

AURORA CITY SCHOOLS



**LEIGHTON
ELEMENTARY SCHOOL
STUDENT HANDBOOK**

**121 AURORA-HUDSON ROAD
AURORA, OHIO 44202**

2026-2027

Dear Leighton Families,

Welcome to Leighton Elementary School! This handbook outlines the key policies and procedures that we follow. We urge you to read it thoroughly and use it as a year-round reference. Please take time to go over this material with your child.

For the latest news and essential resources, visit the district website at aurora-schools.org. Let's make this a positive and successful school year together!

Sincerely,

Spencer Warders
Principal

Jeff Morris
Assistant Principal

Important Numbers

Phone: 330.562.2209

Attendance Line: 330.954.2040

Fax: 330.562.2265

Board of Education

- Pam Mehallis, President
- Jennifer Klich, Vice President
- Mike Acomb, Member
- Molly Schneider, Member
- Kate Fuller, Member

Central Office Administration

- Paul Milcetic, Supt.
- Mike Hayes, Asst. Supt.
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This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

**In this document, the term 'parents' refers to all adults responsible for the care of the student, including parents, guardians, and caregivers.

General School Information

Leighton School Day: 9:05 AM – 3:30 PM

Office Hours: 8:00 AM – 4:00 PM

Building and classroom doors are locked after dismissal each day. The building's main doors will be open after school only if there is an event at Leighton. The doors will be open for the event only.

In order to provide proper supervision and safety for all, students should NOT arrive prior to 8:50 AM. Car riders arriving earlier must stay in their vehicles. Students walking or riding bikes are encouraged to arrive as close to the 8:50 time as possible. Students will not be permitted to enter the building early.

[Leighton Arrival and Dismissal Procedures Document](#)

School Drop Off

Parents who drive their children to Leighton should drop them off at the designated area in a timely fashion in order to keep the flow of traffic moving. There is a designated drop-off and pick-up area separate from the BUSES; cars will not have access to the bus arrival and departure area throughout the school day. Please make every effort to have your child to school on time.

School Pick-up

Parents who pick their children up at dismissal time are asked to only use the designated pick-up/drop-off area by Door Number 2. The main parking lot in front of the building is not available to drop off and pick up during bus departure/arrival times because of safety concerns.

Change in Transportation/Early Dismissal

If your child is temporarily changing their transportation for a period of time, please use the [Change in Transportation](#) form to communicate this change so we can get a reminder message to your child. An example would be if your child typically rides the bus, but you are picking them up early for an appointment.

Attendance

The Aurora City School District has amended and adopted policies that are required by law. In accordance with Ohio law (see House Bill 410) the parent, guardian, or other person having care of the child is responsible to see that the child is in school. The district is required to notify the parent, guardian, or other person having care of the child when the student is determined to have excessive absences.

The Ohio Department of Education and House Bill 410 define **Excessive Absences** as:

- a. Absent **38 or more hours** (equivalent to approximately 6.5 days) in one school month with or without a legitimate excuse;
- b. Absent **65 or more hours** (equivalent to approximately 11 days) in one school year with or without a legitimate excuse.

The Ohio Department of Education and House Bill 410 define **Habitual Absences** as:

- a. Absent **30 or more** consecutive hours without a legitimate excuse
- b. Absent **42 or more hours** in one school month without a legitimate excuse or

- c. **Absent 72 or more hours** in one school year without a legitimate excuse.

For a tardy or an absence to be deemed EXCUSED, you must present a doctor's note.

ONLY: personal illness, medical/dental appointment, or emergency circumstances approved by the Principal/Asst. Principal will be excused.

Please note: When parents anticipate being out of town, they must notify the school office in writing as to the name of the person legally responsible for the child and telephone numbers in case of an emergency.

Procedure for Absences

Please call 330-562-2209 and select option 1. You will be prompted to leave a message with the name of your child and the reason for the absence. If you need to talk to our attendance secretary, Mrs. Mariah George, please select 0 and you will be connected during normal school hours.

Tardiness

At 8:55 car riders will use the 3rd grade wing entrance, Door #2. Door #2 will close and lock at 9:05. All students being dropped off after that time will need to use the main entrance and report to the main office for a tardy slip to class.

Students are tardy to school if they are not in the building by 9:05. If arriving at school after 9:15, a parent must sign their child(ren) in at the Main Office and report the reason for the tardiness to the secretary. It is important for students to be present for the opening of their school day to receive a positive start to their daily educational endeavors.

Signing Out Students during the School Day

If it is necessary for a student to be signed out during the school day, notification needs to be communicated to the main office. Parents need to come into the school and sign out their child.

Make-up Work

When students are absent, missing work will be made up at the discretion of the teacher.

Vacations During the School Year

We encourage you to schedule family vacations at times other than when school is in session. When a family trip is unavoidable during the school year, please follow these guidelines:

- Complete the [planned absence form](#) prior to your trip.
- Have your child read daily for pleasure.
- Teachers cannot provide advance work in which your child has not had proper instruction.
- Any missing work will be completed upon return at the discretion of the teacher.
- Only 5 cumulative planned absence days will be considered excused absences.

Placement Request Policy

Any placement requests should convey the needs of your child; not for a specific teacher. All placements are done with input from teachers, counselors, and other appropriate school personnel. Final placements are done by the building principal.

School Communications

Telephone Calls

To reach a classroom teacher or staff member, please call their direct line and leave a voicemail. The building secretary can also be reached at 330.562.2209. Please do not call the office at the end of the day to deliver messages to students. While emergencies arise and we will assist when needed, we ask families to limit office messaging whenever possible.

Home-School Communications

Open communication between the home and school is encouraged. School newsletters and FinalForms communications will be shared regularly to keep families informed and up to date on all happenings in the building. Other pertinent information is available both in the school office and on the district website. Parents who may have a concern relating to the classroom should contact the teacher first to discuss the problem and find solutions. If the concern is not resolved, parents then should contact a building administrator.

Conferences & Meetings

School conferences will be scheduled two times each year. A conference may be held with a teacher or the principal at any time by calling the teacher or principal and setting up an appointment.

General School Operations

School Lunch

The school menu is available on the [district's web page](#) and hard copies are available in the Leighton office. Parents have online access to the student lunch account and can add funds via credit card, cash or check. Students will purchase lunch using their 4-digit ID number.

Forgetting Lunch

If a student forgets a lunch, parents may drop off a packed lunch to the main office. We cannot accept Door Dash or other similar services. We cannot allow fast food/restaurant-type lunches (including Starbucks) to be dropped off to students. You can sign your child out and take them out to lunch if this is something you are wanting them to enjoy.

Recess

Children should be adequately dressed for the weather and outdoor recess. The school does not have personnel or space available to supervise children who wish to remain indoors during recess. When all children remain in due to inclement weather, the playground supervisors remain in with them. **In general, children will have indoor recess when the temperature including wind chill creates a "feels like" below 17 degrees.** This may mean that some grades go out more often than others based on the time of day.

Bringing Items to School

Students should **not** bring toys, games, and other non-essential items to school. No entertainment or technology equipment is allowed (such as tablets) unless it is school designated. Students assume all responsibility for objects brought to school.

Cell Phones/Smart Watches

Any watches (i.e. Apple/Smart Watches) should be used solely as a watch for the day. If they are found to be used as a cell phone (or using any Apps) they will be told to store it in their locker. If the watch is used improperly repeatedly, the administration will confiscate it, and parents will be asked to pick it up at school. The student will not be able to bring the device back to school. Students may come to the office where the secretary or school counselors can make a call home if necessary.

School Property

Students use technology, books, and materials owned by the school. Students are accountable for all materials and any items damaged or lost must be paid for by the individual(s) responsible. *Lockers are the property of the Board of Education and school officials reserve the right to examine lockers and the contents thereof at any time.*

Chromebooks

At Leighton, Chromebooks remain at the school and students do not take these devices to and from school. Additionally, while students are using these devices at school, they are responsible for their care. If damaged, students/parents will be responsible for the cost of the repairs or replacements device. Furthermore, every year a [technology acceptable use policy](#) is signed by all families and students. Students must use Chromebooks and all technology appropriately, or they can lose the privilege of these devices.

Student Records

The Aurora Schools maintain official student records on each student. These records, which include all information related to the student's education, are commonly known as the Student Cumulative Folder. Records of a temporary nature, such as a teacher grade book and personal notes, are not a part of the cumulative record folder.

Parents or eligible students shall have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible. The review will be conducted in a private setting in the presence of the principal or a designated representative.

School Visitors:

All visitors to the schools MUST report immediately to the building main office. In accordance with Section 2917.2 of the Ohio Revised Code, no unauthorized person shall be in school buildings or on school grounds. Such intruders shall be considered trespassers. Students are not permitted to bring guests to school. Visitors will be asked to produce a valid driver's license upon check-in if they will have access to the building and will be required to wear an identification sticker or ID badge.

Class Parties:

Grades 3-5 will celebrate with a Fall Festival, Winter Festival, and Valentine Party. Party dates and specifics of the party will be communicated via the school and/or PTO members, and in building wide newsletters.

If parties require party helpers they will need to arrive at the front entrance and sign in. Again, only the helpers assigned for the party day will be admitted.

Fall Festival Costumes – Costumes will be permitted but the costume can not hinder the educational environment. Masks will only be permitted to be worn during the class parties. No make-up, no blood, no props, and no weapons or anything that promotes violence or other potentially dangerous objects are permitted as part of the costume. All costumes must be appropriate for the school setting.

Party foods will be supplied by the PTO. Nutritional and ingredient information will be shared ahead of time. **PARENTS – please do not send in additional food items or treat bags on party days.**

Birthdays & Treats:

Our schools have seen a significant increase in food and food-related allergies, as well as other reasons for dietary restrictions. **NO edible treats for birthday celebrations will be permitted.** Please note that **all** classrooms are nut-free (Peanuts and Tree-nuts).

PLEASE NOTE: Invitations to birthdays, or other parties held outside of school are to be sent from home. Classroom teachers are not responsible for passing out invitations to private parties, nor are students permitted to do so during school. **School personnel cannot give out addresses or phone numbers.**

The Elementary Curriculum

Curriculum:

The curriculum for the Aurora City Schools adheres to state standards and is developed with input from many sources - current research and leading experts, local curriculum specialists, administrative personnel, teachers, and community members.

Content area frameworks include language arts, writing, mathematics, social studies, science, and health. Special areas include art, music, physical education, and library/media. More information about each area can be found on the Leighton website.

Multi Tiered Systems of Support (MTSS)

A building-based team is available which provides assistance to teachers and learners. The team varies in composition depending upon the issue that is presented. The meetings focus on a student's talents, strengths, and needs. The process the team uses is based on the Response to Intervention model under the Multi-Tier System of Supports (MTSS). More information can be found on the Leighton website.

DISTRICT POLICY AND PROCEDURES FOR CHILDREN WHO ARE GIFTED

All procedures for the identification and service of students who are gifted are in accordance with adopted Board Policy, the Ohio Revised Code, and the Ohio Operating Standards for the Identification and Services for Children Who are Gifted. This 2026-27 ACSD Gifted Screening / Identification and Service Plan is shared via all School Handbooks sent to all district families to ensure it is accessible to all families. A student can be identified as exhibiting superior cognitive ability; specific academic ability in one or more content areas, which include mathematics, science, reading, writing or a combination of these skills, and/or social studies; creative thinking ability; and/or visual or performing arts ability. The District uses only those instruments approved by the Ohio Department of Education & Workforce (ODEW) for screening, assessment and identification of students who are gifted. A student identified as gifted in accordance with State law remains identified as gifted regardless of subsequent testing or classroom performance. It is important to determine whether additional assessment for the purpose of gifted screening/identification is appropriate and necessary for each student. Consideration of service options and selection criteria needed for programming eligibility is imperative to ensure that the most appropriate decisions are made. Many enrichment opportunities, arts-related opportunities, Honors

courses, AP courses, etc. may not require gifted identification and/or may use other and/or additional student selection criteria. Assessment is helpful when it assists a student in attaining the most rigorous and appropriate courses/programs possible.

The District shall provide at least two opportunities per year for assessment in the case of each student requesting assessment or referred for assessment. In order to ensure referred students are assessed within 90 days from the date of referral, the district provides four Gifted Assessment Windows per year: August 15-September 15, November 15-December 15, February 15-March 15, and May 15-June 15. Gifted testing results for currently enrolled students must be collected by the end of the May 15-June 15 Gifted Testing Window to inform eligibility for Gifted/Advanced Programming during the following school year (in grades 6-8), for programming which includes area(s) of gifted identification as Selection Criteria. New students can be referred for gifted testing upon enrollment within the district and will be assessed within 90 days of referral submission, which may or may not occur within a Gifted Testing Window. Referrals must be received by the day before the identified Gifted Assessment Window begins to ensure a student's inclusion within this Window. Referral Forms are available for printing [HERE](#) and electronic submission [HERE](#). Print copies of completed Referral Forms should be forwarded to the School Principal. All assessments are administered by qualified personnel, with results available within 30 days of assessment.

School Health

Ohio Immunization Requirements for School Admittance:

Ohio Department of Health, under the authority granted in Sections 3313.671 and 3701.13, Ohio Revised Code; have established the following requirements for school children, for school admittance (preschool information not included):

- Four or more doses - DPT (diphtheria, pertussis, tetanus)
- Three or more doses - OPV or IPV (polio vaccine).
- Two doses of MMR – (measles, mumps & rubella)
- Three or more doses - Hepatitis B
- Two doses – Varicella

According to law, this information must be on file in the local school on the child's initial entry into school or the child is not to be admitted. The Aurora City School policy, adopted by the Board of Education and consistent with the requirements of the state of Ohio, requires a complete immunization record. The required immunizations can be waived if a medical condition exists which would not allow those immunizations to take place; a physician's written statement is required. Objection on religious or philosophical grounds is a valid exemption only when a parent or guardian signs a written statement to this effect. After a short grace period, students with incomplete immunization records will be excluded from school.

Emergency Forms:

Ohio Revised Code Section 3313.712 requires Boards of Education to have on file an emergency medical authorization form prior to the first day of October. It is the responsibility of parents to keep emergency forms up to date. Addresses and phone numbers, as well as cell phone numbers and pager numbers, should be current as well as work locations. Accurate information will help the school reach parents if an emergency arises. [Aurora Final Forms](#).

Medication Procedures:

We recommend that all student medication be administered at home. The school nurse or the school nurse's designee will administer any oral medication at school if the need arises. **The classroom teacher or paraeducator may distribute medicine to a student while on a field trip.** Written AUTHORIZATION signed by a parent and physician is required for ANY/ALL MEDICATION. Authorization instructions need to include: child's name, the name of the medication, the purpose of the medication, the time it is to be administered, the dosage, possible side effects, and the termination date for administering the medicine. It is required that medication is in the original prescription bottle. Parents assume responsibility for informing the nurse of any change in a student's medication. If a prescription or over-the-counter medication is needed to support your child during the school day, it must be accompanied by a physician/nurse practitioner signed document. [OTC and Non-Emergency Medication Form](#)

Illness & Injury:

Students who become ill at school will be sent to the clinic or office for evaluation. Parents will be called for students in the event of a fever 99.9°F or higher, vomiting, diarrhea, head lice, pink eye, etc. Students should remain at home for at least 24 hours fever free without medicine. Students without a fever will be permitted to rest in the clinic for a short time. Students will either return to class if conditions improve, or the school clinic will contact a parent or authorized pick-up person listed on the Emergency Medical Form. **Students who are ill at home or sent home from school ill with a fever, diarrhea, or vomiting are not permitted to return to school for a minimum of 24 hours and are symptom free.**

Note, if a student has a medical condition that causes vomiting and/or dysregulation of their temperature, the school needs to be aware of this condition. If your child has head lice, pink eye or any other highly contagious condition, report this to your school, and treatment needs to be initiated, return to school is dependent upon the physician/nurse practitioner's written release or after appropriate treatment. School clinic personnel will administer basic first aid as needed. Parents will be contacted if more extensive treatment is required. Please notify the school of any changes in your child's health status during the school year. School personnel are not allowed to administer sunscreen.

School Counseling

School Counseling:

The counselors will work with individual students, small groups of students with similar needs, and provide whole class instruction. In addition, the counselors will work with parents, teachers, and other staff toward the benefit of all students and the school. Growth Mindset, self-esteem, self-regulation, and decision-making are just some of the focus areas our school counselors target. Parents, who would like to request the services of our counselor at Leighton, can contact Nicole Wadkins at 330-954-2043 or Lindsey Ambrosia at 330-954-2043

Inclement Weather & Emergencies

Emergency School Closing:

When conditions are such that schools close, or operate on a delayed schedule, you will receive a notification from the district. Information will also be made available through TV, text, email, as well as the district website. *Schools are always open as scheduled unless it is specified that Aurora City Schools are closed.*

Two-Hour Delay Information:

Should we have a two-hour delay Leighton will start at 11:05. All arrival procedures shift two hours later. Students will have lunch, but most likely no recess. Every attempt will be made by the kitchen staff to serve the day's lunch according to the menu, depending on what was prepped the day before. If unable to do so, pizza will be served. Students and teachers will be notified prior to the lunch count being taken of any lunch menu changes.

Emergencies:

In other emergencies not related to weather conditions, the District has a Crisis Management Plan to ensure the safety of the students and the staff.

Dress Code:

Students must wear garments that provide appropriate coverage for a school setting. Clothing should be long enough to allow students to sit, stand, and move comfortably while maintaining coverage. Exceptions may be made for religious or medical purposes.

- No article of clothing or accessories should be worn which distracts from the educational process as determined by school staff.
- Clothing, accessories, and jewelry must not promote, advertise, or depict inappropriate, derogatory, or explicit imagery or language.
- Shoes must be worn at all times. Flip-flops and similar open footwear may not be worn.
- No hats, hoods, or head coverings, except for religious or medical purposes, shall be worn at school.
- Coats and outerwear will be stored in student lockers except during recess time.

School administration reserves the right to interpretation of this dress code and will make the final decision on the appropriateness of clothing and appearance.

Transportation:

BUS RULES AND REGULATIONS

(Adapted from the Ohio Revised Code, 3301-83-20 and 3301-83-08)

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission to do so.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances, and all other dangerous materials or objects.
6. No one shall have in their possession any tobacco, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of his or her body to project from the bus window.
9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to ensure safety.

13. Students must remain in their seats at all times.

The driver has the authority to enforce the above rules and regulations and may issue citations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. Continued disorderly conduct or refusal to obey the driver shall be sufficient reason for losing the privilege of riding the bus to and from school and for extra-curricular activities and field trips.

CONSEQUENCES FOR BUS MISCONDUCT

1st Offense – a Bus Citation is issued by the bus driver, the principal/assistant principal is informed, the student is counseled and a bus citation is sent home/parent signature is required on the citation.

2nd Offense – a second Bus Citation is issued by the bus driver, the principal/assistant principal is informed, student is counseled and a bus citation is sent home/parent signature is required on the citation. Depending on severity of infraction may result in school consequences

3rd Offense – a third Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may lose bus privileges.

4th Offense – a fourth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student will lose bus privileges

5th Offense – a fifth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student will lose bus privileges and combination of other school consequences

Administration reserves the right to bypass any of the steps above depending on the severity of the bus misconduct.

Discipline and Student Conduct

Purpose and Philosophy of Student Conduct

The goal of school discipline at Leighton Elementary is to teach students to behave in ways that contribute to school success and support an environment of mutual respect where students and staff are responsible, respectful, and problem solvers. While parents have the primary responsibility for establishing discipline, school personnel act *in loco parentis* to maintain an orderly and safe learning climate. The district maintains a zero-tolerance policy for violent, disruptive, or inappropriate behavior, employing strategies ranging from prevention to intervention.

PBIS Framework and Core Values

Leighton utilizes the PBIS model as a preventative measure to promote, reinforce and reward appropriate behaviors in all school settings. At Leighton we value simple kindness and doing the right thing. Students are expected to follow the behavior pillar expectations of

- **Be Respectful**
- **Be Responsible**

- **Be a Problem Solver**

Code of Conduct: Prohibited Behaviors

Violation of the following rules, whether on school grounds, school transport, or at school-sponsored activities, may result in disciplinary action. Additionally, if student actions off school grounds create an educational disruption in school, including all forms of harassment, students may be subject to disciplinary actions:

- **Academic Dishonesty:** Cheating, plagiarism, falsifying information, using AI as your own work, or assisting another student with these acts.
- **Aggressive Behavior/Violence:** Fighting, hitting, or physical assault.
- **Bullying and Harassment:** Intentional written, verbal, or physical acts that create an intimidating or abusive environment, including cyberbullying.
- **Destruction of School Property:** Any conduct that destroys, ruins or defaces school owned property
- **Disruption of School:** Any conduct that interferes with the educational process or lawful school functions. Any behavior that impedes the school from operating as normal.
- **Insubordination:** Refusal to comply with the directives of school personnel.
- **Theft or Damage to Property:** Stealing or intentionally damaging school or private property.
- **Weapons, Explosives, Dangerous Instruments:** Possession or use of firearms, knives, explosives, fireworks or look-alike weapons.
- **Profane, Vulgar or Inappropriate Language:** use of profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language spoken, written or gestured.
- **Unauthorized Use of Technology:** Misuse of Chromebooks, cell phones, or smartwatches during the school day or district network services.
- **Complicity/Accomplice:** Being present or in a position to aid, allow, or assist another student in violating a school rule, specifically including acting as a “**lookout**”.
- **Lying or Providing False Information:** Fabricating, distorting, or changing information given to school staff or administration, or failing to provide proper identification.
- **Arson and Flame-Producing Devices:** Setting fires or possessing incendiary devices such as **matches, lighters**, or any object used to ignite a fire.
- **Unauthorized Recording and Pictures:** Recording audio and video or taking pictures of students or staff members without explicit authorization.
- **Offensive Touching/Misconduct:** Unwanted body contact, indecent exposure, or propositions of a sexual nature. (i.e. depantsing another student)
- **Tobacco/Vaping:** possess, use, conceal, sell, offer to sell, buy, offer to buy, transfer, or distribute any tobacco/vape products
- **Alcohol, Drugs, Paraphernalia:** Possession, use, conceal, sell, offer to sell, buy, offer to buy, transfer, distribute or be under the influence of any alcohol, narcotics, drugs, inhalants or drug paraphernalia. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container, with the student’s name and with directions for proper use. Prescription medications shall be kept in the school office.

- **Extortion:** Expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another
- **Gambling/Betting:** Placing or taking a bet, or risk anything of value
- **Failure to Accept Consequence:** Not serving assigned consequences from staff members will result in more severe discipline.
- **Repeated Violations of School Rules:** Students who repeatedly violate minor infractions or repeatedly violate the same rule will receive more severe discipline
- **Bullying, Intimidation and Harassment:** Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent

such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Potential Disciplinary Actions and Consequences

Our PBIS system is separate and we routinely recognize and reinforce positive expected behaviors in order to increase expected behaviors and reduce behavior infractions. When student behavior misconduct is demonstrated the following consequences may be applied, generally in a progressive nature based on the severity and frequency of the offense.

1. **Behavioral Contracts:** Written, tangible agreements stating future conduct and consequences.
2. **Community Service:** Student will help out with task(s) around school or school grounds
3. **Confiscation of Items:** Temporary possession of items related to misconduct
4. **Detention:** Including teacher-managed, lunch, recess, morning, after-school detentions or office
5. **Emergency Removal:** Removal of a student who poses a continuing danger or threat to the educational process.
6. **Expulsion:** The most severe sanction, involving removal from school for up to 80 days or longer for specific offenses like weapons or bomb threats.
7. **In-School Assignment (ISA):** Assignment to a supervised learning environment away from the regular classroom.
8. **Loss of Privileges:** Temporary removal of privileges, such as recess or attendance at extra-curricular events, assembly, event or choice activity.
9. **Mediation:** Facilitated negotiation to resolve conflicts.
10. **Out-of-School Suspension (OSS):** Temporary exclusion from school for up to 10 days.
11. **Parental Notification/Conference:** Direct contact with caregivers to discuss misconduct.
12. **Verbal or Written Warning:** Re-teaching the desired behavior.
13. **Referral to Law Enforcement:** For conduct violating local, state, or federal law.
14. **Removal of Bus Privileges:** Denial of transportation due to misconduct on the bus.
15. **Saturday Detention:** Students will report to school on Saturday morning from at 8:30 am until a designated time.