Austintown Elementary School

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Parent/Student Handbook
2026-2027

Message from the AES School Administration Team

On behalf of the Austintown Local School staff, we welcome you. This handbook is published so that all students and parents at Austintown Local Schools have easy access to information that will allow for a safe and successful school year. It is essential that parents and students read the handbook. We are more than happy to answer any questions or concerns that you may have and we look forward to working with you throughout the school year.

The number one priority is our guiding principle of maintaining a safe and positive learning environment. All of the policies outlined in this handbook are intended to protect this learning environment and to ensure that the students of AES have complete access to a rigorous, relevant and fun school experience.

AES Administration Team
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AES School Guidance Counselors
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AES Mission Statement

AES staff and students come to school to practice peace, respect themselves and others and always try their best!

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Section 1: General School Information

A. Building Schedule:
School Year Calendar linked here

Doors Open	8:40
Breakfast	8:40-9:00
Students Arrive	8:40-8:55
School Day Begins/Tardy Bell	9:00
Lunch times K-2	10:40-1:10
School Day Ends	3:15
Walker/Car Rider Dismissal	3:15
Bus Departure	3:30

Students are not permitted in the building or allowed to play on the playground prior to 8:40 am.

Note: a variety of modified schedules will be used for 2 hour delay days, early dismissal and special events.

B. Grading Policy:
The Austintown Elementary School utilizes a Standards Based Report for Grade K-2.

C. Retention Policy:
Retention policies have been adopted by the Board of Education. Please refer to board policy for the latest information.

D. Homework Policy:
Homework policies have been adopted by the board of education and vary for each school and grade level. Please refer to board policy and your classroom teacher for the latest information.

E. Grade Reports:
Grade reports (Standards Based report cards) are issued and sent home at the conclusion of each 9-week grading period.

F. ProgressBook:
ProgressBook accounts are available for all students and parents/guardians in the district. In grades 3-12, parents and students can login in to view homework assignments, current grades, attendance and report cards. But at AES for grades K-2, parents can request access, but will only be able to view their child's attendance and report card.

G. Visitors:
Students are not permitted to have guests. State law requires that guests enter via the main office and obtain permission from the principal upon entering. Additionally, the Austintown Local Schools will not permit visitors to go beyond the front desk without a state issued photo ID, which will be scanned by school security prior to the visitor receiving access.
If a person wishes to confer with a staff member, he/she should contact the school for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

H. Student Telephone Usage Policy:
School telephones are available for student use in the case of an emergency. Students requesting to call home for emergency purposes must first receive permission from school staff, school secretary, or school administration. Student cell phone use is not permitted during the school day. Emergency messages from parents/guardians will be delivered to students via the main office.
If a student must bring a cell phone to school, they are to be silenced and stored in their book bag. Teachers and school staff are not responsible for cell phones.

I. Bus Transportation Policy:
Riding a school bus is a privilege and not a right. Students must abide by all regulations determined by the school bus policy and the bus driver, including getting to the bus stop on time and to the bus promptly upon school dismissal. Failure to comply with all school bus safety rules will result in disciplinary action such as a verbal warning, a written bus conduct report, suspension from bus riding privileges, or permanent exclusion from bus riding privileges. A copy of the Austintown Local Schools transportation safety rules and policies will be signed off on by all families through each child's individual bus driver. See also *Section 7: Transportation* for more information. Questions regarding transportation can be answered by calling the **Transportation Office, Ext. 6063.**

J. Car Rider Policy:
Families of car riders will be given 2 rear view mirror hangers when they complete an online form request. The car MUST have a HANGER in the front windshield that designates permission to pick up the student. If additional hangers are needed after the 2 hangers are issued, you will need to purchase them in the main office. If a pick-up is made without a hanger in sight, verification of authorized pick-up will be done.

- All K students that are car riders will be dropped off/picked up in front of AES at Door 20.
- All 1st and 2nd grade students that are car riders will be dropped off/picked up on the side of AES at Door 7.

Students and parents MUST remain in the car during drop off and pick up times.
Car Rider Drop-Off- 8:40 am
Car Rider Pick-Up- 3:15 pm

K. Walking to/from School Policy:
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 is permitted as transportation to and from school. **A parent permission slip MUST be signed before an AES student is permitted to walk.**

L. Early Arrival to School Policy:
The school doors officially open at 8:40 a.m. for all students. The building doors will not be opened until 8:40a.m. Students should not arrive before this time because they will not be supervised by school officials. Students entering at 8:40 a.m. should report to the cafeteria where they will get a breakfast or report directly to their classroom.

M. Recess:
Students will go outside for recess when the weather permits and the temperature or wind chill factor is no lower than 40 degrees. All students are expected to go outside for recess. If your child is not permitted to go outside, he/she must have a note from you explaining why he/she cannot go out. Except in the case of an excuse from a doctor, two days is the maximum that a child will be permitted to remain inside during recess. The principal or designee or playground supervisor will decide if recess will be outdoors or indoors based upon that day's weather conditions. Students should dress under the assumption that recess will be outside. Failure to respect or obey the teacher or playground supervisor could result in loss of recess time, or other such disciplinary action.

N. Counseling Services:
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.

AES School Guidance Counselors
Kelley Mills Kindergarten & Grade 1 kmills@austintownschools.org (330) 797-3901 Extension 5029
Danielle Mordocco Grade 1 & Grade 2 dsheely@austintownschools.org (330) 797-3901 Extension 5030

O. 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, and electronic equipment are tempting targets for theft. Students are highly encouraged to keep electronic equipment such as gameboys, cell phones, i-pads, or any other hand held electronic device at home. The School is not liable for any loss or damage to personal property or valuables.

P. Lost and Found

The lost and found area is in the main hallway near the cafeteria. Students who have lost items should check there. Unclaimed items will be discarded or given to charity at the beginning of Winter Break and at the close of the school year. Jewelry, money, and/or electronics should be turned into the front office if found and can be claimed there.

Q. Fees and Student Expenses:

All fees and student expenses are to be paid in the building in which the student attends. All obligations must be met by the end of the 1st grading period. Students are responsible for asking for a receipt when paying expenses, fees, and other payments. **Checks returned for non-payment are subject to bank fees (currently $10) and will be added to your account automatically.** *Academic fee waivers are available through our Food Service department. If eligible, Income Forms and Direct Certification through the state can be used to waive or reduce school fees. Income Forms also help us provide programming in our school.*

R. Safety Drills:

Fire, tornado and lockdown/relocation drills are required by law at regular intervals and are an important safety precaution. When the fire alarm sounds, everyone must promptly and quietly clear the building by the assigned route, which is posted in each classroom. When the tornado alarm sounds during a tornado drill, students are to report to their assigned stations and remain quiet. No one is to return to the building during a fire drill or to a classroom during a tornado drill until the signal is given by the school administration.

S. Bullying Policy:

Harassment, bullying, and intimidation is defined by the Ohio Revised Code as an "**intentional**" written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim **more than once**; and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student (O.R.C. 3313.666) and that false reports will result in disciplinary action pursuant to the Student Code of Conduct that may include, but not limited to: detention, suspension, and/or expulsion depending on the circumstances. If you have been the victim, or know of a victim, who is suffering harassment, bullying or intimidation as defined above, please complete a Harassment / Bullying Incident Formal Report. 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. **The complete Board of Education Anti-Harassment and Bullying Policy and the district's formal reporting form are included at the end of this student handbook.**

T. General eligibility / privilege statement

Participation in extracurricular and co-curricular activities, including dances and field trips, is a privilege. Students must meet **academic, attendance, and behavioral expectations** as outlined in this handbook to be eligible.

U. FERPA notification:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the Austintown Local Schools receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask any Austintown Local School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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].
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Austintown Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

V. Birthdays/Celebrations:

We ask that parents observe the following with regard to student birthdays:

1. **Do not have balloons, flowers or other things sent to school to be delivered to the child during school time.** These will not be delivered to the classroom and balloons are not permitted on the school bus.
2. Food items are permitted if they are store bought and sealed in packages. Allergy concerns will be considered. Your classroom teacher will inform you of any allergy concerns in the classroom. **As a precaution no peanut products are permitted in the classroom.** This will be the same process for holiday room parties.
3. Birthday treat bags (non-food items only) may be sent to the school only with teacher approval. Parents please drop the bags off at the office.
4. Birthday invitations may be handed out in school by the student IF the whole class is invited. Please inform the teacher prior to the student passing out the invites.
5. At the end of the year each grade level will participate in a CELEBRATION/FAREWELL program for the year. This is not a graduation but rather a celebration of all students' accomplishments for the school year.

W. 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. The parent consent form will be completed on FinalForms. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules apply to all field trips. Students may be denied participation in field trips if students do not meet established attendance and behavior expectations. Students who violate school rules may lose the privilege to go on field trips. Additionally, students may be denied participation in field trips if they owe outstanding fees to the district. While the District encourages students to participate in field trips, alternative assignments will be provided for any eligible student whose parent/guardian does not give permission for the student to attend. Participation in field trips is contingent upon satisfactory academic performance, behavior, and attendance. The administration reserves the right to deny participation based on safety or disciplinary concerns.

X. 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 via email or phone call to their child's teachers or guidance counselor. Teachers have a non-academic planning time each day and can make themselves available during that time. Designated fall and spring conferences will be utilized for student led conferences. Students work and prepare diligently for this special opportunity to present and discuss their progress with their parents/guardians. We hope all parents/guardians can attend both nights.

Y. Enrollment for New and Transfer Students:

Parents wishing to enroll new or transfer students should report to the Registration Office.(located at the board of education building) The following documentation must be presented: academic transcripts, report cards, birth certificate, immunization records, proof of custody or court order, and proof of residency in the district. Enrollment will not be processed without these documents.

Z. Withdrawal from School:
In order to withdraw from school, an official withdrawal form needs to be completed by the custodial parent or guardian. Student withdrawals must be done at the school the student currently attends and all obligations must be completed.

AA. Facility Security
For the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws, the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses may be used.

Metal detectors and video surveillance/electronic monitoring equipment may be used on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property, and other security devices that would assist in the detection of guns and dangerous weapons and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices):

A. in school buildings;
B. on District property;
C. at Board-sponsored/controlled events.

Section 2: School Clinic Information

Students who are ill 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. Students may not leave school due to an illness or injury without being released by the medical staff. 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:

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 an online form that must be completed using Final Forms at the beginning of each school year. Not having updated information may hinder the care of the student.

Students with specific health care needs should be noted in Final Forms and the school clinic will review and provide services as needed.

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.

An appropriate adult 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 TO STUDENTS 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 (MAR).

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 (MAR). 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 destroyed 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.

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 the medication must be submitted on a new Medication Administration Record (MAR).

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 destroyed 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.

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.

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. Parents/guardians are 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.

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 G*uidelines 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.

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

- The student's parent/guardian will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

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

- The student's parent/guardian will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

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, mumps, varicella, hepatitis B and meningococcal A, 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 you provide 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 your child, the 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. **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 school clinic.

Section 3: Food Service Information

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.

Section 4: Student Dress Code Policy

This dress code policy shall be in effect during the regular school year and during any summer educational programming. As discussed below, parents who believe that their child cannot comply with the dress code because of religious beliefs or religious dress must submit a written request for exemption with an explanation of how the religious belief/religion prevents compliance with the policy to the school principal at least 24 hours in advance.

General

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, principals and the school administration have discretion to address any attire that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupts the learning environment or that infringes upon the rights of others. All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing or saggy/baggy, including but not limited to low necklines, midriff tops and form-fitting tops or bottoms, are not permitted. Clothing that has holes is not permitted.

A. Hair:

Hair color, including highlights, must be within the spectrum of color that hair grows naturally such as shades of blonde, black, auburn/red and brunette. Hair styles including mohawks, long spikes, and other extreme hair styles which may cause a classroom disruption are not permitted.

B. Jewelry and Accessories:

Jewelry and accessories should be kept to a minimum, and should not create a distraction. Body piercings (other than permissible ear piercings) are not permitted.

C**. Tops:**

All tops should cover the student appropriately. Spaghetti straps, tank tops and crop tops are not permitted.

D. Bottoms:

Pants, skirts and shorts should fit properly around the waist and not sag. Shorts and skirts should be of an appropriate length.

E. Footwear:

We strongly encourage students to wear tennis shoes or comfortable casual shoes at all times. Flip-flops or shoes that are backless are not permitted.

F. Dress Code Exceptions

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. Athletic team representation such as game day jerseys or cheerleading skirts and outfits.
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 a reason/explanation for the request.

G. Religious Exemptions:

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.

H. Dress Code Violations

Students who violate the dress code policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the intermediate or elementary school is not required to follow the progressive discipline steps and may skip steps where warranted. Parents/guardians will be notified of any dress code violation. A student's first dress code violation will result in a warning being issued to the student unless circumstances warrant more severe discipline. Principals have discretion in applying discipline.

The progression of discipline for **dress code** violations includes the following:	
First Offense	Verbal Warning / Phone call home
Second Offense	Written Warning / In-school restriction
Third Offense	Parent Meeting/In-school restriction

Section 5: Student Attendance Guidelines and Procedures:

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 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.

HOMEBOUND INSTRUCTION
The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal/guidance counselors.

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.

HOMEWORK REQUEST GUIDELINES
If an absence of three (3) consecutive days or more results due to illness, assignments may be requested by contacting the student's teacher.

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.

Attendance-based restriction

Students must be present for a minimum portion of the school day to attend or participate in extracurricular activities or events scheduled for that day.

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.

The parent/guardian or emergency contact must come in the main office with a valid ID to sign the student out. If this qualifies as an excused absence, the appropriate verification must be turned in within 5 school days to be marked excused or the excusal may be denied.

To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals are considered “hours” towards absences. The amount of time missed due to early excusals will contribute to the total absence hours and potentially cause a student to be habitually truant.

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, parents must complete ALS Out-of-State Travel Vacation Request Form prior to travel. It may be possible for the student to receive certain assignments that may be completed during the trip.

Section 6: Student Code of Conduct

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. The rules and standards set forth apply to misconduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or Board official or the property of such employee or Board Official. 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.

Austintown Local School's Student Responsibility and Discipline

Each individual who attends Austintown Local Schools will be offered many opportunities to exercise self-control and respond to individual responsibilities. School discipline policies are applicable to all students if the prohibited act(s) take place during a school activity, function, or any such school-sponsored event/function; while on property immediately adjacent to or within the line of sight of school property; on school buses or other vehicles; off of property owned or controlled by the Board of Education but that is connected to activities that occurred on school property; misconduct that, regardless of where it occurs, is directed at a district official or employee or his/her property; or misconduct that affects the operation of the school.

Austintown Local Schools maintain a zero tolerance policy for violent, disruptive, or inappropriate behavior, including excessive truancy, menacing and harassment, whether verbal, physical, electronic or written. Appropriate disciplinary actions will be taken if necessary. Any violation may result in disciplinary action, such as detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, in-school restriction, home referral, out of school suspension, and expulsion from school. Students who demonstrate inappropriate behavior or fail to comply with school rules may be excluded from participation in special activities such as field trips, dances, and assemblies. Students who are assigned out-of-school suspension, in-school suspension, or who commit serious violations of the Code of Conduct may be denied participation in school-sponsored activities including dances, field trips, and extracurricular events.

A. Academic Dishonesty:

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty. Plagiarism and cheating will be addressed in a confidential manner and parents/guardians will be notified by the classroom teacher. Any infraction of this policy will result in disciplinary action and academic consequences.

B. Aiding or Abetting Violation of School Rules:

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

C. Alcohol, Drugs, Nicotine Products, & Associated Paraphernalia:

Policy- 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. Failure to comply with the rules pertaining to the possession or use of drugs, alcohol, or other intoxicants, including steroids and/or counterfeit (look-alike drugs), and drug paraphernalia at school or as a part of any school activity or while under the authority of the school will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. The administration maintains discretion in the application of these consequences.

Tobacco/Tobacco-Like Product/Nicotine:

The use, possession, consumption, purchase or attempt to purchase tobacco products or tobacco substitute products or paraphernalia in a school building (owned, leased or contracted for by the Board), on school premises, on or near a school campus, a school bus or other vehicle, or at any Board-sponsored event or at any sanctioned school activities on or off the school campus is prohibited. Tobacco products or paraphernalia include, but are not limited to: cigarettes, e-cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, papers used to roll cigarettes, tobacco substitutes and/or electronic "vapor" or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

A student shall not possess, smoke, or otherwise make use of tobacco or nicotine containing products of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion. The administration maintains discretion in the application of these consequences.

Narcotics, Alcohol, Drugs, and Paraphernalia:

A student shall not use, sell or distribute, possess, buy, or help broker or facilitate the sale or exchange of, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell, distribute or help broker or facilitate the sale or exchange of counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate. The administration maintains discretion in the application of these consequences. 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.

Prescription or Nonprescription Drugs:

A student shall not use, sell or distribute, buy or possess prescription or nonprescription drugs without following the procedures for use of such drugs at school. Committing such an offense will result in disciplinary action

with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

D. Arson:
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.

E. Assault:
A student shall not engage in deliberate or reckless attempt to cause, or the actual causing of, physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

F. Computer Use Violation:
Students are encouraged to use school computers/network and the Internet connection for teacher assigned, educational work. Unauthorized computer usage is prohibited. Failure to use computers/network for authorized educational work only will result in disciplinary action. All students must have a signed Acceptable Use Policy form in order to use school computers. All students must also adhere to the Student Electronic Device Guidelines. See Section 6, Electronic Device Guidelines, for more information and discipline consequences.

G. Display of Affection:
Public display of affection is considered inappropriate conduct.A student shall not exhibit inappropriate display of affection in school buildings, on school property, on school buses, or while in attendance at school-sponsored events. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, warning issued, in-school restriction, out of school suspension and/or expulsion.

H. Disrespect to Staff:
Behavior, language, or actions by a student toward a staff member that show disdain or lack of regard for the authority of that adult.

I. Disrespect to Student:
Behavior, language, or actions by a student toward another student that is rude, impolite, and/or offensive.

J. Disruption of Educational Environment:
Students shall not by use of violence, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause the disruption or any lawful mission, process, or function of the school. Neither shall they engage in such conduct for the purpose of causing the disruption of the school if such a disruption or obstruction is reasonably certain to result. Students shall also not urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from their urging. Committing such an

offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

K. Distribution or Sale of Unauthorized Materials:
A student shall not distribute or sell unauthorized materials on school property. Unauthorized materials are defined as any material goods, literature, pictures, food items, or any other objects/items that are not approved first by the administration. This policy includes the sale or distribution of information. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension and/or expulsion.

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. Fighting/Physical Exchange:
A student shall not engage in any fight, hit, punch, kick, push, physical confrontation or engage in any other act of violence or force that causes harm or threatens to cause harm to another person. A student shall not instigate or encourage fighting. 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 a separate violation, specifically 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. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension and/or expulsion.

N. Fireworks, Explosives, Incendiary Devices:
Students shall not possess, handle, transport, sell, conceal, use, or threaten use of, ignite, or explode fireworks/explosives/incendiary devices of any kind while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. These are considered destructive devices and weapons (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to in-school restriction, out of school suspension, and expulsion.

O. Forgery/Falsification of School Work/ False Impersonations:
A student shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes, but is not limited to, forging names on passes, excuses or notes 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. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

P. 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.

Q. Gross Misconduct:
Misconduct that is wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts. It is an act which is forbidden or a failure to do that which is required.

R. Hazing (Initiations):
Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity to avoid harm. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

S. Horseplay:
Horseplay includes any actions by a student that unintentionally endangers another student or students, and/or form of rough play between two or more students. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

T. Inducing Panic:
Threats (explicit or implied)-
Students shall not threaten any other student or staff member in the school setting. This will also include before and after school activities. If an individual believes he or she has been threatened by another member of the school community, they should report it immediately to a principal, school counselor or teacher. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

"Hit List"-
No students shall induce panic or otherwise cause serious public inconvenience or alarm by or making a false "hit list." Threatening to commit an offense of violence, as that term is defined in Ohio Revised Code Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the student's conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects on others due to the action taken by the student.

Threats Made Outside of School-
If a threat was made by a student to another student or staff member outside of school hours, but results in a substantial disruption or induces panic during school hours, the student may be subject to discipline. Ohio Revised Code Section 2901.01 (A) (9) examples include, but are not limited to, threatening to: kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to out of school suspension and/or expulsion.

Bomb Threat, False Alarm-
No students shall induce panic, cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm by: Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when the student knows there is no fire or making a bomb threat when the student knows that there is no bomb. Threatening to commit an offense of violence, as that term is defined in Ohio Revised Code Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the student's conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects on others of the action taken by the student. Under Ohio law, any person who "induces panic" is guilty of a felony, regardless of whether anyone is hurt or their school suffers economic harm.

U. Insubordination/Defiance/Uncooperative Behavior:
Students are expected to comply with the 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. Refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience, defiance, unruliness or noncompliance which includes, but is not limited to, walking away when adult is talking, talking back to an adult, refusal to work in class, refusal to report to the office, repeated misbehavior after warning, or refusal to turn over electronic communication devices to school personnel when requested. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school restriction, out of school suspension and/or expulsion.

V. Intimidation/Harassment/Bullying – *(a full copy of the district's anti-harassment and bullying policy is contained at the end of this handbook).*
In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local School District strictly prohibits harassment, intimidation, or bullying of any student including on school property, on a school bus, or at school-sponsored event. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

Harassment, intimidation, or bullying means either-

a. Any intentional written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior both:
   i. Causes mental or physical harm to the other student or staff members
   ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

This can be on the basis, including, but not limited to, race, color, national origin, religion, or disability may take different forms, including, but not limited to:

i. Verbal - The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks

ii. Nonverbal- Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures

iii. Physical- Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting

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. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered discipline consequences ranging from, but not limited to detention, suspension, expulsion and/or the involvement of local authorities.

False Reports

In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local Schools strictly prohibits students from deliberately making false reports of harassment, bullying, and/or intimidation. Students who deliberately make a false report may be subject to discipline consequences ranging from, but not limited to, detention, suspension, expulsion and/or the involvement of local authorities.

W. Knowledge of Dangerous Weapons or Threats of Violence:

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 principals. Failure to report such knowledge may be subject to student discipline including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

X. 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. Failure to comply will result in disciplinary action including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

Y. Misconduct at School Assemblies and During-School 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 restricted 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 restriction from future assemblies or activities.

Z. Misconduct at School Functions and After-School Activities:
Students are expected to conduct themselves in a mature manner so they do not bring discredit to themselves, their families, our school, or our community. Inappropriate conduct such as booing, rowdyism, physical confrontation, disrespect for officials, or refusal to follow instructions or directions will not be tolerated at home or away events. Students will be removed from school functions/after-school activities, no refund will be given and denied admittance thereafter for not cooperating fully with school officials and officers of the law. Suspended or expelled students are not permitted to attend any school activity or event if at home or away. School officials have the same authority over students at after-school activities or functions as they have during a regular school day. Additional disciplinary action may be issued as well including, but not limited to, in-school restriction, out of school suspension and/or expulsion.

AA. Nuisance or Hazardous Items:
Any item that, in the judgment of administration, disrupts, interferes with, or poses a safety hazard to the educational environment, is prohibited. Items may include, but are not limited to, whistles, laser pointers, balls or other toys, extreme hot pepper food items, spike jewelry, chain accessories, dog collars. Items will be held in the office and may require a parent to pick them up. Students may be subject to disciplinary action.

BB. Pornography:
Possession, distribution, sharing, or viewing sexually explicit material is strictly prohibited. Such actions may also constitute a criminal offense. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

CC. 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. Failure to comply will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

DD. Rioting /Conspiracy to Riot:
A student shall not cause any disruption of any classroom or school activity or the operation of the school or the educational process and shall not 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. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school suspension, out of school suspension and/or expulsion.

EE. Use and Searches of Cubbies, School Property, Personal Belongings, or Person:
Administrators may search a student or his/her property (including purses, backpacks, 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. Student cubbies 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 cubbies, and their contents, at any time without announcement. Unannounced and random canine searches may also be conducted.

FF. Sexual Harassment:

Inappropriate displays of affection or sexual conduct will not be tolerated. There can be no acceptance or tolerance in the school setting for inappropriate, unwelcome and at times vulgar or illegal harassment or advances of a sexual or other nature. Sexual harassment may include, but is not limited to:

1. Sexual flirtation, touching, advances, or propositions or pressure to engage in sexual activity.
2. Verbal or physical abuse of a sexual nature.
3. Graphic or suggestive comments about an individual's clothing or body or otherwise graphic or suggestive comments.
4. The use of sexual degrading words to describe an individual.
5. Displaying sexually aggressive objects or photographs.
6. Exposing private parts to another individual.
7. Sexually explicit or obscene jokes.

If a student believes he or she is a victim of such actions by another member of the school community, they should report it immediately to a principal, guidance counselor or teacher. The principal or assistant principal should be contacted if the original referral was not made there. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, detention, in-school restriction, out of school suspension and/or expulsion.

GG. Skipping Class:

Students are expected to attend all classes. Skipping class includes, but is not limited to skipping an entire class, showing up more than 5 minutes late to class, leaving class without permission, or missing a large portion of class without a reasonable and verifiable excuse.

Students who violate the Skipping Class Policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. The following discipline is cumulative per year and per course, but administration maintains discretion in the application of these consequences.

Progression of Discipline for Skipping Class

# of Times Skipping Class	Interventions
1	Parent contact/Warning
2	1 day in School Restriction (ISR)
3	2 days in School Restriction (ISR)
4 and beyond	Out of School Suspension

The administration maintains discretion in the application of these consequences.

HH. Tardy to Class
Students must be in class by the official start time of each class period. If a student arrives late to class, without a pass, he/she will be considered tardy to class. Students should make every effort to arrive to class on time.

II. Theft:
Students shall respect the personal ownership rights of others. In addition to imposing discipline, school administration may report theft(s) to local authorities. Theft is the unlawful taking of property belonging to another person or entity. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion

JJ. Theft- Knowingly Receiving or Possessing Stolen Property:
Receiving or possessing property of another person, without their knowledge or consent is considered theft and is subject to disciplinary action. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

KK. Trespassing:
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 authorization to be there; or unauthorized presence ibn a Board-owned vehicle: or unauthorized access or activity on a Board-owned computer, into district, school, staff or computer files, into a district or district file server, or into the network, 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 from the principal.

LL. Weapons:
A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, pepper spray, poisons, and other dangerous substances, along with any item that is a “look alike” of any of the above, or any object which is used or may be used to inflict physical harm. “Firearm” is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.). The definition of a ”knife” includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, for students, but is not limited to, out of school suspension and/or expulsion.

MM. Weapons- Use of an Object as a Weapon:
Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers and jewelry. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school restriction, out of school suspension and/or expulsion.

NN. Vandalism/Abuse of School Property and School Facilities:
All students have the opportunity to use textbooks, computers, library materials, school furnishings, school equipment and many other items, without charge. A student shall not cause or attempt to cause damage, destruction or defacement to either school property or private property on school premises or during school activities conducted on school grounds or at any school sponsored event or connected activity regardless as to where it occurs. Any person destroying, defacing or otherwise causing damage to school property or school facilities may be disciplined including but not limited to being suspended or expelled from school. In addition, full retribution for actual value of damaged, destroyed or stolen items will be expected.

OO. 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.

PP. Violation of a Law of the State of Ohio:
While students are under the auspices of the Austintown Local Schools, violation of State Law will be handled through the school and/or the appropriate legal authorities, as appropriate to the circumstances

Consequences and Disciplinary Actions:
A. In-School Restriction (ISR):
Students assigned to I.S.R. must successfully complete all assignments in order to return to his/her regular schedule. If not, additional I.S.R. days will be assigned until all work is successfully completed. The schedule for I.S.R. includes goal setting, daily assignments, core curriculum work, lunch, school service, school cosmetic cleaning, behavioral improvement, self-evaluation and return of all daily assignments to staff mailboxes.

B. Out-of-School Suspension (OSS):
Students and parents will be notified of the suspension via the Notice of Intent to Suspend Form. Suspensions may cross semester lines and may be carried from one year to the next. Students are not permitted on school grounds while serving an out-of-school suspension. Students may not attend any school functions, home or away, while serving an out-of-school suspension.

C. Permanent Exclusion and/or Expulsion:
Students and parents will be notified of a suspension pending expulsion via the Notice of Intent to Suspend Form. Students and parents will receive a letter from the Superintendent or Director of Instruction regarding a hearing to discuss possible expulsion. Students are not permitted on school grounds while serving an out-of-school suspension, expulsion or permanent exclusion. Students may not attend any school functions, home or away while serving an out-of-school suspension, expulsion or permanent exclusion.

Section 7: Transportation

A. Walking to School

Students walking to and from school shall obey all local safety rules. Parents must complete a yearly "Walker Permission Slip" in order for their child to be permitted to walk home from school. No students will be permitted to leave the campus and walk to a location without a current permission slip on file. Loitering after school is prohibited. The use of a bicycle is permitted as transportation to and from school. While walking to and from school, students are prohibited from trespassing on residents' property surrounding the school. Students who trespass may face disciplinary action.

B. Car Rider Policy:

Families of car riders will be given 2 rear view mirror hangers when they complete an online form request. The car MUST have a HANGER in the front windshield that designates permission to pick up the student. If additional hangers are needed after the 2 hangers are issued, you will need to purchase them in the main office. If a pick-up is made without a hanger in sight, verification of authorized pick-up will be done.

- All K students that are car riders will be dropped off/picked up in front of AES at Door 20.
- All 1st and 2nd grade students that are car riders will be dropped off/picked up on the side of AES at Door 7.

Parents MUST remain in the car during drop off and pick up times.
Car Rider Drop-Off- 8:40-8:55 am
Car Rider Pick-Up- 3:15 pm

C. Bus Transportation to School

The School provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available on the parent portal. Go to the transportation page of the schools website, Austintownschools.org. We do not call or send out busing information. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops

D. 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 road 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 by calling 330-797-3901 ext 6063. Drivers will not wait for students who are not at their designated stops on time.

During the bus 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).
9. refrain from eating and drinking while on the bus.

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 scheduled stop.

E. 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 video, the video recording will be submitted to the principal and may be used as evidence of misbehavior.

F. Penalties for Bus 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, in-school discipline, suspension, suspension from transportation, 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.

Section 8: Personal Communication Devices

The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices ("PCD") (this term shall also include an "electronic communication device" as referenced in R.C. 3313.753) shall be prohibited during the instructional day in accordance with this policy and the Student Code of Conduct.

The term Personal Communication Device ("PCD") is defined in Bylaw 0100 - Definitions.

Nothing in this policy prohibits a student from using a PCD in accordance with the student's individualized education plan ("IEP") or Section 504 plan. The Board shall also permit a student to use a PCD to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use. Additionally, students may use school phones to contact parents/guardians during the school day depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan.

Students are prohibited from using a PCD except:

For all grades:

A. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or

B. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a

recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students may not use a PCD in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct. See Policy Board 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

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

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

When the use or possession of PCDs is permitted, all PCDs must be placed in silent mode unless otherwise required by an IEP or Section 504 plan to monitor/address a health concern, or as permitted by a principal or teacher for learning purposes. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized. PCDs must be stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles.

Possession of PCDs on Campus

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan.

Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

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

A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.

B. Confiscate the PCD and store it securely in a staff-controlled locker, bin, or drawer for the duration of the class or period.

C. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.

D. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.

E. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.

F. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).

G. In-school suspension.

H. Out-of-school suspension.

I. Expulsion

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

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

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

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

Students may use school phones to contact parents/guardians during the school day.

Section 9: Student Electronic Equipment Policy

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the Principal.

Examples of prohibited devices include, but are not limited to:

A. laptops, and single board computers,
B. electronic games, handheld game consoles,
C. drones, or any remote controlled craft.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision:

A. cameras (photographic and/or video)
B. laptops
C. tablets (e.g., iPad-like devices)
D. smartphones
E. e-readers (e.g., Kindle-like devices)
F. personal digital assistants (PDAs)
G. portable CD/MP3 players with headphone

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, sponsor/advisor/coach, and/or Building Principal:

A. cameras (photographic and/or video)
B. laptops
C. tablets (e.g., iPad-like devices)
D. smartphones
E. e-readers (e.g., Kindle-like devices)
F. personal digital assistants (PDAs)
G. portable CD/MP3 players with headphones

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), age, disability, religion, or political

beliefs; and 2) send, share, view or possess pictures, text messages, e-mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without the individual's consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

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

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Accessing and Monitoring School-Issued Devices and Accounts

While students have no right or expectation of privacy when using District technology resources, the District and third-party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a School District provides to an individual student for dedicated student use. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving,

transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

"Student" means an individual currently enrolled in the School District in any of grades kindergarten through twelve (12).

However, the District and third-party providers are permitted to access and monitor student devices in the following circumstances:

A. The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees, student teachers, staff contracted by the District, a vendor, or the Department of Education and Workforce ("DEW");
B. The activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
C. The District or a technology provider is notified or becomes aware that the device is missing or stolen;
D. The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;
E. The activity is necessary to comply with Federal or State law; and
F. The activity is necessary to participate in Federal or State funding programs.

Annually, the Board provides notice to parents and guardians of enrolled students that it generally monitors student devices in one (1) or more of the permitted circumstances. In the event that one (1) of the permissible circumstances listed in B, C, or D above prompts access to a student's device and the District initiates responsive action, the District will notify parents in writing within seventy-two (72) hours of accessing the device. The notice will include an explanation of the circumstances which prompted the access, what features were accessed, and a description of the threat posed, if applicable. This notice is not required at any time when the notice would pose a threat to life or safety.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district, or an information technology center for services, including the general monitoring or access of school-issued devices, shall indicate which entity is responsible for providing notice under this section.

Section 10: Board Policy on Hazing and Bullying

po5516 - **STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, alumni, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Last Revised May 12, 2022

Legal R.C. 2307.44, 2903.31, 2903.311, 3313.661

po5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

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

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
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.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or Assistant Principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

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

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In

providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous

complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

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

Education and Training

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Adopted May 20, 2021

Legal R.C. 3313.666, 3313.667

