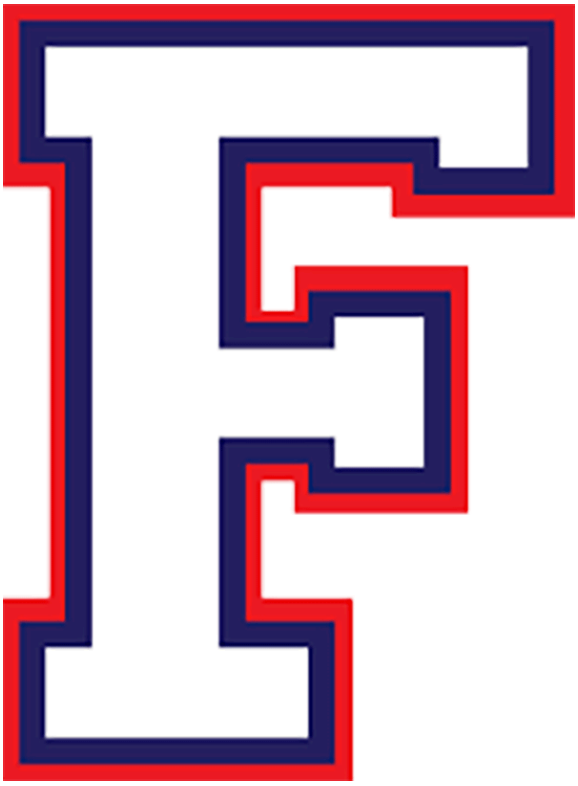
Austintown Fitch High School Student Handbook 2026-2027



NOTE

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2009. In essence, 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 policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the District's website: www.austintownschools.org and find the specific policy or administrative guideline in the menu for that section.

MESSAGE FROM THE ADMINISTRATION

On behalf of the Austintown Locals Schools and the Fitch High School administration, we welcome you. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

It is essential that parents and students read the handbook as students will be required to adhere to its provisions. The number one priority is to maintain a safe and appropriate learning environment. All of the policies outlined in this handbook are intended to protect this learning environment and to ensure that the students of AFHS have complete access to a rigorous and relevant school experience.

Thank you for taking the time to become familiar with the important information in this Handbook. We are more than happy to answer any questions or concerns that you may have and we are looking forward to working with you throughout the school year.

David Phillips, Principal - Grade 12
dphillips@austintownschools.org or (330) 797-3900 ext 1003

Angel Owens, Assistant Principal - Grade 11
aowens@austintownschools.org or (330) 797-3900 ext 1064

James Riccardo, Assistant Principal - Grade 10
jriccardo@austintownschools.org or (330) 797-3900 ext 1031

, Assistant Principal - Grade 9
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Timothy S. Kelty, Superintendent of Schools
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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. 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. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2022. If any of the policies or administrative guidelines 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 from the building principal and on the District's web site.

OUR VISION

The Austintown Local School District is a united community with a proud legacy and a progressive approach to education.

OUR MISSION

We provide an inspiring education that strengthens and prepares our students for unlimited future opportunities.

Section 1: Rights and Responsibilities

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the guidance or administrative staff.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via Progress Book or in hardcopy from Student Services at (330) 797-3900 extension 1076. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

USE/SEARCHES OF LOCKERS, SCHOOL PROPERTY, PERSONAL BELONGINGS, OR PERSON

Students are assigned lockers for their convenience in storing books, school supplies and coats. However, such assignment does not limit the right of school officials to examine lockers when, based upon a reasonable suspicion, they believe it is necessary for the safe, "non-disruptive" operation of the school. Random searches of lockers may be conducted.

The Board of Education, or its designee, reserves the right to search the lockers, vehicles, desks, person, and personal belongings of a student on school grounds or at any school activity when, based upon a reasonable suspicion, it is reasonably necessary for the maintenance of order, discipline, and safety in the supervision and education of students. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety and security Appropriate disciplinary action will result. Criminal charges may also be filed.

STUDENT RIGHTS OF EXPRESSION

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

Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
6. material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

David Phillips
Title VI and Title IX Coordinator
dphillips@austintownschools.org
330-797-3900 ext. 1003

Robin Vickers
Title VI and Title IX Coordinator
rvickers@austintownschools.org
330-797-3901 ext. 6012

Complaints will be investigated in accordance with the procedures established by the District. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

STUDENTS WITH DISABILITIES

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

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

A. Has a mental or physical impairment that substantially limits one or more major life activities;

B. Has a record of such an impairment; or

C. Is regarded as having such an impairment.

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the ALSD Special Education Department at (330) 797-3900 extension 2124 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Homeless Coordinator at (330) 797-3900 extension 1519.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes student's name, address, telephone number(s), date and place of birth, participation in officially recognized activities and sports, achievement awards or honors, weight and height [if a member of an athletic team], major field of study, dates of attendance, and date of graduation.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be provided upon request.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Student Services at (330) 797-3900 extension 1076. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

Parents have the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school

with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]

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

A. political affiliations or beliefs of the student or the student's parents;

B. mental or psychological problems of the student or the student's family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

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

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

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

PUBLIC SCHOOL CHOICE OPTIONS

If a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

Section 2: General School Operations

ENROLLMENT AND REGISTRATION

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian at the District Registration Office. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency in the district
D. proof of immunizations
E. academic transcripts
F. report cards

Enrollment will be delayed without these documents. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

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

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

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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

A. an updated copy of the student's transcript;

B. a report of the student's behavior while in DYS custody;

C. the student's current IEP, if one has been developed for the child; and

D. a summary of the instructional record of the child's behavior.

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

WITHDRAWAL/TRANSFER FROM SCHOOL

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

Parents must notify the school about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school once all obligations have been completed. Records will not be released until all fees are paid in full and the student chromebook and power cord are returned.

SCHEDULE ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

BELL SCHEDULES

Regular Bell Schedule with Lunches	
Staff Reports	7:00 am
1	7:15 - 8:04
2	8:07 - 8:56
3	8:59 - 9:48
4	9:51 - 10:40
5*	10:43 - 11:32
5A Lunch	10:43 - 11:08
5B Lunch	11:08 - 11:32
6*	11:35 - 12:24
6A Lunch	11:35 - 12:00
6B Lunch	12:00 - 12:24
7	12:27 - 1:16
8	1:19 - 2:08

Period 5
9th Grade Lunch/Study Hall

Period 6
6A 10th Grade Lunch/Study Hall
6B 11th Grade Lunch/Study Hall

Period 7
12th Grade Lunch/Study Hall

Two-Hour Delay Schedule	
Staff Reports	9:00 am
1	9:15 - 9:49
2	9:52 - 10:26
3	10:29 - 11:03
4	11:06 - 11:40
5	11:43 - 12:17
6	12:20 - 12:54
7	12:57 - 1:31
8	1:34 - 2:08

EARLY ARRIVAL TO SCHOOL

The school doors officially open at 7:00 am. for all students.

LATE ARRIVAL OPTION

The Late Arrival Option is an earned privilege available to students at Austintown Fitch High School. It may be revoked due to disciplinary action taken by a school administrator or by the parent/legal guardian at any time. When this privilege is revoked, students shall be placed in study halls for the remainder of the semester. Students who participate in the late arrival option must arrive at the school premises no more than five minutes prior to the start of second period. Students with late arrival privilege are not to be in the building or on the school property, nor be on any other school property throughout the campus prior to the start of second period.

Requesting late arrival does not automatically ensure that the student will receive late arrival if at all. Due to balancing of scheduled classes, students may have to be placed in a study hall or choose another class if they cannot be granted late arrival. The scheduling of this late arrival option does not take precedence over the scheduling of any classes. Class sections will not be changed in order to accommodate late arrival. The final decision on any student's receipt of a Late Arrival Option rests with the administration. Athletes must pay special attention to the number of classes scheduled and passing in order to be eligible to participate according to the OHSAA and Austintown Local Schools athletic guidelines.

The Austintown Local School District is not responsible for the safety or well-being of a student prior to arriving at school grounds during this late arrival option.

To qualify for Late Arrival Option, students must meet certain requirements and maintain their eligibility for the entire year. Students must complete and submit an Late Arrival Option Application to the Guidance Office. This Application must be signed by the student's parent or

guardian, and must include a viable contact phone number that allows the school to contact the student's parent or guardian. In addition, students must meet the following criteria:

- All required school forms must be completed and on file in the office
- Late Arrival students must be in the building 5 minutes prior to second period. Sign in will be in the guidance office upon arrival. If **two** sign in times are missed, due to late arrival, you will be placed in a study hall first period.
- No outstanding financial obligations
- A grade point average no lower than 2.500
- Passed all AIR tests
- No more than three (3) tardy to school in the previous grading period
- No more than three (3) unexcused absences from school in the previous grading period
- Assigned no In-School Suspension in the previous grading period
- Assigned no Out-of-School Suspension in the previous grading period
- No deficiencies in credits for graduation purposes

Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility may have his or her Late Arrival Option suspended until such time as they become eligible to have it reinstated. Students who fail to qualify for Late Arrival Option may re-apply at the end of each grading period; if they qualify, they will be given a Late Arrival Option for the next grading period.

Guidance Counselors will advise students when they have been approved to have a Late Arrival Option. No student should act as if they have been granted Late Arrival until they have been advised they have one.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay through local media, the School web page, and/or a pre-recorded telephone message delivered to the parent phone number on file.
Parents and students are responsible for knowing about emergency closings and delays.

EARLY SIGN OUT

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, coming to the School Office personally to request the release, or calling from a verified number on file with the school. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

EARLY DISMISSAL OPTION

The Early Release Option is an earned privilege available to Juniors and Seniors at Austintown Fitch High School. It may be revoked due to disciplinary action taken by a school administrator and/or by a parent/guardian at any time. When this privilege is revoked, students shall be placed in study halls for the remainder of the semester. Students who participate in the early release option must leave the school premises at the early release time each day. They are not to

remain in the building or on the school property, nor be on any other school property throughout the campus while school is in session. If the student has an after school activity, they must return to that activity after school has been dismissed.

Requesting early release does not automatically ensure that the student will receive early release if at all. Due to balancing of scheduled classes, students may have to be placed in a study hall or choose another class if they cannot be released early. The scheduling of this early release option does not take precedence over the scheduling of any classes. Class sections will not be changed in order to accommodate early release. The final decision on any student's receipt of an Early Release Option rests with the administration. Athletes must pay special attention to the number of classes scheduled and passing in order to be eligible to participate according to the OHSAA and Austintown Local Schools athletic guidelines. ***SENIORS MAY NOT PARTICIPATE IN BOTH LATE ARRIVAL AND EARLY DISMISSAL.***

The Austintown Local School District is not responsible for the safety or well-being of a student once released from school grounds during this early release option.

To qualify for Early Release Option, juniors and seniors must meet certain requirements and maintain their eligibility for the entire year. Students must complete and submit an Early Release Option Application to the Guidance Office. This Application must be signed by the student's parent or guardian, and must include a viable contact phone number that allows the school to contact the student's parent or guardian. In addition, students must stay in good standing in all areas, and revocation of early dismissal is at principal discretion.

Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility may have his or her Early Release Option suspended until such time as they become eligible to have it reinstated. Students who fail to qualify for Early Release Option may re-apply at the end of each grading period; if they qualify, they will be given an Early Release Option for the next grading period.

Guidance Counselors will advise students when they have been approved to have an Early Release Option. No student should act as if they have been granted an Early Release Option until they have been advised they have one. Students who leave school early without an Early Release Option because they believe they have one will be considered to have left school grounds without permission, and will be disciplined accordingly.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Austintown-Fitch High School charges specific fees for activities and materials used in the course of instruction. See Appendix A for a list of courses where fees apply.

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

Students are responsible for asking for a receipt when paying expenses, fees, and other payments. Fees may be waived in situations where there is financial hardship. Students can

avoid late fines by promptly returning borrowed materials. All obligations must be met by the end of the current school year.

Failure to pay fines, fees, or charges may result in the withholding of grades, credits, and transcripts.Driving permits may not be issued to students who owe fees to the district, and passes may be revoked if fees go unpaid.

TEXTBOOKS

The Board of Education furnishes textbooks without cost to the students. As books are issued, the serial number, the date of issue and the condition of the books are recorded by the teacher making the distribution. At the close of the school year, the books are to be returned to the teachers who issued them. Allowing for reasonable use, no fines will be assessed. However, if the book has been abused or lost, fines will be charged accordingly.

VISITORS

State law requires that guests enter at the main entrance of the building. Security personnel are stationed at the security desk to greet visitors when they arrive at the school. Austintown Local Schools will not permit visitors to proceed into the building without a state issued photo ID, which will be scanned by school security prior to the visitor receiving access. All visitors are given and required to wear a building pass while they are in the building.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Parents should not have balloons, flowers, or other gifts sent to the school to be delivered to their child during school time. Students are not permitted to have guests.

SAFETY AND SECURITY

A. The school building should only be entered through the main doors.

B. All visitors must report to the security desk when they arrive at school.

C. All visitors are given and required to wear a building pass while they are in the building.

D. Students and staff should report any visitor without a pass to a teacher or administrator.

E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

F. As many unneeded outside doors as possible are locked during the school day.

G. Portions of the building that will not be needed after the regular school days are closed off.

PARENT-TEACHER CONFERENCES

Parents who wish to discuss their child's behavior or class work with teachers or counselors may do so in one of two ways. Parents may schedule an appointment during the established fall conference day online through the district website. or at other times throughout the year by arranging a mutually convenient time with the teacher. This is requested in order to avoid

conflicts with the previously planned duties of the teacher or counselor.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Emergency plans are posted in each classroom. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills are required by law and will be conducted at regular intervals. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

FOOD SERVICE AND LUNCH PERIODS

Each student is provided a scheduled lunch period. The school administration, cafeteria management, and lunchroom supervisors expect all students to follow the cafeteria rules.

The School participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. Applications must be filled out each school year. If a student does not receive an application form and believes s/he is eligible, contact the Food Service Department.

No student may leave school premises during the lunch period without specific written permission from the Principal, nor may any student order food to be delivered to the school. Students who violate this policy may have the food confiscated, without refund. Disciplinary action may be assigned as appropriate.

Additional information about the Food Service Department is provided in Appendix B of this handbook.

STUDENT VALUABLES

Students are responsible for the care of their own personal property and should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal property or valuables.

LOST AND FOUND

The lost and found area is in the Attendance Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be discarded or given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Messages from parents/guardians will be delivered to students via the main office. Except in an emergency, students will not be called to

the office to receive a telephone call. Students requesting to call home must first receive permission from school staff, school secretary, or school administration. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The School has central bulletin boards located in the hallways and stairwells that may be used for posting notices after receiving permission from the Principal.

Section 3: Student Health and Well Being

STUDENT WELL BEING

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

GUIDANCE COUNSELORS

Counselors are available at each grade level to assist students with educational and personal concerns. School counselors provide an opportunity for students to discuss their thoughts and feelings with a concerned adult in a confidential setting.

EMERGENCY MEDICAL AUTHORIZATION

State law requires a complete Emergency Medical Authorization Form signed by a parent or guardian be on file ***YEARLY*** with the School. Students will not be able to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities without the form being submitted. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year and updated via final forms.

Access to final forms https://austintown-oh.finalforms.com/

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School clinic.

INJURY AND ILLNESS

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

A student who becomes ill during the school day must first get a pass from their classroom teacher before going to the clinic. Failure to follow the correct procedure could result in the student being reported truant from class. If the clinic is closed, the student should report directly to the main office.

Medical personnel in the clinic will assess the student to determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

All medication should be given at home when possible. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. In the event that it is necessary for a student to receive medication during the school day, the following requirements must be met prior to the administration of medication.

If it is necessary for the medical staff to administer medication during school hours, the following requirements must be met prior to the administration of medication:

A. Administration of Prescription Medication:

1. A Medication Administration Record (MAR) Form or the appropriate School Action Plan (Asthma, Diabetes, Emergency Allergy, Seizure) must be completed and signed by both the healthcare provider and the parent/guardian.

2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport an emergency medication (i.e. Inhaler, EpiPen/Diabetes supplies/medications) unless previously authorized by the school, healthcare provider, and parent/guardian.

3. All prescription medication must be labeled appropriately by the pharmacist or healthcare provider and in its original container. The label must state the student's name, dosage, route of administration and time(s) to be taken and must match the Medication Administration Record).

4. A Medication Documentation Record (MDR) will be maintained noting the personnel administering the medication, as well as the date and the time of day that the medication was administered. This record will be maintained along with the prescriber's written request and the parent's written release.

5. Any change to the medication must be submitted on a new Medication Administration Record. If a prescriptive medication is to be discontinued, a written note must be provided by the healthcare provider.

6. The first dose of any new medication will not be administered at school in case of an allergic reaction.

7. If a prescriptive medication is to be discontinued, a written note must be provided by the healthcare provider. Any unused medication unclaimed by the parent will be appropriately discarded by school personnel when a prescription is no longer to be administered or at the end of a school year.

8. It is the student's responsibility (age appropriate) to report to the clinic at the designated time to receive the medication ordered.

9. New medication forms must be submitted for **each** school year and for **each** medication. Parents/guardians must pick-up any unused medication. Medication not picked up will be appropriately discarded by school personnel.

B. Administration of Non-Prescribed (Over the Counter) Medication

Parents may authorize administration of a non-prescribed medication. Physician authorization is not required in such cases.

1. A Medication Administration Record (MAR) must be completed and signed by the parent/guardian.

2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport medication unless previously authorized by the school, physician, and parent/guardian and is an emergency medication (i.e. Inhaler, EpiPen).

3. All non-prescription medication must be in its original container and labeled with a permanent marker indicating the child's name. Medication not in its original container will not be administered to the student.

4. The recommended dosage on the box of non-prescription medication will be reviewed and compared to the parent/guardian's request. If the dosage exceeds the amount recommended on the medicine container/box, it must be requested by a healthcare provider's order on a Medication Administration Record (MAR).

5. A Medication Documentation Record (MDR) will be maintained noting the personnel administering the medication, as well as the date and the time of day that the medication was administered. This record will be maintained along with the parent's written request/release.

6. Any change to medication must be submitted on a new Medication Administration Record.

7. The first dose of any new medication will not be administered at school in case of an allergic reaction.

8. Any unused medication unclaimed by the parent will be appropriately discarded by school personnel when a medication is no longer to be administered or at the end of a school year.

9. New medication forms must be submitted for **each** school year and for **each** medication. Parents/guardians must pick-up any unused medication.

10. Cough drops will not be given out in the clinics. Clinic staff can use a warm salt-water gargle to ease scratchy throats. Students may bring cough drops to school with a note from the parent/guardian. However, the cough drops, along with the note, will be stored in the clinic.

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 completed and on file in the clinic.

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

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

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

Students who attain the age of eighteen (18) while enrolled in Austintown Local Schools, including seniors who graduated prior to the last day of school, shall not independently sign themselves in or out of the school clinic for the purpose of receiving, delivering, or picking up medication. Medication delivery and pickup procedures shall continue to require the involvement of a parent, guardian, or authorized adult designee as designated by the parent or guardian.

Head Lice

Head lice infestation is a common problem among school-aged children and it is present in every school system.

In an effort to control this condition and protect all students, Austintown Local School District maintains a "no live lice" policy to control the spread of head lice among classmates. This means that students will not be admitted to school if there are any visible signs of lice. The current no lice policy will be enforced in the following manner:

1. If a child is found to have lice, the parent/guardian will be called to take the child home and treat the infestation until all lice have been removed. The school will provide information about treatment.

2. The student may return the following day if he/she has been treated and all lice have been removed.

3. Parent/guardian is required to accompany the child when returning to school and the clinic staff will check the child's head. If any live lice are found, the parent/guardian must take the child back home to complete the removal.

4. For a few weeks after the child returns, head checks will be performed to monitor the possibility of reinfestation.

Most parents/guardians successfully treat this health issue, if and when it occurs, with assistance from the school clinic staff. It is in your best interest to work together with the medical assistant in the clinic to help your child return to school as soon as possible. For difficult cases, the school nurse can be consulted. In an effort to control head lice infestations and protect all students, Austintown Local Schools maintain a "no-nit" policy to control the spread of head lice among classmates. Students will not be admitted to school if there are any visible signs of lice or lice eggs (nits). The policy is enforced in this manner:

1. If a child is found to have lice or nits, the parent will be called to take the child home and treat the infestation until all lice and nits have been removed. The school will provide information about treatment.
2. The student may return the following day if he/she has been treated and all nits have been removed.
3. A parent/guardian is required to accompany the child when returning to school and the school nurse will check the child's head. If any nits are found, the parent/guardian must take the child back home to complete the removal.
4. For a few weeks after the child returns, head checks will be performed to monitor the possibility of reinfestation.

The Ohio Administrative Code states "a person with head lice shall be excluded from school or child care centers until after the first treatment with an effective pediculicide." Most parents/guardians successfully treat this issue, if and when it occurs, with assistance from the school nurse.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may 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 communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, Covid-19, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the clinic. Students must complete requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her

physician or a local urgent care. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or a local urgent care.

IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and to provide students with a healthier learning environment, the Board requires students be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, meningococcal, and mumps, or have an authorized exemption from State immunization requirements.

In the event of an outbreak of any of the vaccine preventable life-threatening diseases, any child who does not have the necessary immunizations will be excluded from school for the duration of the outbreak. (Unless provided a statement, signed by a physician, verifying the student has had the disease in question, the student cannot attend school). This action is necessary to protect the child, other students, and staff of the school.

The Board may also require tuberculosis examinations in compliance with the law.
Students eligible for kindergarten and students new to the district must present written evidence of similar immunizations, or written evidence to indicate they are in the process of receiving immunizations, to be completed no later than the day of entrance. All students entering the 12th grade will be required to have a 2nd dose of the meningococcal vaccine prior to entry. If the 1st dose of MCV4 was administered on or after the 16th birthday, a second dose is not required.

Students failing to complete immunizations within 14 days after entering are not permitted to return to school, until proof of receiving immunizations has been received (Section 3313.671 ORC)

Any questions about immunizations or exemptions should be directed to the high school clinic.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request

GUIDELINES FOR SICK CHILDREN

The Austintown Local School District nurses realize there are times when it is in the best interest of your child to keep him/her home from school due to illness. We try to provide a healthy environment for your child, other students and staff members in the school. The goal of

the*Guidelines for Sick Children* is to assist you with the decision to keep your child home from school due to illness or infection. ****A note from your physician may be required for your child to return to school if diagnosed with a contagious illness or hospitalized due to an illness.**

STUDENTS SHOULD NOT ATTEND SCHOOL IF:

The student has a temperature of 100 degrees Fahrenheit or higher. The student may return to school after having a normal temperature for at least 24 hours without the aid of any fever-reducing medications (ex. Tylenol or Motrin). For example, if his/her temperature is lower because you have given a fever-reducing medication, **it is not yet OK** to send your child.

Antibiotics are prescribed. The student may return to school a minimum of 24 hours after taking the antibiotics and temperature is normal without taking any fever-reducing medications for at least 24 hours (for example, Strep Throat).

The student is vomiting. The student may return to school approximately 24 hours after the last vomiting episode and is able to tolerate a normal diet.

The student has diarrhea. The student may return to school approximately 24 hours after the last diarrhea episode and is able to tolerate a normal diet.

The student has an undiagnosed rash. A rash **may** indicate contagious illness. Therefore, a student will be excluded from school until a physician/nurse practitioner evaluates and determines the nature of the rash. A note is required from the physician/nurse practitioner upon return to school.

The student has a communicable disease or illness. (Ex: Pink eye, Influenza, Pneumonia, Strep Throat, Chicken Pox, Impetigo, Scabies). A note from your physician **may** be required for your child to return to school if diagnosed with a contagious illness or hospitalized due to an illness.

The student has severe cold symptoms, upper respiratory infection, a persistent cough, a runny nose that they cannot manage by themselves and/or contain with tissues, or other symptoms that interfere with or affect school participation.

Your child seems tired/lethargic, pale, or has a poor appetite. Some viral illnesses may take longer before your child is well enough to return to school.

Section 4: Academics

COURSE OFFERINGS

For a full list of course offerings, refer to the Course Description Book. This book is made available to all students during the scheduling process each year.

SCHEDULING

Counselors will meet with students to explain course requirements and available electives in advance of scheduling for the next academic year. Students are instructed to discuss course options with their parents. If necessary, students and parents may request changes, however, once courses have been entered in the system, no changes will be made. Students may be denied course enrollment due to lack of available space or need for the student to pass prerequisite courses.

MINIMUM COURSE LOAD

All students should carry at least five classes per semester and at least five credits per year. A student with a full schedule will normally have seven classes and no study hall. Students participating in athletics are responsible for ensuring they carry enough classes to maintain eligibility. For graduation purposes, students should seek to earn five credits by the end of their freshman year, ten credits by the end of their sophomore year, and fifteen credits by the end of their junior year.

DROP REGULATIONS

Students are not permitted to drop classes once courses have been entered into the system. Under unusual circumstances, students may be removed from a class with the approval from grade principal, teacher and counselor.

HOMEWORK

Homework will be assigned. Homework is also part of the student's preparation for the assessment tests and graduation. Please refer to Board policy for the latest information.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment tests as a requirement for graduation. The tests will be administered twice a year until the student passes all parts of the test. Students are only required to retake those tests they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Testing dates will be shared each fall when provided by the Ohio Department of Education.

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

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

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

GRADES

Austintown Fitch High School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 60 = F

PROGRESS BOOK

All students and parents/guardians are provided with Progress Book accounts. Parents and students can use this resource to view all homework assignments and current grades. ALS staff members will update grades regularly.

GRADING PERIODS AND REPORTS

Students will receive a report card at the end of each grading period indicating their marks for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

COURSE RETAKES

When a student chooses to retake a course, which was passed, to raise the grade, the course must be taken in a regular school class and the higher grade of the two is calculated in the grade point average. The lower grade is removed from the student's permanent record.

A required course, which has failed, may be made up through summer school, correspondence, Falcon Flex, Alternative School, or approved tutoring, in addition to regular school class. The same procedure applies to calculating grade point averages as above. Summer school may be used for credit recovery only, with the exception of Health and Physical Education.

CREDIT / NO RECORD

Seniors who will have 22 or more credits at the conclusion of their senior year may take up to 2 elective credits using the credit/no record privilege. Juniors who will have at least 18 credits by the end of their junior year may take 1 elective credit using the credit/no record privilege. Students must apply for this privilege by the deadline set, with parent, teacher, and principal/counselor approval. Students are able to register for the credit/no record privilege after the fourth quarter interim for year long and second semester courses and after the second

quarter interim for first semester courses. All credit/no record applications must be completed and turned in to student services at least two weeks before the end of the fourth quarter for full year and second semester classes (at least two weeks prior to the end of the second quarter for first semester classes). A student must maintain at least a "C" average to receive credit for the class; a "D" or "F" receives no record and no credit. Under no circumstances may students switch the classes in which they have been granted credit/no record status.

The intention of extending this privilege to the student is to encourage the student to attempt a course that may be extremely challenging, without affecting the student's grade point average. The expectation is that the student will honestly attempt to succeed in the class. An honest attempt will include, but not limited to, the following: maintaining an acceptable attendance record, paying attention in class, participating in class, completing and submitting all assigned work and projects, submitting all assignments, quizzes, and tests, and behaving in an appropriate manner.

Any student who does not fulfill these expectations may be denied the credit/no record privilege or may be removed from credit/no record status by the teacher if any violation occurs after the student is already granted credit/no record privilege. The Principal can also remove a student from the credit/no record privilege.

At the conclusion of the class, the student may elect to convert the CR into a standard letter grade, as long as the student has earned an "A", "B", or "C". It is the student's responsibility to discuss this with the teacher.

Student athletes and valedictorians should discuss this option with their counselor. There are few opportunities for valedictorians to participate in the credit/no record privilege. Valedictorians must be taking the class for AP or dual enrollment credit. This option can only be used for one (1) course.

EDUCATIONAL OPTIONS

The District recognizes that an effective educational program provides opportunities for students to learn both within the classroom and beyond the traditional classroom and school day. The intent of educational options is to allow educators, other professionals, and parents to work together to provide opportunities for students to learn in an independent setting or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand, and enrich student learning and perspectives.

The following are the Board-approved Educational Options available:

- Independent Study
- Distance Learning
- Tutoring
- Educational Travel
- Mentoring
- Study Abroad

Fees are established for educational options as needed. Participating students are expected to pay fees upon beginning educational options. All educational options require approval of the Superintendent/designee, parental permission for students under 18 years of age, and creation of an instructional plan based on individual student needs prior to participation. A maximum of

seven (7) units of credit may be earned through educational options. More information is available in Board Policy.

GRADUATION REQUIREMENTS

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

Specific course requirements are:

English: 4 credits

Mathematics: 4 credits
{Must include 1 unit of Algebra II or equivalent}

Science: 3 credits
{Must include 1 unit of physical science, 1 unit of life science, and 1 unit advanced study in one or more of the following: chemistry, physics, or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science}

Social Studies: 3 credits
{Must include 1 unit of World History, 1 unit of American History, and 1 unit of American Government}
Health: 0.5 credit

Phys. Education: 0.5credit
{Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons while enrolled in grades 9 through 12 and as documented may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements}

Electives: 5 credits
{Must include 1 or any combination of foreign language, fine arts, business, career technical education, family and consumer science technology, English or language arts, mathematics, science or social studies courses not otherwise required}

Total: 20 credits

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent. Credit will be earned by:

A. completing coursework;

B. testing out of or demonstrating mastery of course content; or

C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

STUDENTS AT RISK OF NOT QUALIFYING FOR A HIGH SCHOOL DIPLOMA

The District will develop a graduation plan for each student enrolled in grades nine through twelve. The plan will be developed jointly by the student and a District representative and will remain in effect until the student qualifies for a high school diploma. The plan will be updated annually and will describe the targeted academic pathway(s) for the student to meet graduation requirements. Parents/guardians will be invited to assist in developing and updating the graduation plan.

The District may use a student's Individualized Education Plan ("IEP") in lieu of developing a graduation plan if the IEP contains academic goals that are substantially similar to a graduation plan.

Criteria for Identifying Students At-Risk

The determination of whether a student is at-risk of not qualifying for a high school diploma will be made using two or more of the following criteria:

A. student's lack of adequate progress in meeting the terms of a graduation plan;

B. history of in-school or out-of-school discipline such as suspension and expulsion;

C. failing two consecutive quarters of the same required class during high school

Parent Notice

Upon determination that a student has been identified as at-risk, and at least annually thereafter while the student remains identified as at-risk, the District will provide parents/guardians with written notice. The notice will include the following information:

A. a statement that the student is at-risk of not qualifying for a high school diploma;

B. a description of the curriculum requirements and/or the student's individualized education program requirements that must be completed, as well as any other requirements a student, must satisfy to qualify for a high school diploma; and

C. a description of any additional instructional interventions and supports that are available to assist the student with meeting the qualifications for a diploma.

Interventions and Supports

The Board will ***provide*** instructional interventions and supports for students identified as at-risk. The interventions and supports will be selected to assist the student in qualifying for a diploma. Interventions and supports ***may*** include the following:

A. mentoring programs;

B. tutoring programs;

C. adjusted curriculum options;

D. career-technical program options;

E. placement in intervention courses

F. credit recovery opportunities

EARLY GRADUATION

Students who wish to apply for early graduation must meet all graduation requirements of the state of Ohio and the Board in effect at the time the student would have regularly graduated. The student must submit a plan to the Principal no later than June 15 of the sophomore year declaring his/her intention to graduate in less than four years. Upon parental approval, the Principal will make a recommendation to the Superintendent. The Superintendent's decision is made known to parents in time for the student to make suitable scheduling arrangements. Students who choose early graduation may participate in the graduation ceremonies of their designated class.For more information, reference Board Policy IKFA-R.

VALEDICTORIAN REQUIREMENTS

Eligibility to be a Fitch High School Valedictorian in any graduating class will be based upon the following criteria:

1. The student must have spent the entire Senior year as a student at Fitch High School.

2. The student must have the highest grade point in the graduating class, based on a 4.0 scale, including final grades for the last semester of the senior year.

3. The student must have taken "Honors" level courses in all subjects for which such courses are offered.

4. All coursework must be taught by Fitch High School departmental faculty during regular school hours, unless approved for the SB140 program.

5. Course retakes, while available to the student population in general, will not be permitted if students wish to remain eligible for Valedictorian status.

6. Final grades on all report cards and transcripts must be on the traditional letter grading system (A,B,C,D,F). The only exceptions are courses only offered on a pass /fail basis.

7. Only one course may be taken on a Credit/No Record basis and the student MUST be enrolled to receive college credit for the course. This course cannot be a required course.

8. The student is required to notify his/her guidance counselor at the conclusion of the junior year that he/she intends to be eligible for Valedictorian status.

HONORS DIPLOMAS

Academic Honors Diploma

Austintown Fitch High School shall award the Academic Honors Diploma to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;

2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;

3. completed the academic curriculum and met at least 6 of the following 7 criteria:

    a. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;

    b. earn at least 4 units of Science, including 2 units of advanced science

    c. earn 4 units of Social Studies;

    d. earn either 3 units of 1 World Language or 2 units each of 2 World Languages (must include no less than 2 units for which credit is sought);

    e. earn 1 unit of Fine Arts;

    f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or

    g. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT);

Career Tech Honors Diploma

Austintown Fitch High School shall award the Career Tech Honors Diploma to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;

2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;

3. completed the academic curriculum and met at least 9 of the following 10 criteria:

    a. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;

b. earn 4 units of Science, including 2 units of advanced science

c. earn 4 units of Social Studies;

d. earn 2 units of one World Language studied;

e. earn 4 units of Career-Technical education program;

f. earn an industry-recognized credential or achievement proficiency benchmark for appropriate Ohio Career-Technical competency assessment or the equivalent;

g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;

h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT);

i. complete a field experience and document that experience in a portfolio specific to the student's area of focus;

j. develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts.

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

Arts Honors Diploma
Austintown Fitch High School shall award the Arts Honors Diploma to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;

3. completed the academic curriculum and met at least 9 of the following 10 criteria:
   a. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;

   b. earn 3 units of Science, including 1 unit of advanced science

   c. earn 4 units of Social Studies;

   d. earn either 3 units of 1 World Language or 2 units each of 2 World Languages (must include no less than 2 units for which credit is sought);

   e. earn 4 units of Fine Arts;

f. earn 2 units of electives with a focus in fine arts course workt;

g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;

h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT);

i. complete a field experience and document that experience in a portfolio specific to the student's area of focus;

j. develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's focus area that is reviewed and validated by external experts.

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the Guidance Department to obtain the necessary information.

COLLEGE ADMISSION REQUIREMENTS

The college preparatory curriculum recommended by the State Board of Education consists of:

Math…….. 4 credits (including Algebra I, Geometry, Algebra II)
English ……..... 4 credits (emphasis on composition)
Science ……3 credits
Social Studies ……..... 3 credits
Foreign Language ……..... 2 credits
Fine and Performing Arts ……..... 1 credit (or 1 additional credit in foreign language)

Some programs may require more extensive coursework. Students are urged to begin their investigation early and be careful to meet all deadlines. Guidance counselors are available at each grade level to assist with college admissions and college entrance testing information.

COLLEGE PLANNING AND VISITATION

Students in the college search process are encouraged to take time to visit colleges of interest. Austintown Fitch High School allows its juniors to take up to three (3) college visit days per year. Seniors are permitted five (5) college visits per year. These days are considered excused absences that do not count against the student. Students will be expected to make up work that they miss.

Students are required to download from the school website, or obtain from guidance, a college visitation form that must be completed and signed by the parent and school counselor prior to the visit. This form must be returned to the attendance office, with a certified signature from the college admissions office, within 48 hours of the visit.

During the school year, many colleges send admissions representatives to Fitch to discuss their schools with prospective students. Seniors are encouraged to attend up to three (3) of these sessions. Workshops on financial aid planning are also conducted for parents and students.

Section 5: Student Activities

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Involvement in activities is strongly encouraged for all students. Austintown Fitch High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.
Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports and drama.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student may be removed from a school sponsored club or activity based on academic performance. Additionally, the student must not have any outstanding fees owed to the School.

Please refer to the "Look Book" on the school website for a complete list of student organizations. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

SCHOOL ASSEMBLIES AND SPECIAL ACTIVITIES

A variety of programs will be offered for the benefit of students, including pep assemblies, educational assemblies, and entertaining assemblies. Some will be open to all, others to groups of relevance, depending on the nature of the program. Attendance at all school assemblies and

school-related activities is a privilege, not a right. All students are expected to conduct themselves so as to show respect for the participants and others in the audience. Failure to comply with all school rules will mean ejection and may result in restriction from future assemblies or activities.

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 minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules applies to all field trips. Students who violate school rules may lose the privilege to go on field trips. Students who are failing a class and/or have attendance concerns may lose the privilege to go on field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

STUDENT FUND-RAISING

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

A. Crowdfunding activities are governed by Board Policy IGDFA.

B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

D. Students may not engage in house-to-house canvassing for any fundraising activity.

E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal or designee. Violation of this policy may lead to disciplinary action.

ATHLETICS

Austintown Fitch High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Criminally related activity is prohibited and will be dealt with on an individual basis. The coach or advisor will handle all discipline problems. The Director of Athletics and Building Principals will be involved when deemed necessary.

The following is a list of activities currently being offered:

- Fall Sports: Boys Football, Boys and Girls Soccer, Girls Volleyball, Girls and Boys Cross Country, Girls Dance, Girls Sideline Cheer, Girls Tennis

- Winter Sports: Boys and Girls Basketball, Coed Swimming, Girls Dance, Girls Sideline Cheer, Boys Wrestling, Girls and Boys Bowling

- Spring Sports: Girls Softball, Boys Baseball, Boys and Girls Track, Boys Tennis

For further information, contact the Athletic Director, at (330) 797-3900 extension 1080.

It is important that the students, parents, and all interested persons be aware of the necessary rules and regulations associated with participation in any extracurricular activity set forth by the Board, Austintown Fitch HIgh School, and Ohio High School Athletic Association (OHSAA). The Parent- Student Athletic Handbook is available on the district website or at the office of the Director of Athletics. This document will provide detailed information about participation in interscholastic athletics including rules, expectations, and academic requirements.

ACADEMIC ELIGIBILITY

As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade point average of 2.0 on a 4.0 grading scale in the immediately preceding grading period. Please note: attaining a minimum grade point average of 2.0 on a 4.0 grading scale in the immediately preceding grading period is in addition to the OHSAA requirement of receiving passing grades in a minimum of five courses in the immediately preceding grading period.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with all eligibility requirements established by the Association. In order to be eligible, a high school student must have passed a minimum of five one-credit courses or the equivalent in the immediately preceding grading period and receive no more than one "F." The five courses may be a combination of high school and college courses.

A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have received passing grades in a minimum of five courses in the immediately preceding grading period and must have attained a minimum grade point average of 2.0 on a 4.0 grading scale in the immediately preceding grading period.

All Students who participate in interscholastic athletics must abide by the rules and regulations as set forth by the Austintown Board of Education, Austintown Fitch High School and the Ohio High School Athletic Association.

HOMECOMING / OTHER SCHOOL-SPONSORED DANCES

Only current Fitch High School students are permitted to attend homecoming/other school sponsored dances. Students may not purchase dance tickets if they owe outstanding fees to the district. The grade level Principal reserves the right to the final decision on attendance.

JUNIOR / SENIOR PROM

Prom is open to Junior and Senior students only, underclassmen are not permitted to attend. Students may not purchase prom tickets if they owe outstanding fees to the district. Decisions about attendance of outside guests rest with the administration.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

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

Students are expected to show proper consideration to other people and property of others so as not to cause disruption or disregard for essential controls including physical confrontation and possession or use of intoxicants. Students will be removed from school functions/after-school activities and denied admittance thereafter for not cooperating fully with school officials and officers of the law. Additional disciplinary action may be issued as well. Requirements apply at home and off site activities.
Suspended or expelled students are not permitted to attend any school activity or event at home or away.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. All students 14-18 years of age must have a work permit to be legally employed. Applications for work permits are available in the high school main office. Please allow 48 hours for processing.

Section 6: Attendance

SCHOOL ATTENDANCE POLICY

Regular attendance is essential to student success. Students who attend school consistently are more likely to achieve academic success, stay on track for graduation, and participate fully in school activities. The Austintown Local School District is committed to working with students and families to remove barriers to attendance and support regular school participation.

Students are expected to attend school every day that school is in session and to arrive on time.

Reporting an Absence

When a student is absent, a parent, guardian, or person having care of the student must notify the school within 120 minutes of the beginning of the school day and provide the reason for the absence.

If the school does not receive notification, school personnel will attempt to contact the parent or guardian to verify the student's absence.

Written excuses and medical documentation, when required, must be submitted within five (5) school days of the student's return to school.

Tardy Times

Students arriving after the following times are considered tardy and must report to the Attendance or Main Office:

- Austintown Fitch High School – 7:15 a.m.
- Austintown Middle School – 7:25 a.m.
- Austintown Intermediate School – 8:25 a.m.
- Austintown Elementary School – 9:00 a.m.

Excused Absences

The following are examples of excused absences:

- Personal illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Attendance at a driver's education course for up to two (2) hours on no 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.
- Religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty.
- Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity .

- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student in accordance with Policy 5751
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- College visitation - The District requires verification of the date and time of the visitation by the college, university, or technical college.
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to a student being homeless

Students with excused absences are expected to complete all missed assignments and assessments within timelines established by their teachers.

Medical Excuses

Students may have up to five (5) medically excused absences during a school year based on written parent notification. Additional absences due to illness will require documentation from a licensed healthcare provider.

Religious Expression Days

Ohio law permits students to receive up to three (3) excused absences each school year for religious expression.

Parents or guardians must provide written notice to the building principal within fourteen (14) days of the start of the school year or within fourteen (14) days of enrollment. Students approved for religious expression days will not receive academic penalties and will be provided reasonable opportunities to make up missed work and assessments.

Attendance Support and Chronic Absenteeism

The District monitors attendance throughout the school year and works proactively with students and families when attendance concerns arise.

Students who miss five percent (5%) or more of instructional time may be identified as at risk for chronic absenteeism and may receive additional support and intervention.

A student is considered chronically absent when the student misses ten percent (10%) or more of instructional time during the school year for any reason, including excused and unexcused absences.

Attendance supports may include:

- Phone calls and letters sent home

- Parent and student conferences
- Attendance improvement plans
- Counseling and mentoring services
- Referrals to community agencies and resources
- Meetings with school attendance teams
- Other individualized interventions designed to improve attendance

Habitual Truancy

Ohio law defines a habitually truant student as one who is absent without a legitimate excuse for:

- Thirty (30) or more consecutive hours;
- Forty-two (42) or more hours in one school month; or
- Seventy-two (72) or more hours in one school year.

When required by law, the District will implement attendance interventions and may pursue legal action if attendance does not improve.

Attendance Expectations

Students shall not be suspended or expelled solely because of absences or truancy. However, students and families are expected to work collaboratively with school personnel to address attendance concerns and ensure regular participation in school.

The District's goal is to maintain a chronic absenteeism rate below five percent (5%) and to ensure that every student has the opportunity to attend, engage, and succeed.

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 missed work. The student should contact their teachers as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with their guidance counselors to arrange for administration of the test at another time.

SUSPENSION FROM SCHOOL

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

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from teachers beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

REPORTING NON-ATTENDING STUDENTS TO THE OHIO BMV

In accordance with Ohio law and Board Policy, Austintown Fitch High School personnel are required to notify the state Bureau of Motor Vehicles (BMV) of any student under the age of 18 who has withdrawn from school for any reason other than a change of residence. School authorities may also notify the BMV of students who are absent from school without a legitimate excuse for sixty (60) or more consecutive hours in a school month or ninety (90) total hours in a school year.

TARDINESS TO SCHOOL

Tardiness to school contributes to loss of instructional time, which can adversely impact student achievement. Students arriving after the 1st period bell are considered tardy to school. If a student is late arriving at school, s/he must report to the Attendance Office before going to his/her first assigned location.

TARDINESS TO CLASS

Each student is expected to be in his/her assigned location throughout the school day. This includes classes, study halls, and lunch periods. Students who are more than ten minutes late without a written hall pass or note from an authorized staff member will be considered truant for that instructional period. Upon accumulation of three (3) tardies to class in a semester and thereafter, a school official or grade level principal may administer disciplinary action including detention, in-school discipline, Saturday School, and/or other sanctions depending upon individual circumstances.

EARLY EXCUSAL

When an emergency situation arises which cannot be scheduled at another time, a student may be excused for part of a day. A matter of convenience is not to be interpreted as an emergency situation.

Parents are responsible to send notice, including the name and telephone number of the licensed practitioner or other party involved; a note signed by the custodial parent containing the same information is acceptable. Otherwise, the parent or guardian must make a request in person.

Students should present the notice to the Attendance Office immediately upon arrival to school, or the excusal may be denied.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with

the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

LEAVING SCHOOL GROUNDS

Leaving the school building or grounds, unless as a function of a supervised school activity or with administrative permission, is prohibited. Students are to remain in the building for the time of arrival until the official time of dismissal.

Violation of this policy will subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, Saturday School, suspension and/or expulsion from school.

TRUANT FROM CLASS POLICY

Students who violate the Truant From Class Policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the high school is not required to follow the progressive discipline steps and may also skip steps where warranted. The following discipline is cumulative per year and per course. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but is not limited to, detention, in-school restriction, Saturday school, loss of privileges to attend dances and school events, or alternative restorative discipline practices depending upon individual circumstances.

Section 7: Student Code of Conduct

CODE OF CONDUCT

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

Under the Student Code of Conduct, applicable Board policy, and administrative guidelines, the term "school" refers to all instances when a student is under the authority of the School; the term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the School. Misconduct is defined as any violation of the Student Discipline Code.

The rules and standards set forth apply to misconduct on school premises, or involving school property, or within sight of school premises and connected to activities or incidents that have occurred on school property.

Students are considered to be subject to the authority of the School when they are on school buses or any other school vehicle or at school-related or school-sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses, which occur at such events, will be subject to the same penalties as offenses that occur in school.

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

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

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

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

ZERO TOLERANCE

The District has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student may be expelled up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a student activity, event, or program.

STUDENT STATEMENT OF RESPONSIBILITY

Expected Behaviors

Students are expected to:

- 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;
- Resist peer pressure;

- Act at all times in a manner that reflects pride in self, family, and in the School.

Students who are aware of a potentially escalating conflict are to encourage the parties to peacefully resolve their dispute. If necessary, staff and administration should be notified via verbal or written means of their concerns. Appropriate action will be taken to help all parties resolve their dispute.

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

A. allows a teacher to communicate effectively with all student in the class; and

B. allows all students in the class the opportunity to learn.

STUDENT DISCIPLINE CODE

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

A. Insubordination

Students are expected to comply with the reasonable directions of teachers, substitute teachers, school aides, custodians, cafeteria workers, bus drivers, principals or other authorized school personnel in a spirit of cooperation and courtesy. Failure to comply will be considered as insubordination. Insubordination includes but is not limited to:

1. Disobedience, defiance, or disrespect toward any staff member or authorized school personnel, including talking back to an adult.

2. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or authorized school personnel which includes walking away when an adult is talking.

2. Refusing to accept discipline or serve assigned detentions.

3. Not following school rules or proper procedures.

4. Assisting other students in the violation of any school rule.

5. Not following assigned schedule / being in an unauthorized area.

6. Chronic tardy to school or class.

7. Repeated misbehavior after warning.

8. Refusal to turn over electronic communication devices to school personnel when requested. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

B. Interference, Disruption, or Obstruction of the Educational Process

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

Any actions or manner of dress that materially and substantially disrupts or interferes with the educational process, or which threaten to do so are unacceptable.

C. Person-to-Person Relationships / Threats

Students will show proper consideration and respect toward staff members and fellow students. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is prohibited. Likewise students shall not threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Any threat by a student (verbal, written, physical, electronic, or otherwise expressed) directed towards any staff member can result in an automatic suspension pending expulsion with a police report being filed.

Any threat by a student (verbal, written, physical, electronic, or otherwise expressed) directed towards any other student will result in disciplinary action with a range of applications based on the severity of the offense.

D. Profane, Obscene, or Vulgar Language / Gestures

A student shall not use profane, obscene, or vulgar language or gestures while under the authority of the school, while on school grounds, school buses or vehicles, or while engaged in or present at any school sponsored event or activity.

Profanity directed toward a staff member in a threatening tone may be considered a verbal assault.

E. Horseplay

Horseplay includes any actions by a student that unintentionally endanger another student or students, and/or any form of rough play between two or more students. Examples include, but are not limited to, pushing a friend into lockers, tripping, and running in the halls.

F. Physical Striking

Striking is when one student strikes another and the victim does not strike back. Striking a student is defined by hitting, slapping, pushing, slamming, and/or making physical contact on behalf of one student.

G. Assault

An assault is a deliberate or reckless attempt to cause, or the actual causing of, physical pain or injury to another. A student shall not act with intent to cause fear in another person of

immediate bodily harm or death, nor shall a student intentionally bully, inflict or attempt to inflict bodily harm upon another person.

Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and result in disciplinary action.

H. Fighting

Fighting is defined as engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Students shall not engage in any fight, punch, kick, push, or engage in any other act of violence or force that causes harm to another person. This restriction also prohibits a student from promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Failure to comply will result in disciplinary action with a range of application based on the severity of the offense. Fighting may also result in criminal charges.

If a student, who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as an assault, and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district.

I. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

J. Gangs

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be subject to disciplinary action.

K. Intimidation / Harassment / Menacing / Bullying

A full copy of the district's anti-harassment and bullying policy and the reporting form is contained at the end of this handbook in Appendix B.

The Board encourages the promotion of positive interpersonal relations between members of the school community. In accordance with section 3313.666 of the Ohio Revised Code, harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

This prohibition includes physical, verbal, mental, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Reports are available on the district website and in each school's main office and should be turned in to the grade level principal of the victim. If you wish to report anonymously, please use the form on the district website.

Conduct constituting **harassment, intimidation, or bullying** is defined as either:

A. any intentional written, verbal, electronic, or physical act that a student has exhibited towards any other particular student more than once, and the behavior both:

- Causes mental or physical harm to the other student or staff members

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

B. violence within a dating relationship

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

Conduct constituting **sexual harassment**, may include, but is not limited to:

A. verbal harassment or abuse;

B. the use of sexually degrading words to describe an individual;

C. pressure for sexual activity;

D. repeated remarks with sexual or demeaning implications;

E. graphic or suggestive comments about an individual's clothing or body;

F. unwelcome touching or advances;

G. sexual jokes, objects, photographs, posters, cartoons, etc.;

H. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

I. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation

J. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of **race, color, national origin, religion, or disability** may take different forms, including, but not limited to, the following:

A. **Verbal**:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. **Nonverbal**:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. **Physical**:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s(.

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the

student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

L. Extortion

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

M. Hazing (Initiations)

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. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Beyond school discipline, students who engage in hazing may also be liable for civil and criminal penalties.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent.

N. Displays of Affection / Sexual Activities

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

O. Possession / Use of Drugs and / or Alcohol

The Austintown Local School District recognizes its responsibility in providing an environment conducive to the development of students to their maximum level of learning. Behaviors related to alcohol and drug abuse disrupt the educational environment for all within the classroom or school. Through this policy, we hope to maintain a balance of compassion for anyone suffering from alcohol and drug abuse and also protect the educational integrity of our schools. It is mandatory that students be in compliance with the standards of conduct set forth in this policy.

Students are prohibited from possessing, using, selling, distributing, concealing, helping broker the transmission of, showing evidence of consumption, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. These limitations apply while on school grounds or facilities, at school-sponsored events, in school-owned or school-approved vehicles, or in other situations under the authority of the District.

A student shall not use, sell, distribute, buy, or possess **prescription or nonprescription drugs** without following the procedures for use of such drugs at school.

Committing any drug or alcohol-related offense will result in disciplinary action with a range of application based on the severity of the offense. Law enforcement will be notified as appropriate. Solely at the discretion of the administration, discipline, in part, may be waived for alcohol violations if the student successfully completes a professional program/assessment by a certified alcoholism-counseling agency at the family's expense.

P. Possession / Use of Nicotine, Tobacco, or Tobacco-Like Product

A student shall not possess, consume, distribute, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.

Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Possession of tobacco paraphernalia such as papers used to roll cigarettes and smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes are also prohibited.

Committing such an offense will be subject to disciplinary action with a range of application based on the severity of the offense. Law enforcement will be notified as appropriate.

Q. Possession and / or Use of Explosives and / or Fireworks

Students shall not posses or use any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives, fireworks, bombs, grenades, rockets, missiles, mines, and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

R. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames is prohibited.

S. Use and / or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, or possession of a firearm at such locations will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

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

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

an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Violations of this policy may subject a student to disciplinary action with a range of application based on the severity of the offense. Law enforcement will be notified as appropriate.

T. Use and / or Possession of a Weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, straight razors, metal knuckles, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

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

Any object that is used to threaten, harm, or harass another may also be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

A student shall not possess, handle, transmit, sell, conceal, and/or use a weapon. Violations of this policy may subject a student to disciplinary action with a range of application based on the severity of the offense. Law enforcement will be notified as appropriate.

U. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal.

V. Bomb Threats and Other False Alarms of Reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Law enforcement will be notified. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

W. Persistent Absence and Tardiness

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

X. Leaving Class Without Permission / Hall Passes

Students are expected to report to their assigned room/area and remain there for the duration of the class period. Unless given permission to leave class from a teacher or school

administration, students should not attempt to leave the classroom. Students given approval to leave the classroom must have a hall pass at all times.

Y. Violation of Federal or State Statutes

Students shall not violate federal or state statutes, rules, or regulations on school premises or at school activities including, but not limited to, required immunizations. Violations of the law will be handled through the school and/or remanded to the appropriate legal authorities.

Z. Arson

Arson is defined as intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

AA. Vandalism / Property Damage

Students shall not destroy, deface, cut, or otherwise damage property that belongs to the School, the District, other students, or employees. This includes athletic facilities, heating and ventilation fixtures, lighting fixtures, instructional materials, electrical fixtures, plumbing facilities, fences, trees, landscaping, chairs, doors, tables, and windows. This prohibition also applies to school activities conducted on school grounds or at any school sponsored event or connected activity regardless of where it occurs.

Intentional or reckless damage will result in demand for full retribution for actual value of damaged, destroyed, or stolen items. Violators will also be subject to disciplinary action. Law enforcement will be involved as appropriate. Security cameras provide 24-hour surveillance at Fitch High School and surrounding grounds.

BB. Use of Lockers

Writing on the outside and/or inside of a locker is prohibited. Also, any damage, which occurred through carelessness, kicking, slamming, etc. will be considered vandalism and subject to appropriate discipline.

CC. Restroom Use and Guidelines

Restrooms are available for student use before and after school, during class transitions, and during lunch periods. To maximize instructional time, students are expected to use the facilities between classes rather than during instructional periods. If an urgent need arises during class, students must obtain a pass from their teacher, sign out of the classroom log, and utilize the restroom closest to their current classroom. Only one student may leave a classroom at a time, and loitering, socializing, or using electronic devices in the restrooms is strictly prohibited. Only one student is permitted per restroom stall at any time. Multi-student occupancy of a single stall is strictly prohibited throughout the school day.

Failure to adhere to these guidelines or abusing restroom privileges may result in a loss of independent pass privileges and disciplinary action.

DD. Unauthorized Use of School or Private Property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

EE. Trespassing / Loitering

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network.

Students are not permitted in the gymnasium or school building after school without proper supervision by a coach, advisor or teacher. All students not involved in supervised activities after school must exit the building by 2:30 p.m.

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

FF. Theft / Stolen Property

Students shall respect the personal ownership rights of others. Theft is defined as the unauthorized taking of property of another person or receiving or possessing such property. In addition to imposing discipline, school administration may report theft to law enforcement officials. The School is not responsible for personal property.

GG. Burglary

Burglary is defined as entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

HH. Disruption of School / Disorderly Conduct

A student shall not cause any disruption of any school activity or the operation of the school, nor shall a student engage in any act that is potentially harmful to the health, welfare and safety of the student himself/herself, other students or staff. This shall include the incitement of others toward acts of disruption and the use of violence, force, noise, coercion, and passive resistance to obstruct the lawful mission mission of the school.

II. Assembly Misconduct

School assembly programs are for the educational and/or recreational benefit of students. Students are to occupy the designated seats and be attentive during such programs. Misconduct may result in removal from that program and future programs, as well as appropriate disciplinary consequences.

JJ. Cafeteria Misconduct

Students must report to the cafeteria during the assigned lunch period and may not leave without proper authorization. Students are responsible for the cleanliness of the area in which they eat and for returning all trays and placing trash in the proper location. Classroom rules apply to the cafeteria. Seats will not be assigned unless necessary because of discipline problems.

KK. Academic Dishonesty, Plagiarism, Cheating

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to, using the words, phrases, or writing of others and passing them off as

his/her own. Students are also prohibited from the removal and/or alteration of any school record.

LL. Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property. Unauthorized materials are defined as any material goods, literature, food items, or any other objects/items that are not approved first by the administration. This policy includes the sale or distribution of information and the sale, distribution, or possession of sexually explicit material.

MM. False Reports, Forgery, False Impersonations

A student shall not make false accusations, intentionally falsify information, or fabricate/enhance a story regarding a student, staff member, or school situation.

Students shall not give false information to any staff member or on any school forms, correspondence, or other communications directed to the school, school personnel, or parents/guardians. This prohibition includes, but is not limited to, forging names or signatures on hall passes, excuses, or notes, use of false I.D.'s, representing oneself as parent/guardian, and impersonating a school official in written or electronic form on or off campus. Impersonating a faculty member in writing, electronically, and in all forms of communication, including online and social networks, is prohibited.

NN. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

OO. Reckless / Unauthorized Use of Vehicles

Students shall not drive on school property in such a manner as to endanger persons or property, nor shall students occupy or use vehicles during school hours without parental permission and/or school authorization.

PP. Backpacks, Nuisance, and /or Hazardous Items

Backpacks, book bags, drawstring sack packs or other containers are permissible for transporting books and gym clothing to and from school, but must be secured in lockers upon arrival. Lunch containers are permitted for appropriate usage during lunch and breakfast times in the cafeteria. Stuffed animals are not permitted in the school. When a medical situation dictates a need for an alternative to carrying books, permission may be given by the nurse and/or administration.

Any item that, in the judgment of administration disrupts, or interferes with school or school activities, is prohibited. This includes noxious irritants, gas, poisons, and other hazardous substances.

Section 8: Disciplinary Actions

DISCIPLINE

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

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

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

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It includes: change of seating or location, detention, in-school discipline, and Saturday school.

A. Detention

All detentions are held after school for the duration of 1 hour. Students are notified of the infraction and are to serve the detention on the date and time assigned.

The following rules apply to Detention**:**

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. Students may not use phones, electronic communication devices, radios, CD/MP3 players, video games, cards, or other recreational devices.

Failure to serve the first detention will result in the assignment of an additional detention. Failure to serve the two detentions at the arranged times may result in additional disciplinary action such as In School Discipline, Saturday School, and/or suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The student or his/her parents are responsible for transportation.

B. In-School Discipline

Students will be assigned to attend continuously from periods one through eight or some portion thereof.

The expectations of I.S.D. include strict adherence to acceptable daily personal behavior, core curriculum work and completion of daily assignments, adherence to lunch and restroom guidelines, and adherence to the electronic device policy.

The following rules apply to In School Discipline:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. Students shall not use phones, electronic communication devices, radios, CD/MP3 players, video games, cards, or other recreational devices.

Students assigned to In-School Discipline must successfully adhere to and complete all assignments and expectations in order to return to his/her regular schedule.

Students that miss any portion of his/her assigned time or fail to adhere to the rules/expectations will be assigned additional In-School day(s), Saturday School, and/or suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Phones and electronic devices are NOT permitted in In-School Discipline; such devices will be collected in the morning and returned to students at the end of the day.

C. Saturday School

Students will be assigned to attend continuously on a designated Saturday.
The expectations of Saturday School include strict adherence to acceptable daily personal behavior, core curriculum work, and completion of daily assignments, adherence to lunch and restroom guidelines, and adherence to the electronic device policy.
The following rules apply to Saturday School**:**

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. Students shall not use phones, electronic communication devices, radios, CD/MP3 players, video games, cards, or other recreational devices.

Phones and electronic devices are NOT permitted in Saturday School; such devices will be collected in the morning and returned to students at the end of the day.

Students assigned to Saturday School must successfully complete all assignments and expectations in order to return to his/her regular schedule. Students that miss any portion of his/her assigned time or fail to adhere to the rules/ expectations will be assigned additional

Saturday School day(s), or and/or suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Transportation to and from Saturday school is the student/parent's responsibility.

DUE PROCESS RIGHTS

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

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

FORMAL DISCIPLINE

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

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

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

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

A. Emergency Removal

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

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

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

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

B. Out-of-School Suspension

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be heard by the Superintendent in a private hearing. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. The decision of the Board shall be acted upon at a public meeting. Under State law, appeal of the Board's or it's designee's decision may be made to the Court of Common Pleas.

Students are able to complete school work missed while under suspension. Students and/or parents should contact teachers directly to request missed assignments.

C. Expulsion

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

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

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed to the Court of Common Pleas.

An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of expulsion to the following school year.

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

D. Permanent Exclusion

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

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;

F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

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

EARLY WARNING SYSTEM (EWS) INTERVENTION

In an effort to support all students in receiving the highest educational support, the Austintown Local School District has partnered with the Mahoning County Juvenile Court to create an Early Warning System (EWS). The purpose of EWS is to identify students who are in need of additional intervention academically, behaviorally, or who may be struggling to attend school. Administration reserves the right to refer students to EWS if deemed necessary and in conjunction with, or as a substitute for, the disciplinary actions listed above.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

REVOCATION OF BUS RIDING / TRANSPORTATION PRIVILEGES

When a student is being considered for revocation of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed revocation at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to revoke his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are revoked, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the revocation.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or 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 students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches

of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

INTERROGATION OF STUDENTS

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

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

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

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

Section 9: Disciplinary Actions

(Grades 9-12)

The purpose for implementing this student dress code policy for all students in grades 9 through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance and enhance the image of students and the schools in the Austintown community.

GENERAL

Attire that is not in compliance with this dress code policy is not permitted. Students are expected to dress appropriately at all times. This dress code policy shall be in effect during the regular school year and during any summer educational programming.

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming presents a safety hazard and/or is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)
Does my clothing advertise something that is prohibited to minors? (No)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
Am I dressed appropriately for the weather? (Yes)
Do I feel comfortable with my appearance? (Yes)

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

PROHIBITIONS

A Hair

Hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

B. Jewelry and Accessories

1. Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, finger rings that are connected and bulky chains worn around the neck or waist.

2. Chains and sharp objects such as spikes are not allowed on clothing or book bags.

3. No head coverings are permitted. This includes, but is not limited to, caps, hats, hoods, wave caps, skull caps, sunglasses, and headsets. Combs, rakes, or picks should not be worn in the hair. Exception requests, including those based upon religious beliefs, must be made in writing to the school principal along with an explanation of how the religious belief/religion prevents compliance with the ban on head coverings at least 24 hours in advance where practicable.

4. Body piercing (other than permissible types of ear piercing and nose piercing) and displaying jewelry in areas such as the eyebrows, lips and tongue are not permitted.

5. Stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry and ear/body piercing are not permitted: flesh tunnels, flesh plugs, ear/lip

stretchers, ear/lip expanders, ear/lip stretchers and similar ear/lip stretching devices or jewelry.

6. Stuffed animals and props are not permitted.

C. Gang-Affiliated Attire/Accessories

A gang, as defined in this policy means any organization, association or group of three or more which has a unique name or identifiable signs, symbols or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program or other function of a school.

Any gang attire, symbols, signs or other things which are evidence of membership in, or affiliation with, recruitment or desire to be affiliated with any gang are prohibited. Gang related attire/accessories include but are not limited to the following:

1. Any article of clothing bearing gang symbols, names, initials, insignia or anything else that signals gang affiliation;

2. students rolling up one pant leg;

3. long bulky chains and necklaces, gang style belt buckles, large oversized pendants on necklaces and chains and

4. draping articles of clothing, towels or other objects out of pant pockets or over the shoulder or neck area.

As gang styles and clothing continually evolve and change, additional styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities.

D. Tops

All tops must cover the chest, stomach, back, and shoulders.

Crop tops and see-through fabric shirts such as loose knits, lace, and burnout fabric must have a shirt underneath to cover areas of exposed skin.

Tank tops, bare shoulder tops, and open back tops cannot be worn unless another shirt is worn over top to cover areas of exposed skin.

E. Bottoms

All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone. Wearing bottoms which expose skin or undergarments or wearing oversize/draping baggy style pants is prohibited. No sagging is permitted.

Yoga pants, leggings, or other stretch knits and/or spandex bottoms are permitted only with a shirt that falls below the waist and buttocks.

The hemline on shorts, skirts, skorts, dresses and jumpers must extend to the mid-thigh region.

Students are not permitted to wear pajama bottoms or pajama bottom-style pants.

Jeans or pants that have holes from the mid-thigh region to the waist must be worn with something underneath that is not “see through” such as leggings. Nude colored nylons are not acceptable. Holes cannot be excessively large.

F. Footwear

Students are permitted to wear any style of footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole.

Flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.

Shoes with wheels ("Heelys") are prohibited.

RELIGIOUS AND OTHER EXEMPTIONS

Exceptions to the dress code shall include the following:

1 Students participating in a nationally recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.

2. Requests for exemptions from the dress code based upon one’s religion or religious beliefs, including an explanation of why the religion/religious belief prevents compliance with the dress code, must be made at least 24 hours in advance where practicable in writing to the principal.

3. Other exceptions are made only upon the prior approval (with at least 24 hours advance approval where practicable) of the building principal. Such exception requests must be made in writing at least 24 hours in advance where practicable and must include an explanation for the request.

DRESS CODE VIOLATIONS

Students who violate this dress code policy shall generally be progressively disciplined unless circumstances warrant otherwise. Any time a student violates the dress code policy, he/she will be required to promptly change into alternative acceptable clothing or otherwise promptly correct the violation. Students who cannot promptly correct the dress code violation or who refuse to do so may be sent to In-School Discipline or home at the discretion of school administration.

Additionally, a student’s first dress code violation will result in a warning being issued to the student with the student’s parents/guardians being notified of the warning unless circumstances warrant more severe discipline.

Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to student conference, parent/guardian notification, parent/guardian conference, detention, in school discipline, Saturday School, suspension and/or expulsion depending on the circumstances.

Section 10: Student Electronic Device and Network Policy

The following policy and discipline procedure regarding student possession of portable electronic communication devices, which applies to all Austintown Local School students and supplements the Board Policy regarding electronic device usage.

STUDENT GUIDELINES

Electronic Devices: Use of certain electronic devices is permitted in the Austintown Local Schools, grades 9-12. All personal electronic devices, including but not limited to cell phones, MP3 players, AI glasses/eyewear, earbuds/headphones, ipads, tablets, recording devices,laser pointers, personal laptops or chromebooks, smart watches etc. are not allowed during the school day. All devices must be "Off & Away" while in the building.

LOST OR DAMAGED DEVICES

The Austintown Local Schools assume no responsibility for the theft, loss, or damage of an electronic device brought at school or on the district's buses. Students bring these devices to the Austintown Local Schools at their own risk

MISUSE OF PERMISSIBLE ELECTRONIC DEVICES

The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

1. Use of any electronic device in a classroom (Off and away).
2. Violation of the Austintown Local Schools' Acceptable Use Policy.
3. The video/audio recording or photography of students or staff members without their consent.
4. Accessing, sharing, disseminating inappropriate content including pornography, material with abusive language, drug/alcohol/weapon related content, or any information that can be deemed harmful or shocking to minors.
5. Using technology for interactive communication in the form of posts/ messaging on social media websites, including but not limited to Facebook, Snapchat, Instagram, Tik Tok, Twitter, Tumblr, and other Blog/Chat/Messaging sites, during the hours of school operation to include time spent in transportation unless directed by school personnel for educational purposes.
6. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code definition
7. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in

criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

CONSEQUENCES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES

The administration reserves the right to assign discipline for electronic violations ranging from detentions, Saturday School, In School Discipline, Suspension from School and/or Expulsion. Law enforcement will be notified as appropriate;

The student may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the School Office at the end of the school day. If instructed to turn over a device, students are expected to do so without argument or confrontation.

INTERNET CONNECTION AND NETWORK

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "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. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, 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 permission is required for minors. Parents are encouraged to discuss their values with their children so that students can 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 Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.

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.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., 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; fraud; sale of illegal substances and goods).

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 (e.g., 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" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an

individual or group, that is intended to harm others." For further information on cyberbullying, visit 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 or school staff member 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 photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;

4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

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 approval and participation.

8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

9. 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 pornography. Students should not delete such messages until instructed to do so by a staff member.

I. 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, principal, or technology director 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.

J. 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.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or 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.

L. Students must secure prior approval from a teacher or the technology director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior

approval from a teacher or the technology director. All such authorized communications must comply with these guidelines.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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 should 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. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

R. 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.

S. 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 technology director. Each student is permitted reasonable space to store email, 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.

The Austintown Local Schools will not be responsible for any Internet connection expense.

Section 11: Transportation

WALKING TO SCHOOL

Students walking to and from school shall obey all local safety rules. Loitering on school grounds before or after school is prohibited. The use of a bicycle or skateboard is not permitted as transportation to and from school.

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live farther than1 mile from school. The transportation schedule and routes are available on the Parent Portal which can be found on the school's website under "Transportation."
Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason.

BUS CONDUCT

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

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

Prior to loading (on the road and at school)

Each student shall:

1. stay off the road at all times while walking to and waiting for school transportation;
2. refrain from crossing a highway until the driver signals it is safe to cross;
3. go immediately to a seat and be seated.

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

During the trip

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs inside the school transportation at all times;
3. not push, shove or engage in scuffling;
4. not litter in the school vehicle or throw anything in, into, or from the vehicle;
5. keep books, packages, coats, and all other objects out of the aisle;
6. be courteous to the driver and to other riders;
7. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

8. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code. Failure to comply with school bus safety rules may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, Saturday School, suspension, and/or expulsion.

As transportation is a privilege and not a right, transportation may also be temporarily or permanently revoked for violations of bus rules.

Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using the Parent/Guardian Consent for Transportation form. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age 18 must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Parking Permit Application and provide evidence of driver's license.
3. Students are required to obey the parking lot speed limit of 15 mph. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.
4. The student must obtain and display a permit for the current academic year from the Administrative Office and pay a fee of $25 for the entire school year.
5. Parking permits are non-transferable. Stolen or lost parking permits must be replaced by purchasing a new permit. Attempts to utilize invalid, expired, or forged parking permits will be subject to disciplinary action.
6. If a student's parking permit is suspended, no fees will be refunded.
7. Students should notify the Administrative Office of any vehicle description changes.
8. Students are limited to parking in the student lot. No student cars are permitted in the faculty lots.
9. Students may not park in handicapped spots without a state-issued handicapped plaque displayed in their front window, fire lanes, exit lanes, visitor spots, grassy areas, or areas that may obstruct delivery trucks or emergency vehicles.
10. Loitering in the parking lot is prohibited. Students are not permitted to vape, smoke, or engage in any disruptive behavior while in vehicles on school grounds.
11. Student drivers are subject to the requirements of the Austintown Local School District Drug Testing Policy.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions, which may include revocation or loss of parking privileges.

When the School provides transportation, students shall not drive to school-sponsored activities. unless the student's parents provide written authorization for the student to drive and release the Board from liability using the Parent/Guardian Consent for Transportation form, which is approved by the principal.

An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using the Parent/Guardian Consent for Transportation, which is approved by the principal.

During the school day, a student is not permitted to return to his/her car unless he/she has approval from an administrator. All vehicles entering school property are subject to search and inspection. Neither Austintown Fitch High School nor Austintown Local School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.

Appendix A: Courses with Fees

DEPARTMENT	COURSE TITLE	COURSE CODE
ART	ART 1	500704
ART	ART 2	500705
ART	CLAY/CERAMICS 1	500261
ART	CLAY/CERAMICS 2	500262
ART	INTRO TO GRAPHIC DESIGN	480221
ART	GRAPHIC DESIGN 2	480222
ART	PAINTING	500715
ART	PRINTMAKING	500291
Art	AP 2-D ART & DESIGN	500734
ART	AP ART HISTORY	500733
ART	AP 3D & DESIGN	500735
BUSINESS	COMPUTER APPLICATIONS	110111
BUSINESS	BUSINESS FOUNDATIONS	060111
BUSINESS	MARKETING PRINCIPLES	080700
BUSINESS	ACCOUNTING	080211
BUSINESS	MICROSOFT OFFICE SPECIALIST	110152
BUSINESS	MANAGEMENT PRINCIPLES	061411
BUSINESS	PRINCIPLES OF FINANCE	060300
BUSINESS	STRATEGIC ENTREPRENEURSHIP	080311
ENGINEERING	AP COMPUTER SCIENCE A	110143
ENGINEERING	AP COMPUTER SCIENCE PRINCIPLES	110141
ENGINEERING	WOODS 1	480711
ENGINEERING	WOODS 2	480712
ENGINEERING	WOODS 3	480713
ENGINEERING	ADVANCED WOODS	480714
ENGINEERING	SKILLED TRADES 1	558011
ENGINEERING	SKILLED TRADES 2	558021
ENGINEERING	WELDING 1	480521
ENGINEERING	WELDING 2	
ENGLISH	AP ENGLISH 11 LITERATURE & COMPOSITION	230167
ENGLISH	AP SEMINAR	230154

DEPARTMENT	COURSE TITLE	COURSE CODE
ENGLISH	AP LANGUAGE AND COMPOSITION	230166
ENGLISH	JOURNALISM	090411
ENGLISH	NEWSPAPER – The TALON	090412
ENGLISH	THE YEARBOOK	090441
GLOBAL	AP FRENCH LANGUAGE & CULTURE	160948
GLOBAL	AP SPANISH LANGUAGE & CULTURE	160950
MATH	AP PRECALCULUS	270416
MATH	AP CALCULUS-AB	270435
MUSIC	AP MUSIC THEORY	500969
MUSIC	THEATER ARTS	230128
SCIENCE	BIOLOGY CP	260131
SCIENCE	HONORS BIOLOGY	260141
SCIENCE	INTEGRATED PHYSICAL SCIENCE	400141
SCIENCE	CHEMISTRY CP	400521
SCIENCE	CHEMISTRY HONORS	400522
SCIENCE	ENVIRONMENTAL	300621
SCIENCE	ENVIRONMENTAL CP	300631
SCIENCE	AP ENVIRONMENTAL SCIENCE	400631
SCIENCE	AP BIOLOGY	260146
SCIENCE	INTRODUCTION TO THE HEALTHCARE PROFESSIONS	553011
SCIENCE	METEOROLOGY AND WEATHER	400411
SCIENCE	FORENSIC SCIENCE	430121
SCIENCE	ASTRONOMY	400211
SCIENCE	COMPARATIVE ANATOMY & PHYSIOLOGY	260751
SCIENCE	ZOOLOGY	260711
SCIENCE	ORGANIC CHEMISTRY	400542
SCIENCE	OCEANOGRAPHY AND MARINE SCIENCE	400711
SCIENCE	BIOLOGY	260121
SCIENCE	INTEGRATED PHYSICAL SCIENCE	400141
SCIENCE	ENVIRONMENTAL	300621

DEPARTMENT	COURSE TITLE	COURSE CODE
SOCIAL STUDIES	AP HUMAN GEOGRAPHY	450711
SOCIAL STUDIES	A.P. UNITED STATES GOVERNMENT AND POLITICS	451035
SOCIAL STUDIES	A.P. UNITED STATES HISTORY	450800
SOCIAL STUDIES	AP PSYCHOLOGY	420114
SOCIAL STUDIES	AP AFRICAN AMERICAN STUDIES	450858
SOCIAL STUDIES	AP MICROECONOMICS	450613
SOCIAL STUDIES	AP MACROECONOMICS	450614
CLASS FEE	SENIORS	

Appendix B: Food Service Department

USDA is an equal opportunity provider, employer, and lender.

PLEASE UNDERSTAND THAT FOOD SERVICE INFORMATION IS UPDATED YEARLY IN THE SUMMER. EXPECT CHANGES OR UPDATED INFORMATION, WHICH WILL BE COMMUNICATED AFTER JULY 1ST ON OUR WEBSITE AND FACEBOOK PAGE.

FOLLOW US @AFFoodServices

The Austintown Schools Food Service Department is a self-funded entity. Our success comes from your support!

Contact Information

Food Service Director: Alexis Weber, RD, LD, SNS
Food Service Coordinator: Cindy Todd - ext 1315 (menus, general information & food allergies)
Food Service Coordinator: Lauri Ohl - ext 1316 (meal accounts and meal benefits)
Phone: (330) 797-3900 ext. 1315
Email: AFFoodServices@austintownschools.org
Website: AFFoodServices.com
Facebook: Follow us @AFFoodServices
LINQ Connect Online Meal Payments: LINQConnect.com

Please visit our website AFFoodServices.com for further information

Student Meal Accounts

Each student in the Austintown School District has a student ID number and meal account that is created

during the enrollment process. This number can be obtained through Progress Book or by contacting your building secretary. Students will enter their student ID number on a keypad to access their account in the cafeteria. AES and AIS students will also be enrolled into our biometrics finger scanning system and can choose to scan or use the keypad. Please visit our website for more information on biometrics. To opt out of biometrics, please contact our office.

FREE MEALS FOR ALL STUDENTS - Community Eligibility Provision

We are pleased to inform you that school breakfast and lunch meals will be **FREE** for all students during the 2026-2027 school year. New changes to the USDA National School Lunch and School Breakfast Programs have afforded us the opportunity to offer all meals at **NO COST for all students** for 2026-2027.

No action is needed for your student(s) to participate and receive free school meals. Students can simply come through the meal service line to receive one free breakfast meal and one free lunch meal each school day. Extras and a la carte items are still available for purchase.

Academic fee waivers will still be available via an Income Form or Direct Certification letter. Should your family normally qualify for free or reduced priced meal benefits, we do encourage you to complete an Income Form***.***

Income Forms can be completed after Labor Day at https://linqconnect.com/.

If eligible, Income Forms and Direct Certification through the state can be used to waive school fees. Income Forms also help us provide programming throughout our district. Filling out an Income Form will have no impact on your student receiving free meals. Free meals are available to all students regardless of an Income Form being completed.

Once the Income Form is processed, the Food Services Office will notify you via postal mail detailing the results of your Income Form. Please save this letter for your records. NOTE: Income Forms submitted during the summer will be processed after Labor Day. Income Forms are good for one year and must be completed again each school year.

If you have any further questions, please contact Lauri Ohl at 330-797-3900 ext. 1316.

Making Cafeteria Purchases & Account Restrictions

We serve any student that presents in the lunch line. Only complete meals are free at breakfast and lunch, so we encourage students to select enough meal components to make a complete meal.

We do sell extras and a la carte items for purchase at an additional cost. Students are able to purchase whatever they choose, even in grades K-2, as we do not limit what your child can purchase or how much they spend. Contact Food Services directly if you wish to restrict or control what purchases are made on your student's meal account, (330) 797-3900 ext. 1315.

Menus and Pricing

Each student is allowed one free breakfast meal and one free lunch meal each school day. Students may choose to purchase a second meal if they wish. The prices below represent the cost of second meals and milk purchased a la carte. Additional a la carte pricing can be found on our website at AFFoodServices.com.

2026-2027 Meal Prices (subject to change)

School	Lunch	2nd Lunch	Breakfast	2nd Breakfast	Milk
Fitch High School	Free	$3.25	Free	$2.00	$0.50
Middle School	Free	$3.00	Free	$2.00	$0.50
Intermediate School	Free	$3.00	Free	$2.00	$0.50
Elementary School	Free	$3.00	Free	$2.00	$0.50

Each school has a monthly menu while considering age appropriate options and variety. Lunch and breakfast prices are based on a complete meal (see Offer vs. Serve). While we have a featured hot entree each day, every building offers many different entree options each day for students to choose from. There is always something available that your student will like. Please see your school's menu for more information.

Visit AFFoodServices.com, on your computer or smartphone, to access monthly breakfast and lunch menus. Online menus are interactive and display nutrition and allergen information by simply hovering over or selecting menu items. You can also have the menus emailed to you monthly by signing up for the Going Green Menus option on our website.

Offer vs. Serve

The USDA recognizes 5 food groups important at each meal: grains, meat/meat alternatives, fruit, vegetable, and dairy. Each of our schools participates in Offer vs. Serve, where our students select each component of the meal they want instead of our staff serving the whole meal. Students must select at least 3 components (with at least one fruit/vegetable component) to create a complete meal. We offer several different selections of each meal component for students to choose from. Our staff is here to guide students on selecting a complete meal.

Meal Account Information and Payments

LINQConnect.com

We encourage parents to create a free LINQConnect account to access student meal accounts, set low balance email and text alerts, and view transaction history. Parents can use LINQConnect to add funds to your student meal accounts (there is a processing fee).

We also accept cash or check payments in the meal service line. You can send cash or check in a sealed envelope labeled with your student ID number and full name to their school cafeteria. Make checks payable to the school cafeteria, for example: AES Cafeteria.

Food Allergies

Please see our Food Allergy Information Form on our website.

Promptly complete the Food Allergy & Intolerance Information form on **Final Forms** for all your students. This instantaneously notifies the Food Service Office of your student's food allergies, which will be marked on your student's meal account. We do not receive this information from the clinic. Food preferences and substitutions are not observed. Each cafeteria offers several menu choices for our students for each meal component. Please call our office to discuss the specific allergies of your student.

Appendix C: Board Policy on Bullying and Hazing

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)
The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites such as the following:
    A. posting slurs on web sites, social networking sites, blogs or personal online journals;
    B. sending abusive or threatening emails, website postings, comments or instant messages
    C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
    D. using websites, social networking sites, blogs, personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, should promptly notify the building principal/designee of the event observed and file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying, and/or dating violence should promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. 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 and include 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.

2. 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.

3. 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.

Intervention Strategies

1. **Teachers and Other School Staff**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying, and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation, or bullying.

2. **Administrator Responsibilities**

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation, or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact and a determination of whether acts of hazing, bullying, and/or dating violence were verified. When prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition, and their duty to avoid any conduct that could be considered harassing, hazing, intimidating, and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be

further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board, or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation, or bullying, and from retaliation following reporting of incidents

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/ designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying, and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies

THIS IS A REQUIRED POLICY

(Approval date: December 10, 2007)

(Re-approval date: August 17, 2010)

FORMAL BULLYING, HARASSMENT, & INTIMIDATION FORMS ARE AVAILABLE ON THE DISTRICT WEBSITE AND IN ALL OFFICES.