum of twenty-four (24) hour notice is required to ensure the main office has the opportunity to review the announcement or posting.

BOOK BAGS

For grades K-5, students are not to carry book bags, back packs, etc., during the school day. These items are to be used to transport schoolbooks and supplies to and from school and must be stored in a student's locker during the day.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Schools have a high concentration of people. Therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EARLY DISMISSAL – PERSONAL

Students are not permitted to leave school prior to dismissal time without either a written request signed by a parent/guardian or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

EMERGENCY CLOSING AND DELAYS

Occasionally, inclement weather or other emergency conditions force the schools to close or run on delayed start schedules. Families and community members can access information on school closings and delays in four ways:

- A. The District will provide direct notification whenever possible to families who have provided valid telephone numbers through our automated telephone calling system;
- B. By logging onto the District web page at www.dcs.k12.oh.us and checking the announcement box on the top of the page;
- C. By monitoring local broadcast media; television stations – WSYX/WTTE, WBNS, WCMH, or radio stations – WSNY (94.7 FM), WBNS (1460 AM), WTVN (610 AM), WNCI (97.9 FM); or
- D. [Accessing Official District Social Media Channels](#)

If school is delayed or canceled on a day scheduled for State or National standardized testing, testing will be rescheduled for the next school day.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school will make the form available to every parent/guardian at the time of enrollment.

ENROLLING IN SCHOOL

Students are expected to enroll in the school district in which they live unless enrolling under a district's open enrollment policy. Students that are new to Delaware City Schools are required to enroll with their parents or legal guardians. When enrolling, the parents or legal guardians must provide copies of the following:

- A. A birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody (if applicable);
- C. Proof of residency; and
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. If being considered for temporary enrollment, the parents/guardians will be told what records are needed to make the enrollment regular.

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

A student, who has been suspended or expelled by another public school in Ohio, or in another state, may be temporarily denied admission to the District during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Any student registering for enrollment in the Delaware City Schools with the proper paper work will be permitted to begin classes one day after registration **is completed** and meeting with the school counselor.

HEALTH SERVICES

The school nurse according to guidelines established by the Ohio Department of Health provides screening Services. Vision and hearing screenings occur yearly for the following: Preschool, Kindergarten, and 1st, 3rd, 5th, 7th, 9th and 11th grades. In addition to this standard yearly screening, the school nurse accepts referrals from the parents/guardians, teachers, and other staff to screen students. It should be noted that new students to the District are also screened.

Besides providing basic vision and hearing screenings, the school nurse may also screen for communicable diseases for the health and safety of our students.

First Aid is provided for all students in need according to guidelines established by the Ohio Public Safety Office and the Ohio Chapter of the American Academy of Pediatrics.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student from school or school related activities and require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

LOCKERS

Students who are assigned a locker are responsible for cleaning and maintaining the locker. All lockers remain the property of the school and are subject to search at any time. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers. Students must provide their own combination lock for gym lockers. Students violating the locker policy should expect disciplinary measures.

LOST AND FOUND

The lost and found area is in a designated area. Students who have lost items should check with the administrative assistants and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each term.

MEAL SERVICE

Delaware City Schools is committed to providing your child with nutritious, balanced meals that meet the nutrition standards of the National School Lunch and School Breakfast Programs. Breakfast and lunch are served daily in every building. Meal prices can be found on the district website under Departments > Food Services > Menus.

Applications for Free or Reduced-price meals are distributed to all students at the beginning of each year or at the time of enrollment. Completed applications may be returned to your child's school or the Food Services office, 74 W. William St., Delaware, Ohio 43015, for processing. If a student does not receive a form or the parent/guardian wishes to reapply, then the parent/guardian may download a form from the Food Service website or contact their student's school office or the Food Services office at 740-833-1866 for an application.

A parent/guardian may pre-pay on their student's lunch account for meal purchases. Payments may be made by cash, check or online. Checks should be written to Delaware City Schools with the child's name and the purpose for the check in the memo section. When using cash, it is best to send in a sealed envelope with the child's name and the purpose indicated on the envelope. On-line payments may be made by visiting the District's website at www.dcs.k12.oh.us, clicking on Departments > Food Services, and then selecting the "PaySchools" logo to link to the online payment site. The parent/guardian may register their children to receive free email notifications when lunch account balances are low in funds and to see the balance on their child's account. Payments can be made on-line for both lunches and for school fee payments using the PaySchools website. A small convenience fee may be charged for each transaction.

At the beginning of each school year, all students will be issued a debit card to be used as their school ID, as a library card, and for lunch account identification. Elementary student ID cards are kept at the child's school. Students in grades K through 12 are expected to have their ID card with them to present every time they pass through the cafeteria serving line. Students should contact their lunch cashier to replace a lost or damaged debit card and may be charged a replacement fee.

Students may also bring their own lunch to school to be eaten in the school cafeteria. If students forget their lunch or lunch money,

they may be allowed to borrow on their lunch account. Students are not permitted to leave school grounds during lunch without specific written permission granted by the Principal or designee.

Students may not charge more than \$15.00 and must be paid back to the lunch account as soon as possible.

MEDICATIONS NON-PRESCRIBED/OVER THE COUNTER

Staff members are not permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents/guardians may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication. Over-the-counter medication must be provided by the parent/guardian in its original sealed container.

If a student is found using or possessing a non-prescribed medication, s/he will be brought to the school office and the parent/guardian will be contacted and the medication will be confiscated until written authorization is received to administer the medication through the school clinic.

Any student who distributes a medication of any kind to another student or is found to possess a medication, other than one that has been authorized, is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. This includes the use of a metered dose or dry powder inhaler.

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

MEDICATIONS – PRESCRIBED

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed and all medications registered with the respective building office before the student will be allowed to begin taking any medication during school hours.
- C. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at the parent/guardian request. This should be arranged in advance.
- D. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- E. The parent/guardian shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- F. A log for each prescribed medication shall be maintained by the school indicating the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the written release from the parent/guardian.
- G. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling office. It is important to note that some courses requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. The Principal or designee must approve any schedule variation.

STUDENT FEES, FINES, AND CHARGES

The Delaware City Schools charges fees for specific activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Parents/guardians will receive notice from the school during the summer listing school fees based on the courses selected. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

No student is permitted to sell any item or service in school without the prior approval of the building Principal. Violation of this policy may lead to disciplinary action.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records.

Directory information can be given to any person or organization for nonprofit-making purposes when requested, unless the parent/guardian of the student notifies the Principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents/guardians what information will be considered directory information with instructions on how to prohibit its release. Directory information includes: Name, address, phone number, date/place of birth, photograph, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, awards received, and honor/merit roll.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and the parent/guardian should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. A copying fee may be charged to the requestor. To review records please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. If students choose to bring items of value to school, the student is responsible for their safekeeping and the school will not be liable for any loss or damage to personal valuables.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent or guardian and in compliance with State law. A student who is under the age of eighteen (18) who withdraws from school without the written consent of his/her parent or guardian will be reported to the Juvenile Judge of the County and to the Bureau of Motor Vehicles for suspension of their driver's license.

If a student plans to transfer to another school, the parent/guardian must notify the Principal. School records will be transferred within fourteen (14) days to the new school district.

USE OF THE LIBRARY RESEARCH CENTER

The Library Research Center (LRC) is available to students for academic purposes throughout the school day. To visit, students must obtain a pass from their academic teacher. Books and audiobooks may be checked out for a period of two weeks and can be renewed as needed. Technology is also available for student checkout and due dates vary depending on the type of device. Students are responsible for all library materials, including technology, and fees are assessed for damaged and/or broken materials.

USE OF SCHOOL EQUIPMENT

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment. Students will be held responsible for the proper use and safekeeping of any equipment they are allowed to use.

USE OF TELEPHONES AND CELLULAR PHONES

The office and classroom telephones are only to be used by students in emergencies and with the permission of a staff member. Students are not to use the office and classroom telephones for personal calls and will not be called to the phone unless there is an emergency. The office staff will take and deliver legitimate messages only from parents/guardians.

~~Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school-sponsored activity on or off school property. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, taking photos or videos without permission, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as legal consequences as appropriate.~~

~~Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.~~

Students are prohibited from using a Personal Communication Device (PCD) except:

- A. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- B. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- C. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan. Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- B. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- C. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- D. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- E. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- F. In-school suspension.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

VISITORS

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school, register with the Visitor Management System with valid identification, and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a

member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal. Alumni visits are restricted to before and after school hours.

988 Hotline

The [988 Suicide and Crisis Lifeline](#) provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

La Línea de Vida (Lifeline) para crisis y suicidio 988 ofrece apoyo gratis y confidencial 24 horas/7días a la semana a ciudadanos de Ohio durante una crisis de salud mental. Las personas de Ohio pueden llamar o enviar un mensaje de texto al “988” para contactarse con un especialista por ayuda y apoyo.

SECTION III – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. For overnight field trips, the administration has the final decision on student room arrangements. The Student Code of Conduct and attendance rules apply to all field trips. While the District encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips.

GRADES

The School uses the following grading system:

A+ = 100% - 98%	A = 97% - 93%	A- = 92% - 90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	P = Acceptable Achievement	I = Incomplete

Grading Periods:

Students shall receive an online report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term. Upon request, a paper copy will be provided. When a student appears to be at risk of failure in any course, reasonable efforts will be made to notify the parents/guardians so they can talk with the teacher about what actions can be taken to improve grades.

Our teachers use an electronic gradebook to record student progress. Through an account provided by the school, parents/guardians may access their student’s homeroom attendance, assignments and grades in core courses. This information is available through any computer with web access. Parents/guardians and students will also be provided a username and password to access their individual information.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade is based on, but not limited to, the following criteria:

- A. Current level of achievement;
- B. Potential for success at the next level; and
- C. Emotional, physical, and/or social maturity.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade.

However, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically capable.

STATE AND LOCAL ASSESSMENTS

State and local tests are given to students to monitor progress and determine educational mastery. These tests may help staff members determine a student's instructional needs. Classroom tests/assessments are prepared by staff members and will be used to assess student progress and assign grades.

USE OF DISTRICT TECHNOLOGY

All students and their parents/guardians must sign the District's Acceptable Use Policy, which defines the conditions under which a student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's use of the District's technology and possible disciplinary action as outlined in the Student Code of Conduct and/or referral to law enforcement authorities. In the event that a District owned device is issued to a student it is provided for the exclusive use of the student. Due to insurance and liability issues, the laptops should not be lent to other individuals.

SECTION IV – ATTENDANCE

ATTENDANCE IN SCHOOL

The educational program offered by the Delaware City schools is predicated upon the presence of the student and required continuity of instruction and classroom participation. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

- A. ~~Parents/guardians may excuse their son/daughter for a total of 60 hours for the school year for personal illness before a physician's certificate is required per Ohio Revised Code 3321.04 (ORC). The physician's certificate must be an original. Once a student is required to have a physician's certificate, only the Principal or Assistant Principal has the authority to remove the requirement.~~
- B. **Parents/guardians must notify the school each day if a student is going to be absent or tardy to school.**
- C. Parents/guardians must call each day no later than 15 minutes after school begins to explain a student's absence by calling the Safe Arrival hotline 1-844-817-5313 or online at dcs.schoolconnects.com.
- D. All communication regarding absences (notes, phone calls, etc.) must include a reason in order for the absence to be excused, as determined by the building administration.
- E. Only the Principal or designee has the authority to authorize the change of an absence from unexcused to excused.
- F. Students arriving 3.5 hours after the school day begins or leaving 3.5 hours before the school day ends will be considered absent for one-half of the school day.
- G. A student must be in attendance for 3.5 hours of the school day to participate in or attend an extracurricular or co-curricular event, unless otherwise authorized by a Principal or designee.
- H. ~~The Delaware City Schools reserves the right to file truancy charges after 72 hours and/or retain a student who misses more than 108 hours.~~

MAKE-UP POLICY

All make-up work is to be completed regardless of the cause of an absence.

MEDICAL APPOINTMENTS

Doctor, clinic, and/or dentist appointments should be made after school hours if possible. Because this is not always possible, the student will be excused from school with proper documentation from the physician indicating the appointment time and duration of the office visit. Upon returning to school from a scheduled appointment, students must sign in at the attendance office and receive a pass to return to class. When leaving the building during the school day, students must sign out in the attendance office. Failure to adhere to sign-in and sign-out policies may result in disciplinary action being taken.

PREARRANGED ABSENCE

Prior agreement between the parent/guardian and administrator should be reached and a written record on file in the attendance office in the event such absences are appealed.

The student must make arrangements with each teacher to complete all assignments. The student should ask the teacher for assignments prior to the prearranged absence. Any make-up work assigned to the student during the prearranged absence is to be submitted to the teacher upon the student's return to school.

Students are eligible for approval up to three (3) religious expression days per school year. The building principal must receive a written request from the student's parent or guardian within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the district.

The district will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year, provided that the absence does not occur during a core curriculum subject course.

EARLY DISMISSALS

A written note or phone call from a parent/guardian must be brought to the attendance office prior to the beginning of the school day of the early dismissal. Students must sign out prior to leaving the building and sign in upon returning to school.

CHRONICALLY ABSENT

When a student of compulsory school age is absent in excess of five percent (5%) of the state minimum number of hours required in a school year, the school will notify the student's parent or guardian in writing. A student is considered chronically absent if the student has missed at least ten percent (10%) of instructional time for any reason in the school year. Student absences from school, whether excused, medically excused, unexcused or out-of-school suspensions count towards chronic absenteeism.

UNEXCUSED ABSENCES

Unexcused absences from school (truancy) are not acceptable. A student who is absent from school for any portion of the day, without school authorization and parental consent, will be declared truant. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 or more school hours in one (1) month, or 72 or more school hours in one (1) school year.

If a student is habitually truant and the student's parent/guardian is responsible for the student's absences, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Students are considered unexcused from school for one or both of the following reasons:

- A. The absence was not validated by the parent/guardian with a note or phone call.
- B. The student has surpassed the 60 personal illness hours allowed per year without a valid physician's note.

Make-up of Tests and Other School Work:

Students who are absent from school shall be given the opportunity to make-up work that has been missed. Upon return to school, the student should contact his/her teachers as soon as possible to obtain missed assignments. If a student is absent for three or more consecutive days, the assignments can be obtained upon request to the main office.

Students will be given the same number of days of excused absence to make-up missed work, unless otherwise determined by the teacher or Principal.

If a student misses a test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the school counselor to make arrangements for taking the standardized test.

Suspension from School:

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

A suspended student will be responsible for making up schoolwork during a suspension. The student must obtain the assignment from the teacher or the teacher's Canvas page. The student must keep up with missed assignments during the suspension and turn them in to the teacher. Make up of missed tests will be scheduled on the day the student returns to school. Some work may need to be made up in an alternate manner as a result of missing labs, field trips, etc.

The student will be given credit for properly completed assignments and a grade on any tests.

Vacations during the School Year:

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent/guardian should contact the school office to make necessary arrangements. It may be possible for the student to receive certain assignments to be completed during the trip.

ABSENCE INTERVENTION TEAM

A team consisting of school personnel, court liaison, and court mediator will meet with the student and their family to develop an intervention plan and support the student with their attendance and academics **for students at risk of becoming chronically absent.**

SECTION V – STUDENT ACTIVITIES

ATHLETICS

Delaware City Schools provides a variety of athletic activities in which students may participate providing they meet District and State eligibility requirements. District requirements include a Pay-to-Participate fee per sport and an athletic physical on file prior to any conditioning, practices, or tryouts. Participation in these activities is a privilege and not a right. Authorized school personnel without further notice, hearing, and/or appeal rights, in accordance with Board Policy 5610.05, may prohibit students from participation in all or part of such activities. It is a privilege to be a member of the school's athletic teams, which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. In order to be eligible for participation in any extra or co-curricular activity, the student must be in school for at least 3.5 hours the day of the activity.

ATHLETICS – ACADEMIC ELIGIBILITY

According to the Ohio High School Athletic Association, in order for students to be eligible to participate in high school sports, they must adhere to the following rules:

In order to be eligible, students in grades 9, 10, 11, and 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and receiving passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation.

- A. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- B. ~~A minimum 1.5 grade point average and passing five core classes for freshman. Sophomores starting with the last term of their freshman year through seniors are required to have a minimum of 1.75 GPA and passing five core classes.~~
- C. ~~Students in grades 9-12 whose GPA falls below the minimum requirement for the immediately preceding grading period may become eligible to participate by accepting a ONE TIME waiver and agreeing to go on academic probation. The OHSA standard of passing 5 classes or the equivalent must still be met for a student to accept the waiver. The Eligibility waiver can be applied only ONCE in a student's entire High School Career (9-12).~~
- D. The Administrative office for reasons of discipline may declare a student ineligible.
- E. Medical clearance is required prior to participation. Physicals are good for one calendar year only.

Commented [1]: Review with Athletic Handbook. What is practice

For students younger than the 9th grade, in accordance with the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity a student must be passing at least five (5) courses. Additionally, students must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period. Students whose GPA falls between 1.5 and 1.75 will be on academic probation. To maintain eligibility, they must show acceptable academic performance with progress checks through the current grading period.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-District sponsored organization may use the name of the school or school mascot on any materials or information.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Delaware City Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. It is the District's policy that authorized student groups are only those approved by the Board of Education and sponsored by a staff member. Students should be alert for announcements of meetings for these activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and authorized school personnel without further notice, hearing and/or appeal rights may prohibit students from all or part of their participation in such activities.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending after school events as non-participants are properly safeguarded, it is strongly advised that younger students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

- A. Know and demonstrate the fundamentals of sportsmanship;
- B. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams;
- C. Be positive toward players and coaches regardless of the outcome of the contest; and
- D. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors such as:

- A. Verbal/physical abuse of officials and coaches;
- B. Berating players, coaches, or other spectators through chants, signs, and/or cheers; and
- C. Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area, and/or any other disruptive behavior.

Disciplinary actions include:

- A. Removal from the contest;
- B. Conference/hearing with school officials;
- C. Removal from future athletic contests;
- D. School discipline; and/or
- E. Suspension from all athletic contests for one calendar year from the event.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION VI – STUDENT DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities and/or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that

is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

Violations of the Student Code of Conduct will result in disciplinary action. Discipline consequences may include, but are not limited to: Verbal and/or written warning; redirection and/or reprimand; conference with student and/or parents/guardians; lunch detention; before or after school detention; work detail; community service; confiscation of contraband items; loss of extracurricular activity privileges; loss of leadership positions; loss of privilege to attend or participate in assemblies, activities, banquet and/or awards ceremonies; loss of awards; letters of recognition; loss of technology privileges; assignment to In School Intervention; intervention referral; referral to community agency; emergency removal; suspension alternative program; out-of-school suspension; expulsion; permanent exclusion; and/or referral to appropriate court/legal authorities.

Discipline consequences will be issued to students on an individual basis appropriate to the severity of the violation and the individual needs of the student. Consequences may be assigned more than once on a case-by-case basis.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Students participating in extracurricular and co-curricular activities (e.g., student council, athletics, cheerleading, clubs, trips, plays) are subject to the 365-day rule prohibiting the use of drugs, alcohol, and tobacco at any time. Students should read the extracurricular and co-curricular Code of Conduct and the consequences of any drug, alcohol, and tobacco violations.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to twenty-four (24) hours, suspension for up to ten (10) school days, and expulsion for up to eighty (80) school days, and permanent exclusion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

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

Before a student may be suspended, expelled, or permanently excluded from school there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges and given an opportunity to make a defense.

FORMAL DISCIPLINE – EMERGENCY REMOVAL

“Emergency removal” shall be the exclusion from curricular or extracurricular activities or from school premises of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process either within a classroom or elsewhere on school owned, controlled, or supervised premises.

FORMAL DISCIPLINE – EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents/guardians. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or to explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A formal hearing will be scheduled no earlier than three (3), and no later than five (5) school days after the notice is given. Parents/guardians may request an extension of time for the formal hearing. The student may be represented by his/her parents or guardians, legal counsel, and/or by a person of his/her choice at the hearing.

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

If a student is expelled, the student and the student's parents/guardians will receive written notice within one (1) school day of the imposed expulsion.

Within fourteen (14) days after the Superintendent notifies the parents/guardians of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will be formal in nature with sworn testimony. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas. All opportunity to earn grades or credit is at the superintendent's discretion.

IN-SCHOOL DISCIPLINE

Assignment to an In-School Intervention (ISI) isolates the student in the ISI room under the direction of the school staff. An ISI is a temporary change in educational setting where the student remains responsible for all academic work, including tests. When possible, an assignment to ISI will begin the same day of the Code of Conduct violation. Participation in learning activities designed to assist the student in improving and/or altering his/her behavior is a required part of assignment to ISI. A student who fails to attend ISI or follow ISI rules may be subject to emergency removal or suspension from school.

FORMAL DISCIPLINE – STUDENT SUPPORT TEAM

The school's Student Assistance Team's focus is on the prevention of drug abuse. The goal, through education and drug awareness programs, is to reduce substance abuse within the student population and ultimately within the community. Referrals made to this team, as a result of violations to the Student Code of Conduct (numbers 3, 4, and 5), may result in the disciplinary action being reduced if the student receives a drug/alcohol assessment by a certified alcohol/drug dependency counselor and completes any recommendations made by the counselor. It should be noted that any costs associated with the assessment and follow-up recommendations are the responsibility of the student and the parents/guardians.

FORMAL DISCIPLINE – SUSPENSION ALTERNATIVE PROGRAM (SAP)

The Suspension Alternative Program (SAP) is designed as a positive alternative for students who face out-of-school suspension. This program is designed to provide a rigorous, supervised, and structured daily work program. Through this program, we hope to lower the number of school suspensions, expulsions, and dropouts. Students will receive help to become more successful in school by learning career, vocational, academic, and social skills.

FORMAL DISCIPLINE – SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Principal [or Assistant Principal/other Administrator] will make a decision whether or not to uphold the suspension. If a student is suspended, s/he and his/her parents or guardians will be notified in writing, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, in writing, within five (5) days after receipt of the suspension notice, to the Superintendent or designee. During the appeal process, the student shall not be allowed to remain in school.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes a conference / conversation with the student, a change of seating or location, lunchtime or after school detention, assigned work detail, or assignment to the In-School Intervention room (ISI).

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

In the event that informal discipline occurs before or after school, it is the responsibility of the parent/guardian to provide transportation.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and random searches of the lockers and their contents may be conducted. Students may not share lockers. Unannounced and random canine searches may also be conducted.

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

SELF-REFERRAL

A student that recognizes that s/he has a substance abuse problem may refer himself/herself to the school's Student Support Team for intervention without any school discipline. A student, who already has violations pending or reported that self-refers himself/herself, will not be considered a self-referral.

STUDENT RIGHTS OF EXPRESSION

The District recognizes the right of a student to express himself/herself. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, banners, and audio/video materials. All items must meet school guidelines as follows:

- A. Material cannot be displayed if it:
 - 1) Is obscene to minors, libelous, indecent, or vulgar;
 - 2) Advertises any product or service not permitted to minors by law;
 - 3) Intends to be insulting or harassing; and/or
 - 4) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION VII – STUDENT CODE OF CONDUCT
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Expected Behaviors:

Each student shall be expected to: abide by National, State, and local laws as well as the rules of the school; respect the rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

Code of Conduct:

A goal of the Delaware City Schools is to provide an environment that is orderly, safe, and conducive to the educational process. To reach this goal, rules and regulations have been developed based upon the policy of the Delaware City School Board of Education. The purpose of the Student Code of Conduct is to assist students in developing appropriate school and community behavior.

Students and parents/guardians should understand that it is impossible to anticipate, describe, or perceive every possible violation that may occur. The administration reserves the right to exercise flexibility in applying discipline in those situations where it is warranted for the safety, protection, and the maintenance of good order.

This Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Student Code of Conduct applies to:

- A. Misconduct by a student that occurs off school property but is connected to activities or incidents that have Occurred on school District property; and
- B. Misconduct by a student that is directed at a District official or employee or the property of an official or employee.

Students enrolled in the Delaware City Schools and receiving educational services at other sites (i.e., Ventures, Delaware Area Career Center, etc.) are subject to disciplinary action based on the Code of Conduct at either Delaware City Schools or the alternative

educational site. Suspensions/expulsions from one educational site will be in effect during the same period of time for any educational site the student is attending.

1. Damage to School or Private Property

A student shall not vandalize or attempt to damage any school property or private property of another while on school grounds or during a school activity, function, or event off school grounds. This includes buildings, equipment, lockers, signs posted in a building, and vehicles. Parents, guardians, or custodians may be held financially responsible for any property damage by their child (ORC 3109.09; ORC 2307.70). Charges may be filed with the local law enforcement.

2. Disruption to School

A student shall not, by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

3. a. Alcohol, b. Drugs, c. Narcotics, d. Counterfeit Controlled Substances, e. Paraphernalia

A student shall not possess, use, show evidence of use, transmit, buy, sell, conceal, or consume any alcoholic beverage, intoxicant, or illegal drugs.

This provision shall be applicable to any conduct on school grounds: during and before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicant, or illegal drugs at any time before the student's arrival at school or at a school-sponsored/related event or activity, or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs of abuse include, but are not limited to, alcohol, narcotic drugs, hallucinogenic drugs, generic drugs, steroids, amphetamines, barbiturates, marijuana, glue, cocaine, as well as look-a-like, synthetics, or other substances that could modify behavior. Students shall not transmit, sell, or conceal any drug-of-abuse instrument or paraphernalia. "Instrument or paraphernalia" includes, but is not limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits, etc. Charges may be filed with the local law enforcement agency.

4. Over the Counter or Prescription Drugs

Students shall not possess, use, transmit, sell, or conceal over-the-counter or prescription drugs. When a student needs to take prescribed medication at school, the parent/guardian needs to turn in a completed medical authorization form, signed by the doctor. Medications are registered and maintained in the school's main office.

5. a. Smoking, b. Tobacco Products

Students shall not possess, use, transmit, or conceal cigarettes, tobacco products, or look-a-likes (vape pens) in any form in any school building, school property, or school transportation vehicle at any time under any condition.

A student shall not possess or use matches, lighters, or other smoking related items on school property or at school related activities. Students smoking on school property (including the parking lot or in line of sight of school property) or exhibiting evidence of use (odor of cigarettes), may be suspended. Any youth in violation of the "smoking" law, Sub Senate Bill 218, may be reported to the local law enforcement agency.

6. Weapons and Dangerous Instruments

A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Examples of weapons include, but are not limited to, guns, knives, straight razor, utility knives, box cutters, ice picks, pocketknives, switchblades, buck knives, chains, chemicals and gases. e.g. - mace, and stink bombs-fireworks of any kind.

Other more commonplace devices, which are not normally considered weapons that may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.

7. a. Insubordination, b. Disrespect, c. Repeated Acts of Misconduct

A Student shall not be disrespectful or refuse or fail to comply with directives and reasonable requests of school employees and/or volunteers.

While addressing or interacting with school employees and/or volunteers, a student should not exhibit behavior or an attitude that is characterized by being rude, discourteous, irreverent, insolent, or impudent.

A student shall comply with all school rules and regulations. Repeated acts of misconduct include, but are not limited to, disruption of class, repeated violations of minor rules, and failing to serve detention or any other assigned disciplinary consequence.

8. Profanity or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition, but not limited to, is the use of obscene gestures, signs, pictures, or publications. Obscenities or profanity directed at school personnel, either verbally or in writing, may result in suspension from school.

9. a. Theft, b. Extortion

A student shall not take, attempt to take into possession, aid in the theft of, or have unauthorized possession of the property or equipment of the school District or the personal property of another person while under the jurisdiction of the school.

A student shall not attempt to obtain or receive money, items of value, or special favors from anyone by actual or implied force.

10. Harassment, Intimidation, and Bullying

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber-bully, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment, intimidation, and bullying includes, but is not limited to: slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation that have the purpose or effect of:

- A. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety
- B. Causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee
- C. Causing or intending to cause material disruption of the educational process
- D. Unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance
- E. Otherwise unreasonably having a negative impact on a student's educational opportunities.

A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or School Counselor's office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or expulsion for students. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying/cyber-bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above.

11. Sexual Harassment

Sexual harassment includes, but is not limited to, unwanted inappropriate contact, unauthorized touching, unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. A student who feels s/he has been a victim of sexual harassment should report and file a sexual harassment complaint in the Principal or School Counselor's office.

12. Sexual Contact

A student shall not engage in sexual contact. This includes touching or any other contact that may be considered sexual in nature.

13. Hazing

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. A student who believes s/he has been a victim of hazing should report and file a complaint in the Principal or School Counselor's office.

14. a. Assault b. Fighting c. Instigating d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble, video record to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties may be considered a participant.

15. Academic Dishonesty

Presenting someone else's (author, critic, or peer) work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quizzes, or test answers and plagiarism. Providing one's own work for another student to copy is also considered cheating.

16. Falsification

A student shall not lie about, fabricate, distort, or misrepresent, in verbal or written form, information given to school employees.

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

17. Gambling

Gambling, card playing, and any games of chance are prohibited on school premises, under school authority, or while at any school sponsored activity, function, or event, except with the expressed permission of the building Principal or designee.

18. School Transportation

According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over the students on the school bus. The driver will issue a referral to the Principal's office for infractions on the bus. The penalties imposed may include warning, suspension, or expulsion from riding the bus and/or school. Transportation infractions, including to and from field trips, are subject to both transportation penalties and normal school discipline procedures.

Bus riding is regarded as a privilege. For this reason and for purposes of safety, all students are expected to obey the bus transportation rules. Continued disorderly conduct or refusal to submit to the authority of the driver shall be the reason for refusing transportation service to any pupil.

Bus Transportation Rules:

- A. Students are to arrive at their assigned place of safety (bus stop) 5 minutes before the bus is scheduled to arrive.
- B. Students must wait in a designated place of safety as directed by the bus driver.
- C. Behavior at school bus stops and on the bus must not threaten life, limb, or property of any individual. While at the bus stop and on the bus, students are to behave and conduct themselves in accordance with the Student Code of Conduct for the Delaware City Schools.
 - 1) Students must observe classroom-like conduct and obey the driver promptly and respectfully. Disrespectful, insubordinate, and rude behavior is not acceptable.
 - 2) Students must not use profane language and/or gestures.
 - 3) Students must refrain from chewing gum and eating or drinking, except as required for medical reasons.
 - 4) Students must not have tobacco, alcohol, or drugs in their possession on the bus.
- D. Students must board their assigned bus and go directly to their assigned seats.
- E. Students must remain seated keeping aisles and exits clear.
- F. Students must not throw or pass objects on, from, or into the bus.
- G. Students may carry on the bus only objects that can be held in their laps. Loose items should be secured.
- H. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- I. Students must not put head, arms, or other body parts out of the bus windows.
- J. Items, such as, but not limited to, animals, aerosol cans, glass, firearms, ammunition, weapons, matches, lighters, laser pointers, explosives, or other dangerous materials or objects are prohibited on the school bus.
- K. Students must be silent at railroad tracks until the crossing is complete.

19. Abuse of Computer Hardware, Software, Digital Imaging Equipment or Internet

A student shall not abuse the school District's electronic technology such as, but not limited to, computers, hardware, software, or the network. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data, files, disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using District computer facilities for purposes unrelated to the instructional program of the District, unless written permission from a school official has been obtained. (For additional information, please see Section VI - Student Network and Internet Acceptable Use Policy.)

20. Unauthorized Use of Fire

A student shall not set nor attempt to set any unauthorized fires. A student shall not have in his/her possession cigarette lighters, matches, or any other items used to that could be used to start a fire.

21. Tardiness, Truancy, Unexcused Absence, and Leaving School Property

- A. Tardy to School – All students entering school after the designated start time must report to the Attendance office, sign in, and receive a class admission slip. The teacher will not admit the student without a valid admission slip. A student arriving no later than 3.5 hours after the designated start time or leaving 3.5 hours before the school day ends will be considered absent one-half (.50) day.
- B. Tardy to Class – All teachers will develop procedures for students tardy to class. Repeated violations will be referred to the Principal or designee.
- C. Truancy from School/Unexcused Absence from Class is declared when a student is absent from school, or any portion of the day, without school authorization and parental consent. In addition:
- 1) A referral to the court appointed school liaison and/or truancy charges may be filed with the juvenile court.
 - 2) A physician's certificate may be required to verify absences.
- D. Unexcused Absences from School - The following is the approved list of excused absences by the State Department of Education:
- 1) Personal illness (not to exceed 60 hours in a school year—see below) and/or medical appointments; (a written physician's statement verifying the illness may be required)
 - 2) Appointment with a healthcare provider;
 - 3) Severe illness in the immediate family; illness in the family necessitating the presence of the child;
 - 4) Quarantine of the home
 - 5) Death in the family;
 - 6) Necessary work at home due to absence or incapacity of the parent(s)/guardian(s)
 - 7) Attendance at a driver's education course for up to two (2) hours on more more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
 - 8) Religious observances—expressions days, up to three (3) of which may, after approval by the principal in accordance with school policy;
 - 9) Out of state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in District-approved enrichment or extracurricular activity;
 - 10) Family vacation or college visit with prior approval from Principal or designee; or
 - 11) Such good cause as may be acceptable to the Superintendent;
 - 12) Medically necessary leave for a pregnant student in accordance with Policy 575;
 - 13) Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725;
 - 14) College visitation;
 - 15) 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;
 - 16) Absences due to a student being homeless.
 - 17) An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.
 - 18) Severe illness in the immediate family;
 - 19) Death in the family;
 - 20) Religious observances;
 - 21) Family vacation or college visit with prior approval from Principal or designee; or
 - 22) An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.
- Any absence that does not fit into the above categories is considered unexcused. When the total number of absences and unexcused absences due to personal illness, for which no physician's certificate is presented, exceeds 10 school days in a school year, subsequent absences due to personal illness will require a physician's certificate/note in order to be excused.
- E. Leaving School Property - When under the jurisdiction of school authorities, a student may not leave school premises without proper authorization from an administrator. When leaving school, students are required to sign out in the attendance office.

22. Use of Cell Phones / Electronic Devices/Personal Communication Devices (PCD)

Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school-sponsored activity on or off school property (See Acceptable Use Policy). The possession or use of laser pointers is prohibited at any time. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as community consequences as appropriate.

Students are prohibited from using a Personal Communication Device (PCD) except:

- A. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- B. as authorized by a supervising adult during school-related events and functions (e. g., after-school activities, extracurricular activities); or
- C. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan. Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- B. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- C. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- D. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- E. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- F. In-school suspension.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

22. Dress

While being permitted to reasonably reflect changes in style trends, students are expected to observe standards of common decency relative to personal appearance. In all cases, the building administrators reserve the right to make judgments and decisions regarding appropriateness and acceptability of student dress.

In order to assist families and students in understanding what is acceptable, the following guidelines should be followed:

- A. Clothing must fit appropriately.
- B. Clothing with offensive language, images, or that display or promote alcohol, tobacco, drugs, or violence is prohibited.
- C. Clothing or accessories that are, or may be perceived as, gang identification or affiliation is prohibited.
- D. Shirts and tops must cover areas from one armpit across to the other armpit.
- E. Tank Tops (sleeveless blouses are OK, spaghetti straps are not) Tops must have shoulder straps.
- F. Shorts and skirts must reach the mid-thigh.
- G. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- H. Dark glasses may not be worn in school except for medical reasons.
- I. Hats and hoods should allow the face and ears to be visible.
- J. Head coverings that obscure the face shall not be worn, except for medical, religious, or cultural reasons.

Students violating the dress code may have to call home to have a parent/guardian bring in appropriate clothing.

23. General Misconduct or Inappropriate Behavior

General misconduct is considered as anything that disrupts the educational environment. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public displays of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the educator does not end at the classroom door but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

24. Repeated School Violations

A student shall not repeatedly fail to comply with the directions of any authorized school District personnel or repeatedly violate the student Code of Conduct during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the District attendance policy.

Repeated offenses and violations of school rules and regulations may follow disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

25. Inappropriate Behavior at School Related Activities

A student who has been accepted or qualifies for membership in a co-curricular, school-sponsored, or related extracurricular activity shall not behave in a way that disrupts or tends to interfere with that activity. Students shall not violate the rules, regulations, or policies, which govern participation in a co-curricular or extracurricular activity, whose rules, regulations, or policies are provided to participants and made a part of this code. Likewise, any student attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity. This rule applies in addition to all other rules of student conduct for which students may be disciplined.

26. Other School Violations

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience (i.e., failure to serve assigned disciplinary consequences) or gross misconduct, as elsewhere defined, may also serve as grounds for disciplinary action.

27. Creating Unsafe Situation and Impairing Security of Building, Grounds, or Property

Students shall not engage in activities that put other individuals or the building and its contents in a lessened state of security or safety. This includes, but is not limited to, intentionally "propping" a door open with an object, letting other students or non-attending individuals into the building without permission from staff, or using equipment/furniture/etc. in an unauthorized or non-prescribed manner.

SECTION VIII – HIGH SCHOOL PROCEDURES

COUNSELING DEPARTMENT

740-833-1028

School counselors are advocates for students. They are available to assist and advise each student in the areas of personal/social, academic, and career domains. This includes personal/social concerns, academic concerns, career exploration & choices, course selections, college choices, scholarship applications, test score interpretation, setting goals, examining options, teacher/student relationships, and any special situations that may be important to a student. Our conversations are confidential, however, **by law, school personnel are required to report child abuse, intent to harm oneself or others, and unlawful activity**. When needing to contact a counselor, students should follow these procedures:

- A. Students should have a pass to come to the Counseling Department.
- B. Whenever possible, appointments should be made in advance and held during a passing period, study hall, lunch period, or before or after school. Students can also use these times to stop into the Counseling Department to make an appointment.
- C. In case of an emergency during class time, students must have a pass from a teacher or an administrator to come to the Counseling Department.
- D. After a counseling appointment, students are to sign out and have their agenda signed by the counselor or an administrative assistant in the Counseling Department.
- E. Parents may make appointments for conferences with teachers, counselors, or principals by telephoning the school.

Ms. Stevenson	Ext. 1025...(A-D)
Mrs. Shonebarger	Ext. 1026...(E-K)
Ms. Libby Straub	Ext. 1023...(L-Ri)
Mr. Christian Jamal	Ext. 1027...(Ro-Z)

Mrs. Pollard	Ext. 1024...College & Career, Foreign Exchange
Ms. Estes	Ext. 1028...Administrative Assistant
Mrs. Haser	Ext. 1034...Administrative Assistant

Commented [2]: Is this still accurate? Looks like a new breakdown of names

The [988 Suicide and Crisis Lifeline](#) provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

DELAWARE ARE CAREER CENTER (D.A.C.C.) ATTENDANCE POLICY

Students attending the Delaware Area Career Center are welcome in the school five minutes before their first scheduled activity and must wait in the commons area until the period bell rings. All other attendance policies referenced throughout this handbook also apply to D.A.C.C. students.

DIPLOMA WITH HONORS AND ACADEMIC AWARDS

A Diploma with Honors is awarded to seniors who meet the requirements as determined by the Ohio Department of Education.

The GPA for a Diploma with Honors or an Academic Award is calculated based on grades earned for completed courses and the first semester averages for yearlong classes of the applicable year.

DRIVING AND PARKING

Limited parking is available for students on the northwest side of the school grounds. Prior to the first week of school, students who plan to drive to school must purchase a parking permit to cover the cost of signs, permits, paint, etc., and register their car with the main office. **Seniors will get first priority.**

If driving to school and using the parking lot facilities, students must adhere to the following rules:

- A. Students are not permitted to loiter in the parking lot (i.e., sit for extended periods of time in vehicles) before, during or after school hours.
- B. The speed limit on school grounds shall not exceed 10 m.p.h.
- C. Student parking permits must be visible at all times while on school grounds.
- D. Student vehicles are not permitted in the bus alley from 7:00 a.m. to 3:00 p.m.
- E. Pedestrians and school vehicles **have** the right-of-way.
- F. Students are not to litter the parking lot.
- G. Any inappropriate behavior with a vehicle will result in the loss of driving privileges on district property.
- H. Students are not to park in teacher/visitor spaces at any time or in the front of the building.
- I. Bicycles and mopeds should be parked in the racks located in the front of the building. There is to be no parking on sidewalks or blocking of doors to the building.

Students who fail to uphold these conditions will be subject to the discipline code, loss of parking privileges, parking fines, and the possibility of their car being towed. The cost of towing a vehicle will be the student’s responsibility.

EIGHTEEN-YEAR OLD STUDENTS

Students who are eighteen years of age or older must adhere to all school rules. As long as a student lives at home with his/her parents/guardians. The parents/guardians need to communicate the absence to the school.

An eighteen-year-old self-supporting student, who is not living in the home with his/her parents or guardians, must complete a form available in the Counseling office. This form requires information such as:

- A. Proof of employment
- B. Proof of residency; and
- C. Proof of age

This form must be approved by an administrator and on file in the Main office before the student may write his/her own excuses.

EVALUATING STUDENT PROGRESS

POWERSCHOOL

Our teachers use an electronic grade book program to record student progress. Through an account provided by the school, parents may access their student’s homeroom, attendance, assignments, and grades. This information is available through any computer with internet access. Students will also be provided a username and password to access their individual information. For further information please contact an administrative assistant in the Counseling Department at 740-833-1028.

GPA CALCULATION

The following values will be used for courses taken at Hayes.

Letter Grade to Grade Point Conversion

<u>Letter Grade</u>	<u>Grade Point</u>	<u>Letter Grade</u>	<u>Grade Point</u>	<u>Letter Grade</u>	<u>Grade Point</u>	<u>Letter Grade</u>	<u>Grade Point</u>
A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
						F	0.0

GPA Calculation:

1. Multiply the grade value by the credit.
2. Total the sum.
3. Divide by the credit total.

Cumulative GPAs are based on the yearlong or semester final grades. Semester GPAs are calculated using all completed courses and semester averages for the current year.

Courses taken at the Delaware Area Career Center (D.A.C.C.) are assigned values as described in their student handbook.

EXTRA-CURRICULAR AND CO-CURRICULAR SUPPLEMENTAL STUDENT POLICY FOR TOBACCO, ALCOHOL, AND OTHER DRUG VIOLATIONS

The twelve-month (365 day) extra-curricular and co-curricular policy is a supplement to the school policy and will be enforced for students participating in extra-curricular (e.g., student council, athletics, clubs, trips, plays, National Honor Society) and related co-curricular (e.g., band, strings, choral groups) activities which are not graded and extend beyond the normal school day. Students with an alcohol/drug violation will forfeit all leadership positions. However, future positions may be held after twelve months with an alcohol/drug assessment. Parents will be notified of all alcohol and drug violations. Police and Juvenile Court may be notified. Proof of alcohol/drug assessment by a certified chemical dependency counselor must be completed within thirty days (30) and eight (8) hours of related education completed within sixty (60) days. Parent involvement is required for the student to receive an alcohol/drug assessment and recommendations must be followed. Failure to follow the assessment recommendations will result in the original penalty. A principal-led team, assisted by other involved staff (adviser, coach, student assistance team, or other support staff), will determine to what degree the student will be denied participation in the season or scheduled activities, including scrimmages, rehearsals, etc.

- A. **DISTRIBUTING ALCOHOL/DRUGS, OR “LOOK ALIKE” COUNTERFEIT DRUGS**
- First Violation - 12 months denial of participation in all athletics from the date of offense or 50% denial of participation in the season if alcohol/drug assessment occurs.
- Second Violation - Denial to participate in all athletics for the remainder of the student’s school career.
- B. **POSSESSING, USING, OR UNDER THE INFLUENCE OF ALCOHOL /DRUGS, DRUG PARAPHERNALIA, OR “LOOK ALIKE” COUNTERFEIT DRUGS** (Excluding prescription drugs and/or over the counter pain relief medications which are governed by the Administrating Medication to Student Policy-JHCD.)
- First Violation - 50% denial of participation in season or 20% denial of participation in season if alcohol/drug assessment occurs and 8 hours of education.
- Second Violation – 12-month denial of participation in all athletics from the date of offense or 50% denial of participation in season if alcohol/drug assessment occurs and 8 hours of education.
- Third and Subsequent Violations - Denial to participate in all athletics for the remainder of the student’s school career or 12 months denial of participation in all athletics if alcohol/drug assessment occurs.
- C. **POSSESSING OR USING TOBACCO**
- First Violation - 10% denial of participation in season or no denial of participation if attendance at a community Tobacco Education Program occurs within 30 days.
- Second Violation - 20% denial of participation in season or 10% denial of participation in season if attendance at a community Tobacco Education Program occurs within 30 days.
- Third and Subsequent Violations - 12-month denial of participation in all athletics from the date of offense.

Commented [3]: Does this match the Athletic handbook?

A student that recognizes that he/she has a substance abuse problem may refer himself/herself to the school’s Student Support Team for intervention without any school discipline. A student, who already has violations pending or reported that self-refers himself/herself will not be considered a self-referral.

Parent involvement is required for the student to receive an alcohol/drug assessment and recommendations must be followed. Failure to follow the assessment recommendations will result in the original penalty. A principal-led team assisted by involved staff (coach or other support staff) will determine how the percentage of denial to participate in season, including scrimmages, will be allocated and imposed.

Appeal/Hearing Procedures

A participant suspected of violating any of the above-mentioned regulations would be afforded the rights of students being considered for suspension or expulsion from school under the District’s Student Code of Conduct, if removal from curricular activity for twenty-four (24) hours or more is contemplated. This policy will be distributed to all students. Any request for appeal must be submitted in writing.

GRADING POLICY

Commented [4]: Should grading and GPA information be together?

This policy uses a method of grade computation based on recording and averaging numerical percentage grades, throughout the length of the course. Term percentage grades will be converted to a letter grade for the permanent record. To compute the final grade for the course, the following procedure is used:

Year long course:

1. Add the term percentages for each of the four terms and divide by four.

Semester Course:

1. Add the term percentages for each of the two terms and divide by two.

Convert these percentages to a letter grade according to the following scale:

A+ = 100% - 98%	A = 97% - 93%	A- = 92% - 90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	P = Acceptable Achievement	I = Incomplete

Mastery Grading

4.00-3.75	A+	3.74-3.26	A	3.25-3.00	A-
2.99-2.84	B+	2.83-2.67	B	2.66-2.50	B-
2.49-2.34	C+	2.33-2.17	C	2.16-2.00	C-
1.99-1.76	D+	1.75-1.26	D	1.25-1.00	D-
		Below 1.00	F		

The majority of classes will be using the Mastery Grading system. Additional information about Mastery Based Learning can be found at the bottom of the Rutherford B. Hayes web page: <https://www.dcs.k12.oh.us/site/Default.aspx?PageID=382>

Grading Scale:

1. Regular classes are on a 4.0 scale
2. Honor classes are on a 4.5 scale
3. College credit classes are on a 5.0 scale

OHIO CORE GRADUATION REQUIREMENTS

Commented [5]: add and CTE classes

Course Requirements (Class of 2021 and Beyond)

Delaware City Schools requires students to earn 21 credits in order to graduate from high school. These requirements are described below by subject area.

<u>Subject</u>	<u>Credits Required</u>
English Language Arts	4.0 credits
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Financial Literacy	0.5 credits

Health	0.5 credits
Physical Education	0.5 credits
Fine Arts	1.0 credit
Electives	5.0 credits

Testing Requirements (Class of 2023 and Beyond)

In addition to earning the course credits described above, the State of Ohio requires students to fulfill testing requirements in order to graduate from high school. For the graduating classes of 2023 and beyond, students must complete the following:

COMPETENCY DEMONSTRATION:

- Students must earn a passing score on both the Algebra 1 and English Language Arts 2 tests. *These tests must be taken twice before other options become available.
- Students who do not pass one or both of these tests can fulfill this requirement through one of the following four options:
 - Obtain a remediation free-score on the ACT or SAT.
 - ACT
 - Reading subscore of 22 or higher
 - Mathematics subscore of 22 or higher
 - SAT
 - Evidence-Based Reading and Writing 480 or higher
 - Mathematics 530 or higher
 - Demonstrate two career-focused activities, including one foundational activity:
 - Foundational activities:
 - Proficient score on WebXams
 - 12-point industry credential
 - Pre-apprenticeship or acceptance into an approved apprenticeship program
 - Supporting activities:
 - Complete 250 hours of work-based experience
 - Workforce-readiness score on WorkKeys
 - OhioMeansJobs Readiness Seal
 - Earn credit for one college-level math and/or English course through college credit plus
 - Enlist in the military

READINESS DEMONSTRATION:

- Students must also earn at least two of the following readiness seals, one of which must be defined by the state.
 - State-defined seals:
 - OhioMeansJobs Readiness Seal
 - Industry-recognized credential seal
 - College-ready seal
 - Military enlistment seal
 - Citizenship seal
 - Science seal
 - Honors diploma seal
 - Seal of biliteracy
 - Technology seal
 - Locally-defined seals
 - Community service seal
 - Fine and performing arts seal
 - Student engagement seal

Community Service

In order to graduate from Hayes High School, students must also complete 21 hours of community service. The community service requirement can be completed at any time during the student's four years of high school. Forms documenting the community service completed by students can be found in the main office. The forms should be submitted to the main office prior to the last day of classes for seniors.

ACADEMIC HONORS

Graduation Honors

Commented [6]: Should all of the grading and report card information be together?

Commented [7R6]: Move so everything is together

Based on the 7th semester GPA, students will be awarded the academic honors of:

- Cum Laude - GPA of 3.5 – 3.74
- Magna Cum Laude - GPA of 3.75 – 3.99
- Summa Cum Laude - GPA of 4.0 or above

Commented [8]: Remove community service

Honor Roll

Students with a GPA of 3.5 and above are members of the Honor Roll.

Merit Roll

Students with a GPA of 3.0 and above, who are not on the Honor Roll, are recognized as being on the Merit Roll.

REPORT CARDS

Report cards provide a summary of the student’s scholastic achievement and attendance. They are available online four times during the school year.

SCHEDULE CHANGES

- A. There will be no schedule changes the first 3 days of school, you must follow your printed schedule until you are able to make an appointment with your counselor.
- B. Classes may be added within the first full week of a semester based on the class size of the requested course.
- C. Classes may be dropped within the first two (2) weeks if a student has a full schedule. Core classes required for graduation may not be dropped.
- D. At the beginning of the school year, Delaware Area Career Center students wanting to transfer back to Hayes must attend at least four days at the Career Center. Schedule changes from the Career Center may only be made within the first two weeks of the school year and with Hayes High School administrative approval at the end of the first semester.
- E. **PROPER FORMS MUST BE COMPLETED THROUGH THE GUIDANCE OFFICE.**
- F. The administration and Counseling Department reserve the right to adjust a student’s schedule in order to balance classes, accommodate staff changes, and/or to provide a positive learning environment.

WORK PERMITS

The State of Ohio requires any student who is under eighteen (18) years of age and employed to obtain a work permit. This application may be obtained through the Main office or on-line. The student must obtain a new work permit each time s/he changes employers.

ADDITIONAL BUILDING RULES AND PROCEDURES

Commons/Cafeteria-lunch area:

- A. No collecting, loitering, or standing.
- B. No sitting on stacked chairs or on tables.
- C. Students need to follow lunch-line rules as posted by the Food Services staff.
- D. No line cutting.
- E. No backpacks or book bags in the lunch lines.
- F. No food throwing.
- G. No rough play or horseplay of any form.
- H. Students need to clean up their tables before they leave. All students sitting at a table are responsible for cleaning that table.
- I. Students need to pick up their trash and trays and throw them away.
- J. No students permitted in the music hallways without a pass to or from the assigned classes in that area.
- K. No outside restaurant food can be ordered without permission from the administrators.

Commented [9]: Do we adhere to this?

Commented [10]: Same question, do we adhere to this?

Violation of these rules may result in disciplinary action.

Entering/Exiting the Building:

- A. All Students must enter and exit through the appropriate doors.
- B. Any student arriving at school after 7:25 a.m. or leaving school before 2:30 p.m. MUST sign in/out at the Attendance Office.
- C. Students attending Delaware Area Career Center, Post-Secondary or C.B.I. programs, etc., MUST sign in/out when arriving or leaving school daily.

Commented [11]: We don't have CBI at the high school.

Commented [12]: Do we do this? Do we need to add CCP?

Detention:

- A. Students must report when assigned.

- B. Students must stay for the entire assigned detention period and will not be permitted to leave.
- C. Students assigned for multiple days will need to bring work or will be assigned work.
- D. There is no talking or moving around the room without permission.
- E. There is no sleeping or head down.
- F. Students assigned to lunch detention will be given one (1) days' notice and will need to bring their lunch with them to detention as they will not be permitted to leave during the detention period.

APPENDIX A

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Board's computers, network, and Internet connection ("network") for educational purposes. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent/guardian permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Board's network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive. They are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the network. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the network to engage in "hacking" or other illegal activities such as, but not limited to: software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods.
 - 1) Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a different degree than other school publications or utterances. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2) Students shall not use the network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the network for commercial purposes (i.e., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal

websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." (<http://www.cyberbullying.ca>)

Cyberbullying includes, but is not limited to the following:

- 1) Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2) Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3) Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
- 4) Posting misleading or fake photographs of students on web sites.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

- 1) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the network including, but not limited to, public messages, private messages, and material posted on web pages.
- 2) Do not engage in personal attacks, including prejudicial or discriminatory attacks.
- 3) Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
- 4) Do not post information that, if acted upon, could cause damage or a danger of disruption.
- 5) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
- 6) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- 7) Never agree to get together with someone you "meet" on-line without parent/guardian approval and participation.
- 8) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

I. Use of the network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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 the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.

J. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

L. Downloading of information onto the Board's hard drives is prohibited, without prior approval from a teacher. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.

- N. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, emails and records.

The following notice will be included as part of the computer log-on screen:

"The District's computers, network, and Internet system is to be used for educational and professional purposes. Users are reminded that all Network use, including Internet use, is monitored by the District"

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet are prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form (aka "AUP").
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remain at all times with the Board.
- R. File sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the network.
- S. Students may establish or access web-based e-mail accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail) for educational purposes.
- T. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- U. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes.
- V. Game playing is not permitted unless under the direction of a teacher.

EXHIBIT

D

RETURN NO LATER THAN June 30, 2026



BOARD OF EDUCATION/GOVERNING BOARD RESOLUTION

Authorizing 2026-2027 Membership in the Ohio High School Athletic Association

Whereas, **DELAWARE CITY SCHOOLS**, District IRN number: **043877**
of 74 W. William St., Delaware County, Ohio

Has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and

WHEREAS, The Board of Education/Governing Board ("Board") and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION/GOVERNING BOARD that all schools listed on the reverse side of this card do hereby voluntarily renew membership in the OHSAA and that in doing so, the Constitution, Bylaws, General/Sport-specific Regulations and Business Rules of the OHSAA are hereby adopted by this Board as and for its own minimum requirements as it pertains to, but not limited to, student-eligibility, coaching requirements, and administrative responsibility. Notwithstanding the foregoing, the Board reserves the right to raise the minimum standards as it deems appropriate for the schools and students under its jurisdiction; and

BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletics programs in accordance with the Constitution, Bylaws, General/Sport-specific Regulations, Business Rules, interpretations and decisions of the OHSAA and cooperate fully and timely with the Executive Director's office of the OHSAA in all matters related to the interscholastic athletic programs of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OHSAA Constitution, Bylaws, General/Sport-specific Regulations, Business Rules and the interpretations and rulings rendered by the Executive Director's office. The administrative heads of these schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

Date of Resolution _____

President of the Board of Education/Governing Body
(Print)

(Signature)

Superintendent/Head of School
(Print)

(Signature)

Superintendent/Head of School E- Mail:



RETURN NO LATER THAN JUNE 30, 2026

SCHOOL(S)

The list below is all schools within your district that will abide by the resolution as printed on the front of this card. **To add or remove any school to or from OHSAA Membership, please attach that request, signed by the superintendent/head of school on school letterhead to this card.**

High Schools (grades 9-12)

School Name	IRN	School Name	IRN
DELAWARE HAYES	033084		

7th and 8th Grade Schools

School Name	IRN	School Name	IRN
JOHN C DEMPSEY MIDDLE SCHOOL	138065		

DELAWARE CITY SCHOOLS

EXHIBIT

E



Service & Rate Agreement

2025

Rates effective July 1st, 2025 through June 30th, 2026.
Agreement must be signed and returned to DSC before interpreting and/or
captioning services may be scheduled.

Service Terms and Agreements

DSC's business hours are: 8:30am-5:00pm Monday-Thursday and 8:30am-4:00pm Friday.

Standard requests are defined as a request for services forty-eight hours in advance of the start time and requiring no specialization other than the language identified. Appointment fees will be assessed individually, per service provider. Requests necessitating two or more service providers will be charged two or more appointment fees for the request. **Forty-eight hours is defined as clock hours, excluding weekends/holidays. Requests and messages left outside of business hours are considered received on the next business day.*

1. **Appointment fee:** All service requests will be charged an appointment fee equivalent to two (2) times the hourly rate for the service requested. Appointment fees will be assessed individually, per service provider. The appointment fee replaces prior "minimum" service times to allow service requests to be scheduled based upon the actual service time needed. All requests exceeding one hundred-twenty minutes will be charged the appointment fee, plus additional service time billed in thirty-minute increments thereafter. The appointment fee covers the administrative cost to provide the service in addition to the actual service cost.
2. **Rush fee:** Any request received less than forty-eight hours** in advance of the start time will be assessed a rush rate adding \$10 per hour, per service provider.
3. **After-hours fee:** Any request received after business hours, weekends, or holidays will be assessed an after-hours fee adding \$10 per hour, per service provider.
4. **Cancellation fee:** To avoid paying for services no longer needed, DSC must receive the cancellation request via email (interpreting@dsc.org) or phone (614-841-1991) at least forty-eight hours** *before the start time of the original request*. Failure to notify DSC via email or phone forty-eight hours** in advance will result in charges for the entirety of the requested time. Cancellations are billed at 100% of the requested service time, minus any applicable drive time and mileage.
 - a. Consumer no-shows will be billed at 100% of the requested time, plus applicable drive time and mileage.
 - i. *If the customer or customer's client fail to appear within twenty-minutes of the requested start time, the service provider will depart and services will be charged at 100% of the requested time, plus any applicable drive time and mileage.*
5. **Travel fee:** Any request occurring in excess of twenty (20) miles from DSC offices will be assessed an additional charge for round-trip mileage and travel time, rounded to the half hour. Travel fees are in addition to, *not inclusive of*, the service charges described herein. Travel time and mileage calculations are determined beginning at 215 N. Front St., Columbus, OH 43215 to the address where services are to occur. DSC's mileage rate is 70 cents (\$0.70) per mile.
 - a. Parking fees incurred as a result of travel to your location will be added to the invoice.

- b. All assignments requested through our emergency on-call service will be assessed a travel fee equating to a minimum of one-hour travel time.
6. **Teaming Fee:** To ensure the accuracy of the message and to protect the occupational safety of the service providers, some assignments may require two (2) or more service providers. Fees will be assessed individually, per service provider. DSC uses a variety of factors to determine when a team may be needed including length of assignment, complexity, number of participants, and environmental needs. DSC reserves the right to make the determination if two or more service providers are needed and will notify you when two (2) or more service providers are required.
7. **Payment/Invoicing:** DSC will submit an invoice post hoc covering its charges for services rendered hereunder. Invoice(s) will be submitted bi-monthly and shall contain a summary description of the charges and services rendered. Customer agrees to pay for the services rendered in accordance with the charges as defined in this Service Agreement within thirty (30) days of the invoice date. All invoices not contested in writing within fifteen (15) calendar days of receipt are deemed accepted by Customer as true and accurate and payable in full.
- a. *Invoice questions/concerns must be emailed to accounting@dsc.org.*
8. **Payment Options:** DSC is happy to accept the following payment methods, please contact accounting@dsc.org to discuss payment options in detail.
- a. **ACH Transmittal: (Preferred Method).**
- i. Please contact accounting@dsc.org to submit needed forms.
- b. **Paper Check:**
- i. Please submit checks payable to “Deaf Services Center” via mail to Attn: Accounting 215 N. Front St., Suite 240 Columbus, OH 43215. Please allow at least 5 business days for postal delivery.
- c. **Credit Card: *Subject to an additional fee***
- i. Please call 614-841-1991 (opt. 3) to make a one-time payment via credit card.
9. **Equal Employment Opportunity:** DSC shall abide and shall contractually require its subcontractors to abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered contractors and their subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. DSC agrees to comply and shall contractually requires its subcontractors to agree to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496). If applicable, the parties shall also abide by the requirements of 41 CFR § 61-300.10 regarding veterans’ employment reports and 29 CFR Part 471, Appendix A to Subpart A regarding posting a notice of employee rights.

Signature and Agreement

As the owner or authorized representative, my signature below indicates I have read and agree to the Service Terms, Agreements, and Rates as defined above.

Name of Company/Agency

Billing Address*

City, State, Zip Code

**Select here for invoices via postal mail:*

Billing E -mail address*

Billing Telephone number

**Select here for paperless billing via email:*

Name of Authorized Representative (PRINT)

Date

Name of Billing Contact if different from AR (PRINT)

Date

Signature of Authorized Representative

Date

This form must be signed and returned to interpreting@dsc.org before services may be scheduled.

Service requests must be submitted to: interpreting@dsc.org, via phone: 614-841-1991, or through our online scheduling portal (contact us for details).

Please contact accounting@dsc.org for any updates to billing information including address, phone, email, or authorized representative.



Please include the following details for *all* service requests:

- Name of company:
- Building Address:
 - Please include specific suite number/building information
- If virtual/remote services are requested, please list the platform to be used (Zoom, WebEx, etc.)
 - If you intend to host the meeting, please include the virtual link here:
 - If you prefer DSC establish the link on your behalf, please check here:
 - If you intend to record the session, please send consent forms in advance to interpreting@dsc.org
- Consumer name: (non-English language user(s))
- Provider name/person consumer is meeting: (English language user(s))
- Language/service needed:
- PO Number or Authorization: (*if applicable*)
- Date of service request:
- Start time: Please list actual service time needed
- End time: Please list actual service time needed
- Nature/purpose of meeting: *i.e. what will be discussed, who will be present, etc. This allows us to appropriately select the most qualified interpreter for your service need.*
- Any special instructions/attachments: *i.e. parking instructions/validations, security check-in procedures, safety precautions, copy of presentation materials, etc.*
- Onsite contact name and number: *Please ensure the POC is available for the interpreter to contact when they are in-route.*
- Any additional pertinent detail you would provide to a visitor at your facility

Minimum appointment fee applies to all rates listed below.

Requests exceeding one hundred twenty minutes will be charged the appointment fee, plus additional service time billed in thirty-minute increments thereafter.

American Sign Language	Category	Business Hours	After Hours
<p>Appointments include but are not limited to: medical, educational, home visits & business meetings.</p> <p><i>*Standard requests defined on page 1.</i></p> <p><i>Remote service options are available.</i></p>	<p>*Standard</p>	<p>Appointment Fee: \$150.00 Rush Appointment: \$170.00</p> <hr/> <p><i>Hourly Rate: \$75.00 Rush Rate: \$85.00</i></p>	<p>Appointment Fee: \$170.00 Rush Appointment: \$190.00</p> <hr/> <p><i>Hourly Rate: \$85.00 Rush Rate: \$95.00</i></p>
	<p>Deaf/Blind</p>	<p>Appointment Fee: \$156.00 Rush Appointment: \$176.00</p> <hr/> <p><i>Hourly Rate: \$78.00 Rush Rate: \$88.00</i></p>	<p>Appointment Fee: \$176.00 Rush Appointment: \$196.00</p> <hr/> <p><i>Hourly Rate: \$88.00 Rush Rate: \$98.00</i></p>
<p>Appointments include but are not limited to: trial, mediation, jury duty, & consultations.</p> <p><i>**DSC reserves the right to determine legal categorization of appointment.</i></p> <p><i>Remote service options are available.</i></p>	<p>**Legal</p>	<p>Appointment Fee: \$170.00 Rush Appointment: \$190.00</p> <hr/> <p><i>Hourly Rate: \$85.00 Rush Rate: \$95.00</i></p>	<p>Appointment Fee: \$190.00 Rush Appointment: \$210.00</p> <hr/> <p><i>Hourly Rate: \$95.00 Rush Rate: \$105.00</i></p>
	<p>Deaf/Blind</p>	<p>Appointment Fee: \$176.00 Rush Appointment: \$196.00</p> <hr/> <p><i>Hourly Rate: \$88.00 Rush Rate: \$98.00</i></p>	<p>Appointment Fee: \$196.00 Rush Appointment: \$216.00</p> <hr/> <p><i>Hourly Rate: \$98.00 Rush Rate: \$108.00</i></p>
<p>Appointments include but are not limited to: counseling, behavioral health, psychology, & psychiatry.</p> <p><i>Remote service options are available.</i></p>	<p>Mental Health</p>	<p>Appointment Fee: \$160.00 Rush Appointment: \$180.00</p> <hr/> <p><i>Hourly Rate: \$80.00 Rush Rate: \$90.00</i></p>	<p>Appointment Fee: \$180.00 Rush Appointment: \$200.00</p> <hr/> <p><i>Hourly Rate: \$90.00 Rush Rate: \$100.00</i></p>
	<p>Deaf/Blind</p>	<p>Appointment Fee: \$166.00 Rush Appointment: \$186.00</p> <hr/> <p><i>Hourly Rate: \$83.00 Rush Rate: \$93.00</i></p>	<p>Appointment Fee: \$186.00 Rush Appointment: \$206.00</p> <hr/> <p><i>Hourly Rate: \$93.00 Rush Rate: \$103.00</i></p>

2025 Service Rate Agreement

<p>A Deaf Interpreter <i>always</i> works in tandem with a Hearing Interpreter and is billed in addition to the above rates.</p> <p><i>*DSC reserves the right to determine legal categorization of appointment.</i></p> <p><i>**DSC reserves the right to determine if a Deaf Interpreter is needed based on unique communication needs. Remote service options are available.</i></p>	<p>**Deaf Interpreter *Standard</p>	<p>Appointment Fee: \$160.00 Rush Appointment: \$180.00</p> <hr/> <p><i>Hourly Rate: \$80.00 Rush Rate: \$90.00</i></p>	<p>Appointment Fee: \$180.00 Rush Appointment: \$200.00</p> <hr/> <p><i>Hourly Rate: \$90.00 Rush Rate: \$100.00</i></p>
	<p>**Deaf Interpreter *Legal</p>	<p>Appointment Fee: \$180.00 Rush Appointment: \$200.00</p> <hr/> <p><i>Hourly Rate: \$90.00 Rush Rate: \$100.00</i></p>	<p>Appointment Fee: \$200.00 Rush Appointment: \$220.00</p> <hr/> <p><i>Hourly Rate: \$100.00 Rush Rate: 110.00</i></p>
	<p>**Deaf Interpreter Mental Health</p>	<p>Appointment Fee: \$170.00 Rush Appointment: \$190.00</p> <hr/> <p><i>Hourly Rate: \$85.00 Rush Rate: \$95.00</i></p>	<p>Appointment Fee: \$190.00 Rush Appointment: \$210.00</p> <hr/> <p><i>Hourly Rate: \$95.00 Rush Rate: \$105.00</i></p>

Speech-to-Text via C-Print	Category	Business Hours	After Hours
<p>Appointments include but are not limited to: medical, educational, home visits & business meetings.</p> <p><i>Remote service options are available.</i></p> <p>Edited notes are an addition to the appointment and billed at 50% of the appointment time.</p>	<p>*Standard</p>	<p>Appointment Fee: \$130.00 Rush Appointment: \$150.00</p> <hr/> <p><i>Hourly Rate: \$65.00 Rush Rate: \$75.00</i></p>	<p>Appointment Fee: \$150.00 Rush Appointment: \$170.00</p> <hr/> <p><i>Hourly Rate: \$75.00 Rush Rate: \$85.00</i></p>
	<p>Edited Notes</p>	<p>Edited Notes: \$60</p>	<p>Edited Notes: \$70</p>

2025 Service Rate Agreement

Spoken Language	Category	Business Hours	After Hours
<p>Appointments include but are not limited to: medical, educational, home visits, etc.</p> <p><i>*Standard requests defined on page 1.</i></p> <p><i>Remote service options available</i></p>	<p>*Standard</p>	<p>Appointment Fee: \$130.00 Rush Appointment: \$150.00</p> <hr/> <p><i>Hourly Rate: \$65.00 Rush Rate: \$75.00</i></p>	<p>Appointment Fee: \$150.00 Rush Appointment: \$170.00</p> <hr/> <p><i>Hourly Rate: \$75.00 Rush Rate: \$85.00</i></p>
<p>Appointments include but are not limited to: trial, mediation, jury duty, & consultations.</p> <p><i>**DSC reserves the right to determine legal categorization of appointment.</i></p> <p><i>Remote service options are available.</i></p>	<p>Legal</p>	<p>Appointment Fee: \$150.00 Rush Appointment: \$170.00</p> <hr/> <p><i>Hourly Rate: \$75.00 Rush Rate: \$85.00</i></p>	<p>Appointment Fee: \$170.00 Rush Appointment: \$190.00</p> <hr/> <p><i>Hourly Rate: \$85.00 Rush Rate: \$95.00</i></p>
<p>Appointments include but are not limited to: counseling, behavioral health, psychology, & psychiatry.</p> <p><i>Remote service options are available.</i></p>	<p>Mental Health</p>	<p>Appointment Fee: \$140.00 Rush Appointment: \$160.00</p> <hr/> <p><i>Hourly Rate: \$70.00 Rush Rate: \$80.00</i></p>	<p>Appointment Fee: \$160.00 Rush Appointment: \$180.00</p> <hr/> <p><i>Hourly Rate: \$80.00 Rush Rate: \$90.00</i></p>

Spoken Languages List

Language and availability are subject to change. Please call for additional information.

- Arabic
- Cantonese
- French
- Fulani
- Japanese

- Mandarin
- Mandingo
- Portuguese
- Spanish
- Wolof

EXHIBIT

F

SEAT PURCHASE AGREEMENT
The Bonner Academy at The Buckeye Ranch
2865 West Broad St., Columbus, Ohio 43204

2025-2026 School Year

This is to serve as a contractual agreement between The Buckeye Ranch, 4653 E Main St, Whitehall, Ohio 43213 (“The Buckeye Ranch”), and Delaware City School District located at 74 W. William Street, Delaware, Ohio, 43015, is referred throughout this contract as (“School District”).

School District will purchase access to needed Day Treatment Services from the Buckeye Ranch. As part of this agreement, the following will occur:

School District will purchase: 1 annual seat for \$36,700

Seat Name: District Seat Number 3

Date: 11/25/25 – 5/29/26

Student will start on a mutually agreed upon date. Purchased seat expense is non-refundable.

Transportation to and from The Buckeye Ranch program will be provided by the School District for the school year.

Services provided by The Buckeye Ranch may include but are not isolated to:

- Education: The Home School District is responsible for maintaining the students IEP.
 - I.S. services are not available. The Bonner Academy at The Buckeye Ranch will provide progress reports and academic grades. (initial here)
- Program Coordination
- Mental Health Day Treatment Group Therapy
- Therapeutic Behavior Support
- Individual Psychotherapy
- Family Therapy
- Physical & Social outlets
- Linkage to necessary community resources
- Socialization, communication, and interpersonal skill building.
- Transitional planning and supports

The family/custodial agent will be responsible for payment of treatment services provided. Should they be unable to pay, and no other party is able to pay for treatment services. Services will be terminated with appropriate referrals made to services in the student’s local area.

The effectiveness of the program will be evaluated at the end of the school year and Student’s participation for the following summer and/or the school year will be based on effectiveness, availability of funds, and other program priorities.

- 1) **Invoicing.** The Buckeye Ranch will submit invoices to the School District, within thirty (30) days following the start of contract date. Invoices will be paid within thirty (30) days.
- 2) **Assignment.** This Agreement, and/or any of the rights or responsibilities it contains may not be assigned, transferred, or subcontracted to any other party without the express written consent of The Buckeye Ranch. Any transfer, assignment or subcontracting of this Agreement does not relieve the School District, of any liabilities in this Agreement unless the express, written consent by The Buckeye Ranch so provides. Any attempted to transfer, assign, or subcontracting of this Agreement without the express, written consent of The Buckeye Ranch shall terminate this Agreement at The Buckeye Ranch’s option.
- 3) **Amendment.** This Agreement may only be modified or amended by the express, written Agreement of both parties.

- 4) **Termination.** Either party with or without cause may terminate this Agreement by providing ninety (90) days written notice to the other party. Notice shall be made by regular U.S. mail and shall be effective when received. Notice to The Buckeye Ranch shall be directed to Chief Executive Officer, The Buckeye Ranch, at 4653 E Main St, Whitehall, Ohio 43213.
- 5) **Severability.** If any portion of the Agreement shall be held to be void, voidable or unenforceable for any reason, then all the remaining parts or portions shall be construed, implemented and administered as if such void, voidable or unenforceable portion did not appear herein.
- 6) **Waiver.** No waiver by The Buckeye Ranch of one or more of these terms and conditions or any defaults will constitute a waiver of the remaining terms and conditions or of any future defaults. No failure or delay by The Buckeye Ranch in exercising or enforcing any right will operate as a waiver or prejudice any other exercise or enforcement of rights.
- 7) **Indemnification.** School District agrees that it will at all times during the term of this Agreement indemnify and save harmless The Buckeye Ranch, its trustees, officers, employees, instructors and agents from all present and future losses, injuries or damages caused by the negligent, reckless or intentional acts of omission of the School District in rendering services pursuant to this Agreement, including payment of reasonable attorney fees and costs in the defense of any claim made by a third person incident to such negligent, reckless or intentional act or omission.
- 8) **Applicable Law.** This Agreement shall be interpreted under the laws, and all disputes settled under the jurisdiction of the courts of, the State of Ohio.
- 9) **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior Agreements, whether written or oral, between the parties.
- 10) **Education Records.** By virtue of this Agreement the Parties agree and understand that The Buckeye Ranch will have access to relevant education records, including but not limited to: multifactor evaluations, re-evaluations, individual education program documents, 504 plans, functional behavior assessments, behavior intervention plans, report cards, progress reports, attendance records, transcripts, assessments, discipline records and any other educational records necessary for the Parties to fulfill their respective educational and legal obligations. The Parties acknowledge that the above-described education records are protected by the Family Educational Rights and Privacy Act ("FERPA"). The Parties agree that The Buckeye Ranch's access to such education records is permitted under the "other school officials" exception to FERPA since The Buckeye Ranch is a contractor to which the School District has outsourced institutional services for which it would have otherwise used employees. The Parties further agree that the School District shall maintain direct control over all personally identifiable information contained in student's education records, and The Buckeye Ranch agrees to comply with FERPA and its regulations with respect to any education records.

IN WITNESS WHEREOF, the parties have executed this Agreement by affixing their duly authorized signatures below.

Vickie Thompson-Sandy 2/20/2026
 Vickie Thompson-Sandy Date
 Chief Executive Officer
 The Buckeye Ranch, Inc.

 Superintendent's Office Date
 School District

Billing Address and Contact Person for School District:

Name

Email

Address

EXHIBIT

G

Book	Policy Manual
Section	Vol. 44, No. 1 - Nondiscrimination - August 2025
Title	Vol. 44, No. 1 - Nondiscrimination - August 2025 Technical Correction SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	*po1623 JP (completed)
Status	
Adopted	February 6, 2012
Last Revised	November 6, 2023

Technical Correction Policy - Vol. 44, No. 1

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon **the employee's/applicant's** his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)"):

[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Director of Special Education

74 W. William Street

Delaware, OH 43015

740-833-1100

The names, titles, and contact information of these individuals will be published annually on the School District's website and:

- A. in the staff handbooks.
- B. in the School District Annual Report to the public.
- C. on each individual school's website.
- D. in the School District's calendar.
- E. **[Other:]** _____ . **[END OF OPTIONS]**

The District Compliance Officer(s) is are **[END OF OPTION]** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website, ~~posted and posted~~ throughout the District, and included in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that ~~they have~~/he has been discriminated against on the basis of ~~their~~his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday–Friday, excluding State-recognized holidays).

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with ~~the~~ District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with ~~the~~ District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates ~~informal but~~informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render ~~his~~his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at ~~the employee's~~his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, ~~and~~ effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that ~~they have~~/~~he has~~ been subjected to discrimination based upon ~~their~~/~~his~~/~~her~~ disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012
TDD: 800-877-8339
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

~~U.S. Department of Education~~
~~Office for Civil Rights~~
~~Cleveland Office~~
~~1350 Euclid Avenue~~
~~Suite 325~~
~~Cleveland, Ohio 44115~~
~~(216) 522-4970~~
~~FAX: (216) 522-2573~~
~~TDD: (216) 522-4944~~
~~E-mail: OCR.Cleveland@ed.gov~~
~~Web: <http://www.ed.gov/ocr>~~

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Vol. 44, No. 1 - Nondiscrimination - August 2025
Title	Vol. 44, No. 1 - Nondiscrimination - August 2025 Technical Correction SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	*po2260.01 JP (completed)
Status	
Adopted	March 19, 2007
Last Revised	May 3, 2021

Technical Correction Policy - Vol. 44, No. 1

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of the individual's/his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary, and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons;
or
- C. to whom the State is required to provide a free, appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA").

With respect to vocational education services, a qualified person with a disability means a person with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disabilities access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)"):

[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Director of Special Education
74 W. William Street
Delaware, OH 43015

740-833-1100

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website. ~~() and:~~

- A. ~~() in the parent/student and staff handbooks.~~
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's website.~~
- D. ~~() in the School District's calendar.~~
- E. ~~() [Other] _____ . [END OF OPTIONS]~~

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officer(s)").

The District Compliance Officer(s) () is ~~()~~ are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free, appropriate public education ("FAPE") to students within its jurisdiction who have a physical or mental impairment that substantially limits one (1) or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities will be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified person with a disability, who resides within the District, with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be published on the District's website, and posted throughout the District, and included in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that they have/he has been discriminated against on the basis of their/his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer ("IHO") regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for a due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday–Friday, excluding State-recognized holidays).

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when **they/s/he/they** believe that a violation, misapplication, or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1

Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of **their/his/her** decision.

Step 2

Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of **their/his/her** decision within ten (10) days of receiving the appeal.

Step 3

If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District Compliance Officers must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that **they have/s/he has** been subjected to discrimination based upon **their/his/her** disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012
TDD: 800-877-8339
E-mail: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

U.S. Department of Education
 Office for Civil Rights
 Cleveland Office
 1350 Euclid Avenue, Suite 325
 Cleveland, Ohio 44115
 (216) 522-4970
 FAX: (216) 522-2573
 TDD: (216) 522-4944
 E-mail: OCR.Cleveland@ed.gov
 Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Vol. 44, No. 1 - Nondiscrimination - August 2025
Title	Vol. 44, No. 1 - Nondiscrimination - August 2025 Technical Correction NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	*po2260 JP (completed)
Status	
Adopted	January 8, 2001
Last Revised	May 17, 2021

Technical Correction Policy - Vol. 44, No. 1

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) in its educational programs or activities.

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

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

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Premises, for non-curricular student activities that are initiated by parents or other members of the community including, but not limited to, any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and

maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term day or days as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday-Friday, excluding State-recognized holidays).

District Compliance Officers

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

[NOTE: Neola suggests the Board appoint both a male and a female CO in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.]

Assistant Superintendent

74 W. William Street

Delaware, OH 43015

740-833-1100

The names, titles, and contact information of these individuals will be published annually on the School District's website. ~~() and:~~

- A. ~~() in the parent/student and staff handbooks.~~
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's website.~~
- D. ~~() in the School District's calendar.~~
- E. ~~() [Other] _____.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the Superintendent shall establish procedures to identify students who are Limited English Proficient ("LEP"), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing on an annual basis (see AG 2260F). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient ("LEP") in one (1) or more programs is not the result of discrimination.

Reports and Complaints of Unlawful Discrimination and Retaliation

Students, Board employees, and Board employees are required, and all other members of the School District community, and Third Parties are required to report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the CO within two (2) days.

Members of the School District community, which includes students ~~and~~ Third Parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs, while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one (1) of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. The COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless

circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the **U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave., SW, Washington, DC 20202-1100, Telephone: (800) 421-3481, FAX: (202) 453-6012, TDD: 800-877-8339, E-mail: OCR@ed.gov, Web: <http://www.ed.gov/ocr>** ~~United States Department of Education Office for Civil Rights (OCR). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.~~

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one (1) of the COs.

All informal complaints must be reported to one (1) of the COs, who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.

- B. Distributing a copy of Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. The Principal will not conduct an investigation unless directed to do so by the CO. **[END OF OPTION]**

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

[DRAFTING NOTE: Choose one (1) of the following options.]

The decision of the Superintendent shall be final.

[OR]

~~**[] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.**~~

~~**In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.**~~

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action, up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include, but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- N. ~~() documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~
- O. ~~() documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- P. ~~() copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
- Q. ~~() copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;~~
- R. ~~() copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.~~

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

These investigative records and materials created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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A.C. 3301-35-02(A)

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES
Code	*po2430.02 JP (Completed- reject-the option eliminated was not chosen by the district)
Status	
Adopted	March 3, 2025

Revised Policy - Vol. 44, No. 1

2430.02 - PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN ~~EXTRACURRICULAR~~EXTRA-CURRICULAR ACTIVITIES

A student enrolled in a community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326 and entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65, shall be provided with the opportunity to participate in any extracurricular activities offered by the District.

The eligible community or STEM school student may participate in any extracurricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extracurricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

~~[] A student from a community or STEM school who is not entitled to attend school in the District under R.C. 3313.64 or R.C.3313.65 may participate in an extracurricular activity offered by the District, provided that the school in which the student is enrolled does not offer the extracurricular activity, and that the extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics. [END OF OPTION]~~

~~[] The Superintendent may grant any home educated student or any student enrolled in a qualifying school or a different school district, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312: harassment, intimidation, or bullying; a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following: charged with, indicted for, convicted of, or pled guilty to committing; alleged to be or is adjudicated a delinquent child for committing; conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the State Board of Education. The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy. [END OF OPTION]~~

Eligibility Requirements

In order to participate in any extracurricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity. Further, the District will not impose any additional rules upon a student participating under this policy if those rules do not apply to other students participating in the same

extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a College Credit Plus Program, as long as the student fulfills all academic, nonacademic, and financial requirements.

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R.C. 3313.537, 3313.5314

Book	Policy Manual
Section	Vol. 44, No. 1 - Nondiscrimination - August 2025
Title	Vol. 44, No. 1 - Nondiscrimination - August 2025 Technical Correction SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	*po3123 JP (completed)
Status	
Adopted	February 6, 2012
Last Revised	November 6, 2023

Technical Correction Policy - Vol. 44, No. 1

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon **the employee's/applicant's** his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)"):

[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Director of Special Education

74 W. William Street

Delaware, OH 43015

740-833-1100

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website. ~~() and:~~

- A. ~~() in the staff handbooks.~~
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's website.~~
- D. ~~() in the School District's calendar.~~
- E. ~~() [Other] _____.~~

The District Compliance Officer(s) ~~()~~ **(x)** is ~~()~~ are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website, and posted throughout the District, and included in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that they have/he has been discriminated against on the basis of their/his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday–Friday, excluding State-recognized holidays).

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at the employee's/his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that ~~they/he have/has~~ been subjected to discrimination based upon ~~his/her~~ disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012
TDD: 800-877-8339
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue
Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book Policy Manual

Section Vol. 44, No. 1 - August 2025

Title Vol. 44, No. 1 - August 2025 Revised ASSIGNMENT AND TRANSFER

Code *po3130 JP (completed)

Status

Adopted January 8, 2001

Revised Policy - Vol. 44, No. 1

3130 - ASSIGNMENT AND TRANSFER

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all teaching and other professional staff members and shall attempt to affect the optimum assignment of professional staff to positions based on the best interest of students enrolled in the District. Consideration shall also be given to legal and contractual requirements. Seniority or continuing contract status may not be used as the primary factor in assigning, reassigning, or transferring teachers. effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements.

R.C. 3319.01, 3319.12
R.C. 3319.173

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Legal R.C. 3319.01, 3319.12
R.C. 3319.173

Book	Policy Manual
Section	Vol. 44, No. 1 - Nondiscrimination - August 2025
Title	Vol. 44, No. 1 - Nondiscrimination - August 2025 Technical Correction SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	*po4123 JP (completed)
Status	
Adopted	February 6, 2012
Last Revised	November 6, 2023

Technical Correction Policy - Vol. 44, No. 1

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon **the employee's/applicant's** his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)"):

[DRAFTING NOTE: Neola suggests the Board appoints both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Director of Special Education

74 W. William Street

Delaware, OH 43015

740-833-1100

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website. ~~() and:~~

- A. ~~() in the staff handbooks.~~
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's website.~~
- D. ~~() in the School District's calendar.~~
- E. ~~() [Other] _____ . [END OF OPTIONS]~~

The District Compliance Officer(s) is ~~()~~ are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website, and posted throughout the District, and included in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that they have/he has been discriminated against on the basis of their/his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday–Friday, excluding State-recognized holidays).

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at the employee's/his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that they have/he has been subjected to discrimination based upon their/his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Ave., SW

Washington, DC 20202-1100

Telephone: (800) 421-3481

FAX: (202) 453-6012

TDD: 800-877-8339

E-mail: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

U.S. Department of Education

Office for Civil Rights

Cleveland Office

1350 Euclid Avenue

Suite 325

Cleveland, Ohio 44115

(216) 522-4970

FAX: (216) 522-2573

TDD: (216) 522-4944

E-mail: OCR.Cleveland@ed.gov

Web: <http://www.ed.gov/ocr>

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised WITHDRAWAL FROM SCHOOL
Code	*po5130 JP (completed)
Status	
Adopted	January 8, 2001

Revised Policy - Vol. 44, No. 1

5130 - WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action, and the resources of the District should be used to assist the student in reaching **the student's his/her** career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18) withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify ~~the Registrar of Motor Vehicles and~~ the Judge of the Juvenile Court.

Such notification is to be given, **in writing**, within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

The Superintendent shall ensure, through administrative guidelines, that proper procedures are established so that such notification complies with the provisions of R.C. 3321.13 (B)(1).

The Superintendent shall develop administrative guidelines for withdrawal from school which:

- A. ~~() make counseling services available to any student who wishes to withdraw;~~
- B. **(x)** help the student define **the student's his/her** own educational life goals and help plan the realization of those goals;
- C. **(x)** inform the student of alternative programs;
- D. **(x)** advise students of their right to return prior to their twenty-second (22nd) birthday;
- E. ~~() assure the timely return of all District owned supplies and equipment in the possession of the student.~~

In accordance with Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy, even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

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Legal A.C. 3301-41-01, 3301-43-01, 3301-35-03 (F)

R.C. 3313.66,3321.13

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION
Code	*po5410 JP (Completed- Review-academic acceleration section missing)
Status	
Adopted	January 8, 2001
Last Revised	October 24, 2017

Revised Policy - Vol. 44, No. 1

5410 - PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

[DISTRICTS MUST SELECT A COMPREHENSIVE POLICY(S) REGARDING ACCELERATION. CHOOSE EITHER THE COMBINATION OF NEOLA'S POLICY TEMPLATES 5409 - STUDENT ACCELERATION, 5410 - PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION, AND 5464 - EARLY HIGH SCHOOL GRADUATION OR NEOLA'S POLICY TEMPLATE 5408 - ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION. POLICY 5408 IS THE OHIO DEPARTMENT OF EDUCATION'S MODEL ACCELERATION POLICY.]

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

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

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

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion:

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

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

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the ~~Principal of the principal of his/her~~ school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building. The ~~Principal principal of each school (or his/her designee)~~ will solicit referrals of students for evaluation for accelerated placement, and notify ~~appropriate staff all staff s/he supervises~~ of the referral process. **[END OF OPTIONAL SENTENCE]**

Students referred for accelerated placement will be evaluated in a prompt manner. The ~~Principal building principal~~ will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a ~~() grading period (x-)~~ semester **[END OF OPTION]**.

Before a student is evaluated for accelerated placement, the ~~Principal principal (or his/her designee)~~ shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's Principal (or ~~his/her~~ designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education ~~and Workforce ("DEW")~~.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the Principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent ~~or his/her designee~~ shall review the appeal and notify the parent/guardian of ~~the his/her~~ decision within thirty (30) **[ENTER AMOUNT, not to exceed thirty (30)]** calendar days of receiving the appeal. The Superintendent ~~s or his/her designee's~~ decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases, the Principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the Principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) **[ENTER AMOUNT, not to exceed thirty (30)]** calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Retention:

A student may be retained at the student's ~~his/her~~ current grade level when the student's/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading the core subjects of _____ **[END OF OPTION]**;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. scored below proficient level on any State-mandated test.

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

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before the student's/he is retained;
- D. require that a student be retained if the student's/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the Principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. assign to the Principal the final **[END OF OPTION]** responsibility for determining the promotion, placement, or retention of each student;
- F. provide parents the opportunity to request the promotion, placement, or retention of their child;
- G. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

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Legal

A.C. 3301-35-02(B)(5)

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Technical Correction STUDENT FEES, FINES, AND CHARGES
Code	*po6152 JP (completed)
Status	
Adopted	January 8, 2001
Last Revised	May 17, 2021

Technical Correction Policy - Vol. 44, No. 1

6152 - STUDENT FEES, FINES, AND CHARGES

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may charge fees for any additional materials used in the course of instruction. The Board may furnish these additional materials free of charge to students determined to have a serious financial need. Any waiver of fees shall be made pursuant to Policy 6152.01.

The Board will not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act and the Child Nutrition Act of 1966 for any materials needed to enable the student to participate in a course of instruction. However, the Board may nonetheless charge a fee for materials needed for a student to participate in extracurricular activities or student enrichment programs.

or tools, equipment, and materials that are necessary for workforce-readiness career-technical education training program that may be retained by the students after completion of the course. **[END OF OPTION]**

~~**[] School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment. [END OF OPTION]**~~

Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District.

A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extracurricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees

8. ~~() school records fees~~
9. ~~() school health service fees~~
10. ~~() driver's education fee assessed pursuant to Ohio Revised Code~~

B. "School fees" do not include:

1. ~~() library fines and other charges made for the loss, misuse, or destruction of school property;~~
2. ~~() charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;~~
3. ~~() charges for optional travel undertaken by a school club or group of students outside of school hours;~~
4. ~~() charges for admission to school dances, athletic events, or other social events;~~
5. ~~() optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).~~

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Treasurer with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be 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 will be subject to appropriate fines.

[CHOOSE OPTION 1 OR OPTION 2]

[OPTION 1]

Any fees, fines, and/or other charges collected by members of the staff shall be turned in to the Treasurer within one (1) business day after collection.

[END OF OPTION 1]

~~[] [OPTION 2]~~

~~Any fees, fines, and/or other charges collected by members of the staff that total more than \$1,000.00 or that cannot be safeguarded shall be turned in to the Treasurer within one (1) business day after collection. Any fees, fines, and/or charges collected by members of the staff that total less than \$1,000.00 and that can be safeguarded shall be turned in to the Treasurer within three (3) business days after collection. A place such as the building safe or a locked file cabinet () shall be designated in each building () shall be used [END OF OPTION] for securing these monies until they are deposited with the Treasurer. At no time shall any staff member place public monies in the staff member's his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.~~

~~[END OF OPTION 2]~~

[END OF OPTIONS]

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or the student's his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further, the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district's or school's request for those records pursuant to R.C.

3313.672, or a juvenile judge's order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child's custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

[x] For convenience to families, the Board of Education may enter into an agreement with one (1) or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect, but are not required to, make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed. (See Policy 6109 - Acceptance of Payment by Credit Card)

Annually, the District will report to the Ohio Department of Education and Workforce ("DEW") the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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Legal R.C. 2151.272, 3313.642, 3329.06, 9.38
National School Lunch Act, 60 Stat. 230 (1946), 42 U.S.C. 1751 (as amended)
Child Nutrition Act of 1966, 80 Stat. 885, 42 U.S.C. 1771

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised AUDIT
Code	*po6830 JP (completed)
Status	
Adopted	January 8, 2001

Revised Policy - Vol. 44, No. 1

6830 - AUDIT

The Board of Education requires, after the close of the fiscal year (June 30th), that an audit of all accounts of the District be made annually by an independent, certified public accountant or the State Auditor's Office. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

The _____ **Treasurer** shall also prepare and publish an audited statement of the financial condition of the District at the close of each fiscal year, **within thirty (30) days following completion of the audit.** ~~on or before _____ of the next succeeding fiscal year.~~

~~**[] Findings for recovery should be reported to the Superintendent, Treasurer, () Audit Committee, [END OF OPTION] and Board. It is the Board's preference that an employee not be named in a finding for recovery unless such employee directly performed the action causing the finding () and benefited personally from such action [END OF OPTION].**~~

~~**[] In the event an audit indicates a finding for recovery involving a shortage of funds, finding for recovery should be made against the employee who directly handled the cash, checks, money orders, or other form of payment. [END OF OPTION]**~~

~~**[] In the event an audit indicates a finding for recovery related to the improper spending of District funds or the conversion of District funds or assets for personal use, the finding for recovery should be made directly against the employee who improperly spent the District funds or converted the District funds or assets for personal use. This provision includes, but is not limited to, employees who fail to be properly licensed and accept compensation in violation of State law, employees who accept compensation from falsified pay documents, and employees who accept compensation known to be in error and do not timely report for correction. [END OF OPTION]**~~

~~**[] Any finding for recovery should be reported to and jointly made against the District's bonding company. [END OF OPTION]**~~

At the expiration of the term of the Treasurer/CFO or before the Board approves the surety of the Treasurer/CFO, the Board shall require the Treasurer/CFO to produce all money, bonds, or other securities of the Board, which shall then be counted by the Board or a committee of the Board. A certificate setting forth the exact amount of such money, bonds, or other securities and signed by the representatives making such count shall be entered into the records of the Board.

R.C. 117.11, 117.115, 3313.27

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Legal	R.C. 117.11, 117.115, 3313.27
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Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised SCHOOL SAFETY
Code	*po8400 JP (completed)
Status	
Adopted	March 19, 2018
Last Revised	November 6, 2023

Revised Policy - Vol. 44, No. 1

8400 - SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that all school employees (including administrators, professional staff, and support staff) and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan ("EMP")

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building in the District. The EMP shall be submitted on standard forms developed and made available by the Ohio Department of Public Safety ("ODPS"). In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, mental health providers, local health departments, school safety and security contacts, and any local divisions having county-wide emergency management), parents/guardians of students who are assigned to the building, and teachers and nonteaching employees assigned to the building (hereinafter, collectively referred to as "stakeholders"). Each EMP shall contain the name, title (if applicable), contact information, and signature of each stakeholder (i.e., person involved in the development of the EMP); the signature shall affirm the stakeholder was offered the opportunity to provide feedback (it does not mean or require that the stakeholder approve the EMP).

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

The EMP for each school building shall include a protocol that addresses student use of cellular telephones during an active threat or emergency.

Each EMP will consist of six (6) parts:

- A. The emergency operations plan shall consist of a single document to address all hazards that may negatively impact the school including, but not limited to, active shooter, hostage, bomb threat, act of terrorism, infectious diseases or pandemic, severe weather, bullying, threats of violence or threats to life, and any other natural, technological, or human-caused events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:

1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);

2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery;

The plan shall be consistent with the National Incident Management System ("NIMS") principles.

3. the access and functional needs of the students, teachers, and staff;
4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health providers, public health officials, and other outside experts who could assist in responding to and recovering from an emergency;
6. a threat assessment plan developed as prescribed by Ohio Revised Code Section 5502.263, including a protocol for school threat assessment teams established pursuant to Ohio Revised Code Section 3313.669; **[DRAFTING NOTE: A building may use the model policy and protocol developed by the Department of Public Safety.]**

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The areas of improvement identified in the emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

7. ~~() the use of temporary door locking devices as permitted by and in accordance with law () (i.e., they must be approved by the Principal and noted on the certificate of occupancy for the school building, which is subject to the criteria set forth in O.A.C. 4501:5-1-01(B)(1)(d)) [END OF OPTION].law.~~

B. A floor plan unique to each floor of the building.

C. A site plan that includes all building property and surrounding property.

D. An emergency contact information sheet.

E. Stakeholder signatures.

F. Proof of completion of an approved threat assessment training program for each member of the building's threat assessment team.

The Superintendent shall submit an electronic copy of each building's EMP to the Director of Public Safety not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. The Superintendent shall also file a copy of the current, updated EMP with the following:

A. each law enforcement agency that has jurisdiction over the school building; and

B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with the Director of Public Safety and the above agencies within ten (10) calendar days after adoption of the revised EMPs.

The District's EMPs are security records and not public records. The Superintendent shall keep a copy of the District's EMPs in a secure location.

The Superintendent shall annually review the District's previously developed and adopted EMPs and certify that the plan, emergency contact information sheet, floor plan, and site plan are current and accurate. The certification shall be completed through the School Safety Plan Portal between January 1 and July 1 of each year.

The Superintendent shall prepare and conduct at least one (1) emergency management test each year during the three (3) year annual review cycle, in accordance with rules adopted pursuant to Ohio Revised Code Section 5502.262(F). The Emergency Management tests must meet the following requirements: (1) be a scheduled event at least two (2) of the years; one (1) actual emergency may be used during the three (3) year plan cycle if an after-action report is produced with the involvement of stakeholders (i.e., at least one (1) representative from law enforcement, fire, EMA, EMS, and a mental

health provider and public health official); (2) the type of test shall be a tabletop, functional or full-scale, as defined in O.A.C. 4501:5-1, and each type shall be used once every three (3) years; and (3) the test must include at least one (1) hazard from the hazard analysis identified in the emergency operations plan and at least one (1) functional content area. The test should include at least one (1) representative from law enforcement, fire, EMA, EMS, and a mental health provider, and a public health official.

[SELECT OPTION #1 OR OPTION #2]

~~[] [OPTION #1]~~

~~Students will not participate in the emergency management test.~~

~~[END OF OPTION #1]~~

[x] [OPTION #2]

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Superintendent and Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Principal should also consider age-appropriate participation, guidance, trauma-informed best practice, and training in preparation for students' participation in the test.

[END OF OPTION #2]

[END OF OPTIONS]

[DRAFTING NOTE: If OPTION #2 is selected, it is strongly advised that the District select the following optional language, which is only listed as an option because O.A.C 4501:5-1 does not make it mandatory – however, it does state schools should obtain parental consent if students are going to participate in the emergency management test.]

~~[] Parental consent is required prior to student participation in the emergency management test. [END OF OPTION]~~

The Superintendent shall submit an after-action report to the Department of Public Safety no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including providing safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test. The after-action report shall be submitted on standardized forms developed and made available by the Department of Public Safety.

The Superintendent shall grant access to each school building in the District to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours, and the Superintendent shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student that enrolls in the school after the annual notification, along with their parent/legal guardian, shall be provided with the requisite notification upon enrollment. ~~enrolled in the school after the annual notification, and their parent/legal guardian, shall be notified upon enrollment.~~ Also, see Policy 8420 - Emergency Situations at Schools.

The District shall include the 988 Suicide and Crisis Lifeline telephone number on all of the following (if provided or used by the school):

- A. Student identification cards;
- B. Planners issued to students; and
- C. Any electronic portal administered by the District or school that may be accessed by students.

Threat Assessment

Behavioral threat assessment is a fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations. The threat assessment process shall be embedded within a comprehensive, multitiered system of supports ("MTSS") that involves interdisciplinary, collaborative partnerships focusing on prevention. The District will use a behavioral threat assessment model, including threat assessment teams, to address in a proactive manner the prevention of targeted violence by identifying areas of concern, gathering information, assessing the likelihood of violence, initiating appropriate interventions and violence mitigation strategies, and provide ongoing evaluation to increase positive outcomes for individuals and enhance overall school safety. The aim of the process is to emphasize the provision of interventions and supports, and not just punishment. Ultimately, the primary purpose of a threat assessment is to address concerning behavior (including prohibited behaviors), respond to concerning communications, and minimize the risk of targeted violence at school.

As dictated by the Safety and Violence Education Students ("SAVE Students") Act, the District will use a multidisciplinary decision-making process to conduct threat assessments and develop and implement interventions for students whose behavior indicates they may pose a risk of harm to the school community and/or themselves. (see Policy 5350 - Student Health, Well-Being, and Suicide Prevention). Specifically, the Board directs the Superintendent to create a threat assessment team for each school building in the District serving grades six (6) through twelve (12). Each team shall be multidisciplinary, when possible; the Principal will ordinarily serve as the team's leader and the team may include school administrators, mental health professionals (e.g., school psychologists, school counselors, social workers), school resource officers (where appropriate), and other relevant personnel (e.g., instructional staff). Each member of a threat assessment team is required to complete an approved threat assessment training program upon appointment and once every three (3) years thereafter. As noted above, the District shall include proof of completion of the approved training by each team member in the EMPs and annual certifications submitted to the Director of Public Safety. Per State law, threat assessment team members are not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a team member's execution of duties related to school safety unless the team member's act or omission constitutes willful or wanton misconduct.

The Ohio School Safety Center ("OSSC"), which is part of the Ohio Department of Public Safety, has developed the Ohio School Behavioral Threat Assessment Model Policy and Protocol: A Guide for School Personnel and Law Enforcement. This protocol, or an alternative evidence-based behavioral threat assessment model, shall serve as the foundation of the District's efforts to identify students of concern so that their behaviors can be mitigated to the point that they no longer pose a threat.

The following individuals may be subject to a behavioral threat assessment:

- A. Students: current, former, and prospective
- B. Employees: current, former, and prospective
- C. Parents/guardians of students/non-custodial parents or relatives
- D. Persons who are (or have been) in a relationship with faculty, staff, or students
- E. Contractors, vendors, or other visitors
- F. Unaffiliated persons

Research shows that individuals who plan to commit violent acts against schools often share their plans with someone. Consequently, the District **[DRAFTING NOTE: Select one (1) of the following options]**

has registered with the SaferOH tip line operated by the Department of Public Safety to facilitate the receipt of anonymous reports of concerning behavior and/or communications. **[END OF OPTION]**

[OR]

~~() has entered into an agreement with an anonymous reporting program that meets the following requirements:~~

- ~~A. operates twenty four (24) hours per day, seven (7) days per week;~~
- ~~B. forwards reported information to and coordinates with the appropriate school threat assessment teams and law enforcement and public safety agencies as required under the District's EMPs;~~
- ~~C. will be promoted in each District school to inform students about the reporting program and its reporting methods;~~
~~and~~

- ~~D. complies with Ohio Revised Code Sections 149.433 and 3319.321 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.~~

[END OF OPTION] [DRAFTING NOTE: If the District enters into an agreement with an anonymous reporting program provider, it must specify in the agreement that the provider must annually submit a report to the Department of Public Safety and the Department of Education and Workforce identifying the number of anonymous reports made through the reporting program and the method by which they were received, disaggregated by school.]

[END OF OPTIONS]

The Superintendent shall comply with all reporting requirements set forth in R.C. 3313.669 related to the District's **(x)** participation in the SaferOH tip line ~~(→) use of an anonymous reporting program~~ **[END OF OPTIONS]**.

~~[] The Board authorizes the Superintendent to determine whether to designate a student led violence prevention club for each school building in the District serving grades six (6) through twelve (12). If a student led violence club is established in a building, it shall (1) be open to all members of the student body; (2) have at least one (1) identified adult advisor; (3) implement and sustain suicide and violence prevention and social inclusion training and awareness activities in a manner consistent with R.C. 3301.221; and (4) foster opportunities for student leadership development. **[END OF OPTION]**~~

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of self-harm or violence to others. If an inquiry indicates that there is a risk of self-harm or violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment, including the threshold for law enforcement;
- D. establishing assessment procedures that include practices for maintaining documentation, identifying sources of information, reviewing records, and conducting interviews;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation;
- H. identifying risk management options (e.g., interventions and supports, and the imposition of disciplinary consequences, as appropriate) to enact once an assessment is complete, including creating an individualized management plan to mitigate identified risks;
- I. creating and promoting a safe school climate built on a culture of safety, respect, trust, and emotional support, and one that encourages communication and empowers students to share their concerns;
- J. providing training for all stakeholders, including school personnel, students, parents, and law enforcement (as applicable).

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

Safe and Drug-Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug-Free Schools):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 1. allows a teacher to communicate effectively to all students in the class;
 2. allows all students in the class the opportunity to learn;
 3. has consequences that are fair and developmentally appropriate;
 4. considers the student and the circumstances of the situation; and
 5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law require that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education and Workforce will then use this data to determine whether or not a school is considered persistently dangerous as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall **[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]**

~~() discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year. [END OF OPTION]~~

(x) convene a meeting of the building administrator, representative(s) of the local law enforcement ~~()~~ agency **(x)** agencies **[END OF INTERNAL OPTIONS]**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year. **[END OF OPTION]**

[END OF OPTIONS]

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall **[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]**

~~() discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year. **[END OF OPTION]**~~

(x) convene a meeting of the building administrator, representative(s) of the local law enforcement ~~()~~ agency **(x)** agencies **[END OF INTERNAL OPTIONS]**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year. **[END OF OPTION]**

[END OF OPTIONS]

~~**[]** If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02. **[END OF OPTION]**~~

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

A.C. 4501:5-1-01

R.C. 9.65, 149.433

R.C. 3313.669, 3313.6610, 3313.6611, 5502.262, 5502.263

20 U.S.C. 6301 et seq.

Ohio Department of Public Safety - Model Threat Assessment Plan

Public Law 107-110

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

Ohio Department of Public Safety – Ohio School Behavioral Threat Assessment Model Plan: A Guide for School Personnel and Law Enforcement Officers

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A.C. 4501:5-1-01

R.C. 9.65, 149.433

R.C. 3313.669, 3313.6610, 3313.6611, 5502.262, 5502.263

20 U.S.C. 6301 et seq.

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Ohio Department of Public Safety Ohio School Behavioral Threat Assessment Model Plan: A Guide for School Personnel and Law Enforcement Officers

Book	Policy Manual
Section	Vol. 44, No. 1 - August 2025
Title	Vol. 44, No. 1 - August 2025 Revised STUDENT ABUSE AND NEGLECT
Code	*po8462 JP (completed)
Status	
Adopted	January 8, 2001
Last Revised	November 6, 2023

Revised Policy - Vol. 44, No. 1

8462 - STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with their position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

~~[] The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect () and shall secure prompt medical attention to any such injuries reported [END OF OPTION]. [END OF OPTIONAL SENTENCE]~~

Each Principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency, even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6, and also will provide developmentally appropriate instruction in child sexual abuse prevention to all students in grades K-6 ~~() annually~~ [END OF OPTION]. Instruction for students in grades seven (7) through twelve (12) will include developmentally appropriate instruction in sexual violence prevention education. The parents/guardians of students who receive instruction related to dating violence prevention and sexual violence prevention will be notified that it is required curriculum, that they may examine the instructional materials upon request, and that a student may be excused from the instruction at the parent's/guardian's written request.

In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The in-service education program will include school safety; violence prevention, including human trafficking content; youth suicide awareness and prevention; prevention of child abuse, **child sexual abuse**, substance abuse; promotion of positive youth development; and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. ~~The program shall include training on child sexual abuse prevention presented by law enforcement officers or prosecutors who have experience in handling cases involving child sexual abuse or child sexual violence.~~

The Board shall adopt or develop curriculum in consultation with public or private agencies or persons involved with youth suicide awareness and prevention and child sexual abuse prevention or child sexual violence prevention. ~~The Board shall adopt or adapt an evidence-based awareness and prevention curriculum developed in consultation with public or private~~

~~agencies or persons involved in child sexual abuse prevention or child sexual violence prevention approved by the Ohio Department of Education (ODE), or alternatively will utilize a suicide awareness and prevention curriculum that has been developed in consultation with public or private agencies/persons involved in youth suicide awareness and prevention and that has been approved by the ODE.~~

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed mental health providers, nurses, teachers, counselors, school psychologists, and administrators who work in the District's elementary, middle, and high schools shall complete at least four (4) hours of in-service training within two (2) years of the date of employment.

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse, and promotion of positive youth development.

The District shall be registered with the SaferOH tip line operated by the Department of Public Safety or shall enter into an agreement with an anonymous reporting program selected by the Board that meets the requirements set forth in law (R.C. 3313.6610).

The District shall submit data to the Ohio Department of Education and Workforce ("DEW") (~~"ODE"~~), in a manner prescribed by the Department, and to the Department of Public Safety at the end of the first full school year of the District's participation in the anonymous reporting program, and at the end of each school year thereafter, disaggregated by the school.

The data shall be considered records and are not public records under R.C. 149.433.

The Superintendent will promote and inform students about the selected program and its reporting methods.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

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Legal R.C. 149.433, 2151.421, 3313.60, 3313.6610, 3319.073, 3319.321
20 U.S.C. 1232g

EXHIBIT

H

M. _____ introduced the following resolution and moved its passage:

RESOLUTION NO. _____
AUTHORIZING EXECUTION OF AN AGREEMENT WITH STEED HAMMOND PAUL, INC FOR
THE CAPITAL IMPROVEMENTS PROJECT

The Superintendent requests authority to execute an agreement with Steed Hammond Paul, Inc. (“SHP”) for design professional services for the Capital Improvements Project (the “Project”).

Rationale:

1. The Board identified a need for the Project.
2. The Board previously identified and selected SHP as the firm “most qualified” to provide facilities assessment, master planning, design and construction administration services (“Design Professional Services”) for the Project. In addition, the Board previously authorized the Superintendent, Treasurer, and Board President, working with legal counsel, to negotiate an agreement with SHP for the Project.
3. SHP provided a pricing proposal for the Design Professional Services for the Project in amounts not-to-exceed \$115,900.00 for basic services, and \$5,770.00 for reimbursable expenses, for a total not-to-exceed amount of \$121,670 (“Contract Sum”).
4. The Superintendent requests authority for the Superintendent, Treasurer, and Board President, working with legal counsel, to execute an agreement with SHP in an amount not-to-exceed the Contract Sum.

The Board of Education resolves as follows:

The Board authorizes the Superintendent, Treasurer, and Board President, working with legal counsel, to execute an agreement with SHP for the Design Professional Services for the Project in an amount not-to-exceed the Contract Sum, which the Board believes is fair and reasonable.

M. _____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: _____ Nays: _____

The resolution passed.