ASHLAND CITY SCHOOLS

ELEMENTARY HANDBOOK

REAGAN ELEMENTARY (PK - 1)
419-289-7967

EDISON ELEMENTARY (2 - 3)
419-289-7965

BOARD OF EDUCATION

Mrs. Pam Mowry- pamowry@goarrows.org
Mrs. Gina Deppert –gidepper@goarrows.org
Mr. John Teevan- joteevan@goarrows.org
Mr. Greg Summers- grsummer@goarrows.org
Mr. Rick Brindley- ribrindl@goarrows.org

SUPERINTENDENT

Mr. Steve Paramore – stparamo@goarrows.org

BOARD POLICY MANUAL

A person inquiring about board policies may access a board policy manual from the Ashland City School's website. This manual is available to all students, staff, parents, and community members.

HANDBOOK

This family handbook outlines both system-wide policies necessary for the successful operation of school. It is the responsibility of all of us to abide by them. There may be situations that arise which are not covered by policy. In such cases, our best professional judgment will be used.

2026 ASHLAND CITY SCHOOLS STRATEGIC PLAN

Ashland City Schools is a dynamic school district that puts an emphasis on providing a safe environment for students to learn, grow, discover, and perform to their full potential. We offer extensive programming and opportunity in Academics, The Arts, and Athletics. Ashland City Schools has a tradition and reputation for being a lead catalyst of success in our community.

SECTION 1: OUR "NORTH STAR" PRINCIPLES

OUR MOTTO: WE ARE ASHLAND ARROWS!

This motto is a reflection of the unity that comes with being an Ashland Arrow, whether a student, parent, staff member, or other stakeholder, We Are Ashland Arrows! reminds us that we are all part of this community centered on the Ashland City School District.

OUR VISION: ASHLAND CITY SCHOOLS . . . WHERE EVERYONE HOPES, DREAMS, SUCCEEDS.

Similar to the way our eyes direct us through our life, our vision directs us towards a positive mindset which inspires hopes, dreams, and ultimately, success.

OUR MISSION:

Ashland City Schools offers an immersive educational and social experience that both challenges and nurtures all our students that we care so deeply about. By supporting our excellent staff in the growth and education of the whole child, communicating with our families, and working to be great stewards in our community we strive to prepare our students for a successful future.

OUR 11 CORE VALUES:

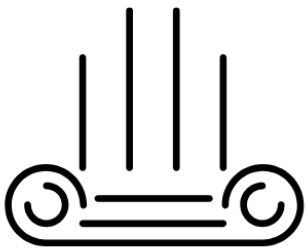
- BE A GREAT TEAMMATE.
- LEAVE IT BETTER THAN YOU FOUND IT.
- CREATE A CIRCLE OF SAFETY.
- OVER COMMUNICATE, OVER COLLABORATE.
- KNOW YOUR VALUE, ADD VALUE TO OTHERS.
- LIVE THE STANDARD, KEEP SHOWING UP.
- CELEBRATE SUCCESS.
- OUR WORDS WILL ALWAYS MATTER.
- ALWAYS BE HONEST.
- NO ONE IS BIGGER THAN THE ORGANIZATION.
- BETTER DECISIONS, FEWER REGRETS.

SECTION 2: ASHLAND CITY SCHOOLS DISTRICT-WIDE PILLARS

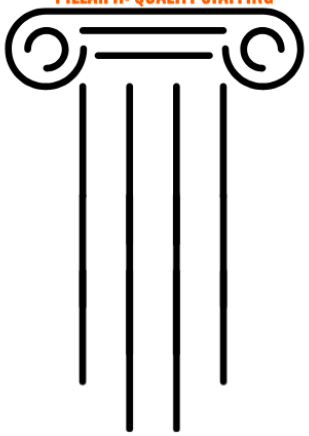
PILLAR I: SAFETY/COMMUNICATIONS

Ashland City Schools is dedicated to creating physical, emotional, and mental safety for students, staff, and stakeholders. These priorities are being addressed in the following ways:

- Modern operations in our buildings to ensure safety for entry and egress.
- The district is blessed with two School Resource Officers that are highly trained members of the Ashland Police Department.
- Consistent training for students, staff, and emergency management to continue streamlined protocol for response to emergencies.
- Commitment to the use of a district-wide means of communication, the proper use of social media to promote and inform district operations.
- Education and training for students and staff on cybersecurity, use of Artificial Intelligence, and technological innovation.
- Continual policy review and adjustment when needed.
- Intentional marketing of all of the great programming, extracurricular activities, and valuable experiences Ashland City Schools offers.
- Continual commitment to student and staff mental health through partnerships with local agencies.

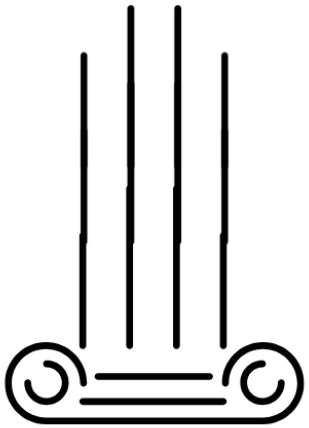


PILLAR II: QUALITY STAFFING



Ashland City Schools knows the direct positive impact on students and stakeholders is highly qualified and committed staff members. Maintaining an effective and highly qualified staff is accomplished through the following:

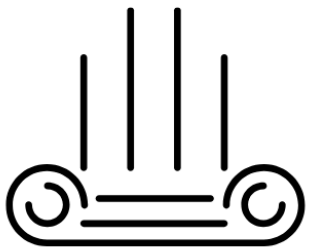
- Honoring the hiring process with thorough recruitment and selection of staff.
- Using effective advertisement for openings and recruitment.
- Staying competitive in the educational landscape with compensation and benefits to attract and retain talented candidates.
- Matching staffing with student, legal, and fiscally responsible needs.



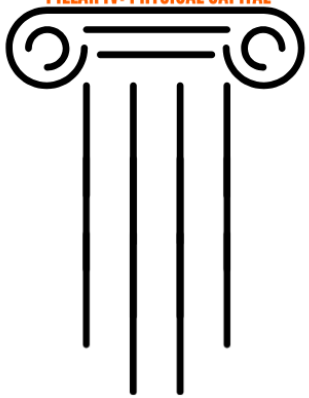
PILLAR III: STUDENT PERFORMANCE

Ashland City Schools is actively implementing best practices in education through innovative staff training, incorporating high quality curriculum, and maximizing instruction by evaluating student data through viable assessment fidelity.

- Preparation for students to be successful in life after graduation through cultivation of general life skills.
- Utilization of state approved assessments for reading and reading diagnostics that follow the science of reading.
- Utilization of The Ashland City Schools Foundation and The Ashland County Community Foundation to provide teacher mini grants and program support.
- Legally and properly supporting our students with identified disabilities according to their individualized plans as well as consistent evaluation of these services.
- High quality professional development that is free to staff and utilizes best practices in teaching and learning.
- Utilization of high quality instructional materials to implement systemic curriculum in all core subjects.

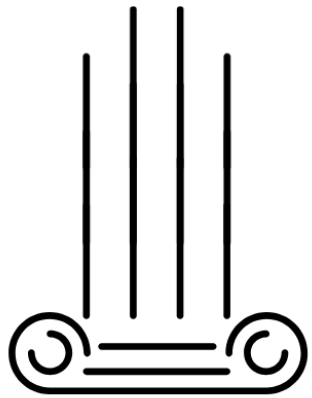


PILLAR IV: PHYSICAL CAPITAL

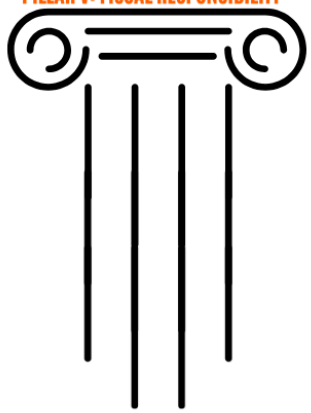


Ashland City Schools has been blessed with extraordinary facilities and equipment that helps students, staff, and stakeholders enjoy education, activities, and experiences in a safe, modern environment. Our continued efforts in the maintenance and improvements of our physical capital are as follows:

- Consistent renovation and maintenance of building HVAC, boilers, and climate control.
- Opportunities for turf at athletic facilities.
- Replacement of buses on a regular basis using permanent improvement dollars.
- Roofing and parking lot maintenance.
- Maintenance of district playgrounds.
- Always looking for grants, aid, and philanthropic donations to improve physical capital.

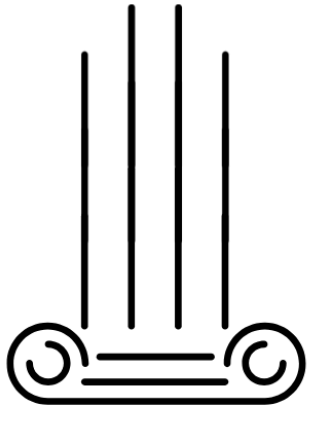


PILLAR V: FISCAL RESPONSIBILITY



Ashland City Schools is committed to being good stewards of taxpayer dollars to utilize our finances in the best way possible to provide the best education and overall experience for our district. Being fiscally responsible includes the following:

- Monitoring legislation and policy on school funding.
- Informing our voting constituents of the importance of property taxes.
- Transparency with expenditures.
- Sharing the story of how every dollar is tied to students and staff.
- Always adapting to financial instability.
- Positive relationships with both Collective Bargaining Units in the District



Ashland City Schools | 2026-2027 Calendar

FINAL

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18-20-Teacher PD-No Students
21-6 & 9th Grade Students Only
24-First Student Day (Gr. 2-12)
24-27-Staggered Start- Kindergarten & 1st Grade
28-All Kindergarten & 1st Grade
31-Preschool First Day

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-Labor Day-No School
25-Fair Day-No Students Teacher PD

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9-Teacher Day-No Students
(23) End of 9 weeks (42 Days) Grades 6-12

NOVEMBER 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11-Veterans Day
(13) End of 12 weeks (57 Days) Grade K-5
24-Early Release
25-Teacher Comp Day-No School
26-27-Thanksgiving Break

DECEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18-Early Release
21-31-Christmas Break

JANUARY 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-Christmas/New Year Break
4-School Resumes
(15) End of 9 weeks (47 Days)
15-End of Semester (89 Days)
18-Martin Luther King Day-No School

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15-Presidents' Day-No School
(26) End of 12 weeks (60 Days) Grades K-5

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(19) End of 9 weeks (43 Days) Grades 6-12
22- Teacher Comp Day-No School
23-26-Spring Break
28-Easter Sunday
29- Teacher Trade Day-No School

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28-Last Student Day-Early Release
(28) End of 9 weeks (44 Days) Grades 6-12
(28) End of 12 weeks (59 Days) Grades K-5
28 End of Semester (87 Days)
29-Graduation
31-Memorial Day

JUNE 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-Teacher Day-No Students

6th & 9th Grade Only
First & Last Student Day
No School
Teacher Trade Day-No School
Teacher Comp Day–No School

Staggered Start- Kindergarten & 1st Grade
1st Day-All Kindergarten & & 1st Grade
2 Hour Early Release
1st day of Preschool
Teacher Day-No Students

Student Days=176
Teacher Days=185

SCHOOL SUCCESS STARTS AT HOME

PARTNERING TOGETHER FOR A GREAT SCHOOL YEAR

At our schools, we believe every child is a leader with unique strengths and talents. Families and schools share an important partnership in helping students develop the habits, skills, and character needed for success. By working together, we can help each child begin the day ready to learn, lead, and grow.

You can support your child's success by encouraging the following habits and expectations:

Be Proactive – Help your child arrive at school on time each day, prepared and ready to learn. Establishing consistent routines helps students take responsibility for their learning and leadership.

Respect Others – Encourage your child to treat all members of our school community with kindness and respect.

Think Win-Win – Talk with your child about building positive relationships, solving conflicts respectfully, and treating others the way they would like to be treated.

Put First Things First – Help your child develop consistent routines for attending school, completing responsibilities, and following established procedures for arriving at and departing from school safely each day.

Be Prepared – Ensure your child comes to school well-rested, properly dressed for the weather, and ready to participate fully in learning opportunities.

Begin with the End in Mind – Review the information in this handbook with your child so they understand school expectations and can set goals for a successful year.

Synergize – Become an active partner in your child's education. Families are encouraged to participate in school events, volunteer opportunities, parent organizations, and classroom activities whenever possible.

Sharpen the Saw – Celebrate your child's efforts, accomplishments, growth, and positive choices. Encouragement builds confidence and helps students develop resilience, perseverance, and a love of learning.

Finding Your Voice and Inspiring Others - We encourage families to recognize and celebrate what makes their child special while supporting them in using their gifts to make a positive difference in our school and community.

Together, we can create a successful and meaningful learning experience for every child. With strong partnerships between home and school, students develop the confidence, character, and leadership skills needed to thrive today and in the future.

FERPA, HIPAA, AND DIRECTORY INFORMATION

The Ashland City School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) regarding all student records. Each individual student's records/information regarding what occurs during the school day is protected under FERPA and HIPAA.

In regards to directory information, which minimally includes a name and address, parents may request that this information not be released without prior written consent. If you do not wish to have this information shared, please contact our office in writing.

In regards to questions regarding another student, parents may submit a request to obtain the information. It can take up to 45 days for the request to be granted and that we are not required to grant the request of the student's information. Each case will be looked at and evaluated on an individual basis.
In regards to health records, our district is required to protect students' health records. Only those who have a direct need to know about the health concerns of a student should have access to that information.

PHOTO DISCLAIMER/PRIVACY RIGHTS

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information" to certain people or institutions, unless you request in writing that such information not be released.

In many cases, requests for this type of information come from the news media. "Directory information" may include:
-student name, address and telephone number;
-date and place of birth;
-participation in officially recognized activities and sports;
-dates of attendance;
- the most recent educational agency or institution attended by the student; and
- photographs or other similar information.

We will not release any "directory information" for commercial or other purposes not related to school business. We may take photos or videos for internal purposes only.

Occasions may arise throughout the school year in which your child might be photographed by school personnel or news media. Such photos or slides might be used at the building level such as in a memory book; at the district level, or in a local media, such as an article for the Times Gazette. If parents have objections to their child's identified photo or name being used in this way, or if you do not wish us to release "directory information" it is the parents' responsibility to contact the child's teacher and his/her principal in writing.

PICTURES

Individual student pictures will be taken in the fall and again in the spring. If a student is absent, a retake day is scheduled at a later date for the fall pictures only

STUDENT RECORDS

A parent or guardian (both residential and nonresidential) has a right to view their child's records upon request to the building principal. The parent/guardian must set up an appointment with the building principal to view their child's records. The only exception to this policy is a court order specifically restricting access to a child's records. Records must be viewed in the presence of a school official.

If you need copies of school records, you need to contact the office in ample time to meet your requests. They will be copied at a cost of $.10 per page. Stepparents have no rights to records, reports, or conferences unless these rights are given to them by the parent. Ohio law allows certain directory information in your child's records to become public information.

We identify directory information as the student's name, teacher's name, address, phone number, date and place of birth, and participation in officially recognized activities and sports. If you object to this directory information being given out, federal law allows us to accept a letter from parents to restrict who has access to your child's information. **We must have this written request within the first month of school or within one month of your child entering our district.** The written request should be directed to the principal and must be resubmitted on a yearly basis. (ref. Section 3319.321 ORC)

Statue 9.58 of Ohio Revised Code flatly prohibits the disclosure of names or any other personally identifiable information about students to any person or group for use in a profit-making activity and imposes restrictions on the disclosure of such information for other purposes.

CHILD CUSTODY

Please be sure that our office has any separation or other custody agreements on file. Please take the time to inform us of your specific situation and concerns. Students can only be released to their legal guardians. If there is a change in family status, please notify the office so changes can be made on the permanent record. Please understand that the custodial parent will be contacted before we release any child without receiving prior notification by note or by phone

UPDATING FAMILY AND MEDICAL INFORMATION

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information, which is included on the Emergency Medical Form on Final Forms.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

You must submit these changes via Final Forms. The office will be notified of the change and will contact you if additional information is needed.

EMERGENCY MEDICAL AUTHORIZATION

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form on Final Forms every year for each child as required by section 3313.712 of the Ohio Revised Code. This is kept on file.

When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on Final Forms as soon as possible. Parents, or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

SAFETY

The safety and welfare of the children is of utmost concern. Therefore, please remind them of the following:
a. Avoid strangers in motor vehicles and on foot.
b. Walk to and from school together in pairs or small groups.
c. DO NOT leave the school grounds during the day unless the teacher gives permission.
d. Cross streets at patrol posts. Any child causing problems at patrol posts will be reported to the patrol supervisor.

PLAYGROUND SUPERVISION

School staff will supervise the playground during morning, noon and afternoon recesses. Playground rules are explained to all students and are expected to be followed daily.

The playground is not supervised before school begins and not supervised after school. Students are expected to leave for home immediately following dismissal.

SAFETY DRILLS

The safety of our students and building security is of the utmost importance to us. Throughout the school year we will be performing a series of State and Board of Education required safety drills. The three we will practice are Fire Drill, Tornado Drill and Intruder Drills.

Fire Drills are required by the state and local fire department and are performed in order to ensure student understanding of proper exit procedures and behavioral expectations during an actual emergency. It also allows us an opportunity to test our systems and evaluate our performance. At the sound of the fire alarm, each student will following the directions of the staff prior to leaving the building.

Tornado Drills are required by the state and local agencies and performed in order to ensure student understanding of proper procedures and behavioral expectations during an actual emergency. It also allows us an opportunity to test our systems and evaluate our performance. At the sound of the tornado alarm, each student is to go to the designated area of the building as directed by the staff. The adult will stay with his/her group of students until the "all clear" signal is given.

Intruder / Lockdown Drills are required by the Board of Education and performed in order to ensure student understanding of proper procedures and behavioral expectations during an actual emergency. It also allows us an opportunity to test our systems and evaluate our performance. This drill was put into place for emergencies that require locked doors and the hiding from view of possible unauthorized visitors and other similar persons and activities. We will do announced and unannounced drills periodically.

EDISON & REAGAN SCHOOL HOURS

8:35 am - 3:20pm
Doors open at 8:20am

SUPERVISION TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property, during the designated school hours and while in transport on a school board owned vehicle.

Once a student leaves school property, supervision becomes the responsibility of the parents/guardians. If your child comes to school before or after the designated hours, no staff is available to supervise them; therefore we cannot assume any responsibility for them. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school, but cannot accept responsibility. Generally, misbehavior that occurs off school property should be referred to the police.

The doors open at 8:20 for Edison and Reagan Elementary.
No students should be dropped off prior to these times.

SAFETY AND BUILDING SECURITY
SIGN IN/SIGN OUT POLICY

During school hours, every door to the building is secure. All visitors will wait at the main entrance until identification has occurred. NO entrance to the building or office will occur without an appointment.

The safety of our students and building security is of the utmost importance to us. Therefore, several security measures such as intruder drills, crisis plans, security cameras, locking outside doors to the building, and others have been put into place.

1) During the regular school day, all doors will be locked, and visitors will need to provide ID and reason for a visit. All visitors must wait outside.
2) Visitors once cleared to enter will sign in/sign out with the office.
3) A video camera is set up at the main entrance and is monitored at the secretary's desk.
4) A plan has been developed which provides a protective situation for students in the case of an intruder or emergency.
5) When you pick up or drop off your child you will need to sign in/out the student. We need these records for attendance purposes, and it also provides one more safety check for your child.

It is imperative that our students understand that tampering with security cameras, propping open the doors, or any action that jeopardizes the security of our building or the safety of our students will not be tolerated. Such action may result in suspension and/or expulsion from school.

VISITORS

No entrance to the building or office will occur without an appointment. No unscheduled visits will be permitted. Students from outside schools are not permitted to attend classes with students. All visitors must follow the security/sign in/sign out procedure.

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect. It is the school's practice to cooperate fully with children's services when a request comes to us to interview a child during school time. The school will also cooperate 100% with law officials.

NO CONCEAL/CARRY IN SCHOOL

Unless authorized by law, pursuant to O.R.C. Section 2923.122, "No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

EMERGENCY SCHOOL CLOSINGS & DELAYS

When it is necessary to cancel school or to have a delayed start because of weather or other emergencies, it will be announced in multiple formats such as:
Parent Square, district app, district website or over the local radio stations.
You will also receive a call through Parent Square. **Please make sure your phone numbers are up to date with the school office.**

Please DO NOT call the school or radio stations.

You may also listen to one of the following radio stations.
WNCO 1340 AM 101.3 FM
WMAN 1400 AM WAPQ 98.7 FM
WYHT 105.3 FM T.V. Channel 8 News
WVNO 106.1 FM TV Channel 72

MESSAGES FOR STUDENTS

The office will deliver all messages, lunches, homework, treats for the classroom, etc. to students to prevent disruptions in classes. Parents/guardians will not be permitted to make deliveries to the classrooms.

NOTES

A written note is required if your child is to ride a different bus, ride or walk to a different location, be picked up, or ride home with someone different than the normal procedure. **All transportation changes must be made by 2:30pm.**

For bus changes, you must contact the bus garage 419-281-6961 prior to notifying the school of the approved change. Bus drivers need a note if a student is to ride a bus to someplace other than his/her own home. This note must also be signed by the building principal or building secretary.

We understand that emergencies arise, and you need to call the school at the last minute. However, we ask that you try to keep this at a minimum. For your convenience, the school has an after-hour voice recorder to leave messages at any time. All of these procedures are for the protection of your child. If a student will be leaving school early for an appointment, please send in a note or call the school before you come to pick your student up. This helps the teacher get your student ready with all their things.

TRAFFIC

Safety is a major concern to all of us. Parents are requested to drive slowly on school grounds (5 mph) when children are walking to or from school. Please DO NOT motion children across the front of your stopped vehicle.

School buses have priority in any designated bus parking areas. Parents of K-3 students are not permitted to drive in the school bus drop-off/pick-up area between the hours of 7:45-8:40 a.m. and 2:45-3:40 p.m. They are to drop off and pick up children at the area designated at each building.

During inclement weather when many children are picked up, serious safety problems develop. When a severe storm develops at the end of the day, children are asked to leave immediately at dismissal time so that a traffic jam does not occur. Please do not motion your child across the street. If you want your child to cross other than at the designated crossings, please physically do it. Carpooling is encouraged!

BICYCLE/SCOOTERS/SKATEBOARDS/ROLLERBLADES POLICY

All bicycles must be parked in the proper racks and locked during the school day. If the child misuses the bicycle privilege, it may be revoked at the discretion of the principal. Students are to walk their bicycles on the sidewalks by the school. Failure to comply will result in the loss of bike privileges. School personnel cannot be responsible for theft or damage to any bike. No heelys, skates, skateboards, scooters or rollerblades.

CELL PHONE PROCEDURE

The Elementary School staff acknowledges the fact that, in today's day and age, many children have CELL PHONES. **A cell phone is considered any device that can call, message, and/or take pictures or recordings.** Whereas the use of cell phones has become vital in many situations, during the school day children who bring a cell phone or other device to school must adhere to the following guidelines:

1. All students' cell phones, smart watches, and electronic devices must be turned off and remain off once they have entered the school building.

a. If a parent or guardian receives a call from his/her child's cell phone or other device during the school day, that child is in direct violation of this policy.

b. Should a parent or guardian need to speak to his/her child during the school day, they should contact the main office. Additionally, should a child need to contact his/her parent or guardian during the school day, they will be allowed to use one of the school phones.

2. Cell phones should be stored in the student's backpack or locker.

3. School transportation will be considered an extension of the classroom in regard to this policy. Cell phones, smart watches and electronic devices are not to be visible at all on school transportation.

Unauthorized use of cell phones by students will result in confiscation as such action is a direct violation of school policy. Inappropriate use of a device may also result in additional disciplinary action. As with other personal property brought into the school, the Ashland City Schools are not responsible for lost or stolen cell phones.

Should a student violate the guidelines listed above, disciplinary action may be assigned.

ASHLAND CITY SCHOOLS ATTENDANCE POLICY

Regular attendance by all students is very important and is strongly encouraged. In many cases, irregular attendance is the major reason for poor schoolwork. Student absence should be reported to the proper school and all make-up work should be completed as required.

When a child is not attending school and is not properly excused from attendance, the child is truant.

Ashland City Schools shall utilize the services of the district attendance counselor when dealing with attendance problems.

The Superintendent shall develop administrative guidelines that ensure proper attendance procedures are established to comply with House Bill 410 Habitual and Chronic Truancy.

ABSENCES AND EXCUSES

The building principal will be the final arbiter of whether an absence is to be considered excused or unexcused. Attendance at school and punctuality are important. Absences will be excused for the following reasons:

1. Personal illness of the student.
2. Illness in the student's family.
3. Death in the family.
4. Quarantine for contagious disease.
5. Acts of God.
6. Pre-approved trip or activity with a custodial parent or legal guardian. The parent or legal guardian must request permission in writing to the principal prior to the absence and arrange for the absence. A student may have no more than 10 days excused on this basis in any school year. Students have the same number of days to complete homework as days out. Vacation days absent in excess of 10 will be considered unexcused. Trips taken with persons other than the legal guardian will result in unexcused absences unless unique circumstances would justify excused absence credit.
7. Fair days involving 4-H animals - showing and selling days. Documentation of show/sell dates must be presented prior to fair week.
8. Pre-approved hunting with a custodial parent or legal guardian. The custodial parent or legal guardian must request permission in writing prior to the absence. The absence may be considered a vacation day (see #6 above).
9. Head lice. There is no immunity or prevention of head lice. They spread rapidly and are in our schools and community. Head lice are usually transmitted through close personal contact with another infested individual. The student will be expected to be returned to school, nit-free, within two days of the day they are sent home with lice.

ABSENCES AND EXCUSES CONTINUED

On the date of any absence, parents are required by law (Missing Children Act; April 1985) to call the child's school building to inform the office of the illness or reason for the child's absence by **9:00 a.m**. You may call and leave a message on the school voice mail at any hour. If a phone call is not received, the Attendance Secretary will attempt to reach the parents to verify the absence. Lack of notification within a 24 hour period will result in an unexcused absence. Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up for missed work. A parent may request homework for a student when they call in the absence in the morning. The homework can then be picked up after 3:00. The request needs to be before 9:00 a.m. to receive the same day.

Students should not be sent to school if they have been vomiting, diarrhea and/or a fever of 100 degrees or higher in a 24 hour period.

If your child goes to the doctor/dentist/counselor please get a note to give to the school.

In all cases of excused absences, the following guidelines and procedures shall be exercised:

1. Any student arriving after the tardy bell (8:35 am) is considered tardy.
2. Attendance tracking has changed from "days" of school to "hours" of school, 7 hours = 1 day.
3. Students will be given the opportunity to make up work missed due to **approved absences**.
4. Grades are to be accepted on a normal basis for make-up work.
5. Upon request by the parent or student, teachers are to prepare lessons for the student and sufficient time should be given to collect individual assignments from teachers.

If a student has a medical condition, a doctor's note indicating the problem and any special needed treatment should be submitted to the building principal. This information will be placed in the student's file for future reference and kept confidential. Each school year a new doctor's note concerning this matter should be submitted to the school.

The following guidelines and procedures will be used for unexcused absences:

1. Students may be marked as unexcused in any case that does not qualify as excused.
2. Students may not be excused for absences due to shopping, hair appointments, shows, sports events, baby-sitting, or other convenient situations unless the activity has been authorized in advance by the school administration.
3. Absences by students who have not obtained school permission to be absent will be unexcused.
4. Students will be classified as truant if they are absent without parent and school permission for all or any part of the school day.

Tardiness is considered to be a special form of absence. Following are the procedures for tardiness:

1. All students must report to the office upon arrival.
2. Tardy for the day means anytime a student arrives in school after the tardy bell.
3. Please practice this important lesson of RESPONSIBILITY by arriving at school ON TIME.

CHRONIC ABSENTEEISM

Chronic absenteeism continues to be a significant barrier to student achievement and school success. To promote early intervention and strengthen family partnerships, this outlines a tiered attendance response system incorporating timely, supportive communication and escalated intervention for unexcused absences.

Threshold:
At 30 hours = Friendly Nudge Letter
42 hours= Courtesy Letter
48 hours= Absence Intervention Team Meeting
65 hours= Excessively Absent Letter
72 hours= Official Truancy Court Complaint

This criteria aims to balance legal accountability with a compassionate, data-driven approach to student attendance. By identifying concerns early and working collaboratively with families, we can improve student engagement and academic outcomes while reducing chronic absenteeism and truancy rates.

The promotion of a student to the next grade level will be prohibited if the student has been truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree.

WITHDRAWAL OF STUDENTS WHEN MOVING

It is important that the parent/guardian notify the school as soon as possible when you decide to move. This procedure requires the parent/guardian to complete a withdrawal form. You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. You need to return all school textbooks, library books, pay any fees and charges due, and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records. As soon as we receive this request, we will forward them immediately.

HEALTH INFORMATION

IMMUNIZATIONS

Under the provisions of Section 3313.670 of the Ohio State Revised Code, the following immunizations must be completed (or in the process) before a child can enter school.

5 DPT, 2 MMR, 4 Polio,3 Hepatitis B,2 Chicken Pox (Varicella)-(are required for students entering Kindergarten)
1 Tdap (7th grade)
1 Meningitis (7th grade)
1 Meningitis (12th grade)

SCREENINGS

Vision and hearing screenings will be provided for Kindergarten, 1st, 3rd, 5th, 7th, 9th and 12th graders, referrals, students with special needs, and students new to the district.

ILLNESS AT SCHOOL

It is the responsibility of the school personnel to watch for signs of illness in children and to exclude them from school for the following reasons.

1. Definite or suspected cases of a communicable disease. The child will be removed from the class and the parent will be called to pick up their child.
2. Skin rash/sore – A child may be sent home from school with a rash/sore. If the nurse, health paraprofessional/secretary, in consultation with the nurse, determines a need for further follow up, the child may be excluded until diagnosed by a physician.
3. Suspected cases of pink eye will be sent home to be examined and cleared by a physician.
4. All students with medical diagnoses that require an antibiotic must have taken such antibiotic for 24 hours before they are allowed to return to school.
5. Students must be fever/vomit/diarrhea free for 24 hours without the use of medication before returning to school.

When a child becomes sick at school, the following procedure will be followed:

- The school nurse/paraprofessional will assess the illness. If it is deemed minor, appropriate action will be taken (i.e., rest on a cot, bandage applied, wash out a cut, etc)
- If the student is not able to function in the classroom due to illness, the parent/guardian will be called to pick up the student. Ultimately the care of sick children is the responsibility of the parent. Children who are vomiting, have diarrhea, and/or fever of 100.4° or higher will be sent home. Students should be fever/vomit free for 24 hours before returning.
- If the problem is deemed life threatening, emergency medical personnel will be called as well as the parent/guardian of the student. Please make certain the school has a phone number on Final Forms where you can be reached in the case of an emergency.
- Chronic medical issues may be excused through a doctor's note for up to 60 days at a time. Once a chronic illness note is received from the doctor's office a representative of ACS will be in contact with parents/guardians to discuss the condition in further detail.

HEALTH INFORMATION CONTINUED

HEAD LICE

Lice checks are done periodically. If your child is identified as having head lice, you will be notified by phone. Any child that is suspected of having head lice must be removed from the other students. Please notify us if your child has contracted head lice. School policy is to exclude a child found to have lice or nits (eggs) until he/she is found to be nit free. Clearance will be done at the home school of the student. This check may be done by the nurse or by a designated person that has undergone training, and an adult must accompany the child. The building principal shall have discretion to send students off site, as needed, to be checked by the school nurse or designee. Students have two excused days. After this, the absence will be considered unexcused. Informational papers are available in the school office.

DISPENSATION OF MEDICATION

The Ashland City Board of Education has adopted a policy regarding dispensation of medication. If medication prescribed by a physician is to be administered or taken at school, please inform the school office. A parent/guardian must submit a signed Physician's Request for Medication Administration form. The physician who prescribed the drug must fill out this form.

All medication brought to school to be taken by the child must be in the original labeled container with the student name, medication name, dosage, method and time of administration. Medication is to be brought in by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Medication can NOT be brought to school by a student.

Schools will administer non-prescription drugs only when parents submit a completed Parents Request for Medication form. The school recommends that non-prescription drugs be given at home before school.

FIELD TRIPS

At the beginning of each year you will need to give permission on Final Forms in order for students to participate in field trips. Teachers will also send home information regarding the date of the field trip, its nature and purpose. Only students whose parents have signed permission slips will be permitted to participate in such activities. A phone call from a parent may also, on occasion, suffice as permission to participate on the day of the field trip. This phone call method of permission is discouraged and may be denied by the principal if in his/her opinion it is abused, used too often or not enough time is available to make the calls.

Since a chaperone is a volunteer, their focus needs to be on the students assigned to them. Chaperones are not permitted to bring relatives or other siblings, due to district liability. **Chaperones are only permitted to take pictures of their own child(ren). Chaperones are NOT allowed to photograph any other student.**

If there are any concerns about transportation to and from the field trip, they must be discussed with the classroom teacher one week prior to the field trip.

Permission to attend a field trip may be denied by the principal and/or teacher for disciplinary reasons or if he/she feels the safety or wellbeing of the individual or group is at question.

SCHOOL OWNED BOOKS & LIBRARY USE

School Owned Books

Students are expected to treat books belonging to the school with care. A reasonable amount of wear and tear is expected.

Textbooks or library books that are lost and/or damaged by students are expected to be paid for, either in part or for the entire cost, depending upon the age of the book involved.

Library Use

Students come to the elementary school libraries weekly with their classes. During this time, they return library materials, choose new materials, read elementary appropriate periodicals, hear quality children's literature read to them, see educational videos, and learn how to find and use information and materials.

Students must bring library books back weekly so that other students may borrow them. Library books that are lost and/or damaged while on loan to students must be paid for. The price charged will be the cost of replacing that book with the same or a similar book.

LOCKERS & DESKS

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.

The principal may, at any time, request assistance of the Ashland Police Department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

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A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

ELECTRONICS, TOYS & ENTERTAINMENT EQUIPMENT

No electronic devices that may disrupt the educational process are permitted to be brought to school unless arranged through permission from the principal.

SELLING WITHIN THE SCHOOL

Students are not permitted to buy or sell anything within the school to classmates or teachers during the school day.

FOOD, GUM, BEVERAGES

All food and beverages shall be confined to the cafeteria and be permitted during the lunch period only. Pop is not permitted to be brought to school to drink. Exceptions to this rule can only be made by school personnel and for special occasions. Gum is prohibited in all areas of the building.

BIRTHDAYS

Distributing invitations is not permitted at school unless all students in the classroom are included.

PETS

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

POSTERS AND SIGNS

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

LOST AND FOUND

Each year many articles are lost and unclaimed by children. A Lost & Found area is kept at each school building. Encourage your child to check for lost items regularly. It is important that children learn to value and care for all property. Name-labels on clothing and other belongings are the most helpful means of restoring lost property. Students finding textbooks or other valuables at school should turn them in to the office where they can be claimed. All unclaimed articles will be donated to a charity at winter break and at the end of the school year.

PARENT VOLUNTEERS

Ashland City Schools considers its parent volunteers an incredibly special resource. Please contact your child's teacher if you are interested in volunteering.

LUNCH, BREAKFAST, AND THE LUNCHROOM

Good nutritional lunches are provided for the students. Free and reduced-price lunches are provided to qualified students, families that get food stamps or OWF, after the parents complete the application form that is online with each child at the beginning of each school year. Families who qualified for these programs last year are automatically covered the first few weeks of school until new application forms are reviewed and your eligibility for the current year determined. **Applications can be found on the Ashland City Schools website and must be submitted online.**

Milk is included with the lunch tray. Students on free, reduced-price, or full price that pack their lunches have to pay for their milk. In the event your child is allergic to milk, please provide a doctor's slip and orange juice will be substituted on your child's tray.

This year we are again using the "Offer Versus Serve" Program. This means that your child can refuse one or two of the items offered on the menu if there is something being served he/she does not care for. Extra milk, sandwiches and other treats are available for purchase. Your child may eat the meal being served at school or you may send a sack lunch and purchase milk.
We understand children forget their lunch money from time to time. Students will be allowed to accumulate up to 3 charges. During the last several weeks of school, no charges will be allowed.

Parents are welcome on special occasions to take their students out for lunch during their allotted lunch period. The school cafeteria will strictly be for students only.
The district is offering free breakfast at all of the Elementary Schools.
We invite your comments about our food service. Our food service supervisor's phone number is 419-289-1117, ext. 2247.

PARENT/TEACHER CONFERENCES & COMMUNICATION

Two Parent/Teacher conferences are scheduled per year. It is one of the many steps we take to work with you to build your child's educational program. We hope you will support this effort by signing up and keeping your appointment when conference time arrives. We are looking forward to seeing you.

If you have any concerns about your child during the school year beyond the scheduled conference days, please contact your child's teacher. Arrangements may be made anytime in advance by note or telephone for a conference or visitation. The teacher should be called first and then if needed contact the principal if you have questions or concerns.

It is the philosophy of the school to work closely with all parents to provide the best possible educational experience for their child. Typically, we encourage parents to communicate any concerns about your child with the school via phone calls, e-mails, and parent conferences. Any parent wishing to visit the school must make prior arrangements with the school administration and be in alignment with the districts and buildings policies and procedures. The teacher's primary responsibility during the school day is with his/her class. The staff will return messages in a timely manner.

ELEMENTARY ASSESSMENT STANDARDS

K-3 Achievement Key
3- Secure- Student meets grade level expectations and applies concepts/skills correctly and independently.
2- Developing- Student shows some understanding and/or application of concepts/skills with support
1- Beginning- Student shows little understanding and/or application of concepts/skills.

If you are concerned about your child's progress at any time, please contact your child's teacher to arrange a conference.

PROGRESS REPORTS/INTERIMS

In grades K-3, at the end of each twelve weeks, a complete progress report will be sent home for each student. Progress reports may be issued throughout the grading period for any struggling student who appears to be at risk of failure or not meeting his/her education.

HOMEWORK POLICY

Parents and students should expect homework in all subjects at all grade levels. Developing the organization and self discipline to regularly complete homework assignments is a significant goal of our elementary program.

Parents can contribute greatly to a child's success by providing some appropriate reading materials in the home, furnishing ideas, and by setting up a proper place to study.

Please take the time to have an interest in what your child is doing in school. Encourage your child to do the homework, but do not assume the responsibility of completing the assignment yourself and accept your child's own best work.

PROMOTION AND RETENTION

The promotion/retention of a student in any grade level is made in the best interest of the student.

The first consideration for student retention is failure to meet at least minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individual Educational Program.

Academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional- social, and attendance criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas.

Retention is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

DRESS CODE STANDARDS FOR STUDENTS

The school does not mandate a specific dress code for elementary students; however, there are minimum standards of appropriate attire.

Dress and personal appearance should be neat and clean. Parents should use good judgment in determining student dress that is appropriate for and in good taste for the age of the student involved. A student's dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, or presents an immoral or immodest public display is not permitted. The principal will be the final arbiter of appropriate student dress and grooming.

Children should be dressed properly for weather conditions each day. After lunch, students play outside, weather permitting. During the winter months, students should wear hats, gloves, coats, and boots for play outside. It would also be wise to send a sweater along with your child, which may be kept at school for use during colder days. At temperatures of 20 degrees Fahrenheit, students may go outside during recess and noon periods. Below 20 degrees Fahrenheit, students may stay inside (wind chill is also a factor).

The following attire is not permitted in the school setting:

1. Over-sized, saggy pants: pants that are baggy in style must be worn with a belt.
2. No halter tops or tops with spaghetti straps.
3. No clothing promoting sex, drugs, liquor, tobacco, vulgarity, profanity, racism, violence or crime.
4. No hats in the school building during class time
5. No chains or gang-related materials (do-rags, bandannas, etc.)
6. No heelys are permitted at school.
7. Dresses, skirts, and shorts must be mid-thigh in length.
8. No body piercings other than ears are permitted at the Elementary level.
9. Shorts may be worn year-round by all students provided the following criteria are met:
    - Must be mid-thigh in length and machine hemmed
    - Are not bicycle shorts, track shorts, translucent shorts, or spandex shorts.

RULES FOR STUDENT CONDUCT

The rules and regulations governing a school are established on the basis of what is proper and right for students of any school to do. If such rules are explained and accepted by the students certain disciplinary action is necessary for those who do not abide by the rules.

It is our belief that the school is a place for teachers and students to work harmoniously together toward better citizenship and knowledge and that this cannot be accomplished in an atmosphere of poor student conduct.

In compliance with provisions of Section 3313.661 of the Ohio Revised Code, the following is a code of student conduct, violations of which may result in disciplinary action, including suspension and expulsion in the Ashland City School district.
Students are subject to rules contained in this code of conduct while in school, on a school-owned vehicle, at a school sponsored activity, or within the vicinity of the school building.

The following is the adopted Code of Student Conduct:

Rule 1 – Disruption or interference with curricular or extracurricular activities: A student shall not by use of violence, force, coercion, threat, or other means cause disruption or obstruction of any curricular or extracurricular school activity.

Rule 2 – Damage or destruction of school property: A student shall not cause nor attempt to cause damage to or destroy school property.

Rule 3 – Damage or destruction of private property: A student shall not damage or destroy or cause damage or destruction of private property on school premises or during a school activity, function, or event off school grounds including the student's travel to and from school.

Rule 4 – Unauthorized contact: While on school grounds, in the custody and control of the school, or in the course of a school-related activity, a student shall not (a) engage in unauthorized touching, hitting, or fighting; (b) act in such a way as could cause physical or emotional harm to another person by intimidation ("bullying"); or (c) threaten to cause physical harm to another individual.

Rule 5 – Possession of dangerous weapons or objects: A student shall not possess, use, transmit, or conceal any object, instrument, or weapon for which the purpose is to inflict harm or injury to others.

Rule 6 – Tobacco, Narcotics, Alcoholic beverages, Drugs and related tools: A student shall not possess, sell, use, intend to sell or use, transmit, conceal, or show signs of consumption of tobacco, narcotics, alcoholic beverages, drugs, or other mood-altering substances other than prescribed medicine.

Rule 7 – Disregard of reasonable directions or commands by school employees: A student shall not fail to obey and respond as directed to reasonable directions and command of school employees.

RULES FOR STUDENT CONDUCT CONTINUED

Rule 8 – Special rules of conduct for school buses: The following types of prohibited conduct will result in suspension from the school buses of the Ashland City School District: smoking, profanity, excessive noise, disregard of reasonable directions by school employees, fighting, vandalism, entering or leaving a vehicle improperly, and littering.

Rule 9 – Repeated Violations: A student shall not repeatedly fail to comply with directions or command of teachers, substitute teachers, student teachers, teacher aides, principals, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.

Rule 10 - Offensive conduct or behavior: A student shall not engage in any conduct, speech, dress, or behavior that interferes with the educational process or is generally accepted to be crude, profane, vulgar, or obscene by the residents of the school district.

Rule 11 – Counterfeit drugs: A student shall not make, use, sell, express intent to make, use or sell, or possess counterfeit drugs and related tools.

Rule 12 – Hazing prohibited: No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing activity.

Rule 13 – Forgery of school related documents: A student shall not possess, copy, or forge any school-related form or document. A student shall not engage in plagiarism from published materials and call it his own work.

Rule 14 – Cheating: A student shall not engage in any activity that is not his/her own work.

Rule 15 – Sexual harassment: A student shall not engage in any behavior that results in unwanted attention of a sexual nature from someone in the school environment that creates discomfort and/or interferes with the student's performance.

Rule 16 – Unauthorized use of fire: A student shall not engage in any behavior using fire on or around school property at any time without proper authorization.

Rule 17 – Unauthorized possession or theft of personal or school property: A student shall not possess, conceal, transmit, or participate in the theft of property belonging to the school, a school employee, or another person on or around the school premises while in the custody and control of school authorities.

Additional Codes of Conduct
- "Look alike" drugs are not permitted on school property
- "Look alike" Weapons (Includes cap guns, water pistols, rubber knives, etc…) are not permitted on school property.

GENERAL STUDENT EXPECTATIONS

We believe that students can and should behave appropriately in school. We will tolerate no students stopping a teacher from teaching and/or stopping any other students from learning. In order to provide your child, and all students in our school, the excellent learning climate they deserve, we regard proper student behavior as a priority.

Expectations are that students will:
1) Treat others with respect. Be kind with words and actions.
2) Treat school and personal property with respect.
3) Follow directions. Complete all assigned tasks.
4) Listen and speak appropriately.
5) Work and move quietly throughout the school.
6) Work and play safely. Stay in assigned areas.
7) Allow the teacher to teach. Allow others to learn.

At the beginning of school, the teachers and students within each classroom will establish a list of class rules as well as consequences for breaking the rules.

Although the teacher is in charge of discipline in the classroom, there will be occasions when a student will need to be sent to the principal. Depending on the severity of the situation, consequences may be:
1) Talk to the student
2) Lose privileges
3) Contact the parent
4) Assignment of a noon or after-school detention
5) In-school or out-of-school suspension

A student who performs severely disruptive and/or destructive acts may be moved to any appropriate step as determined by the principal and/or teacher.
It is also our hope that the school can work with the family in doing whatever is necessary to help the child meet all behavior expectations.

DIGNITY POLICY

Name-calling related to physical handicaps or defects, mental handicap, race, clothing or any other reason is unkind and, therefore, not acceptable behavior.

FIGHTING

Fighting at school cannot be tolerated. Fighting usually stems from rough play which gets out of hand, some misunderstanding or miscommunication between students, or instigation by a third party.

When a fight occurs, we do not dwell on who started it. Almost always, both fighters are at fault. Our approach is to help both fighters defuse their anger, work out their differences, and find ways to avoid the problem in the future. Students are encouraged to seek help from an adult when a conflict arises. However, if a student persists in fighting, he/she will face a possible suspension from school.

POSSIBLE DISCIPLINARY ACTIONS

1. Verbal reprimand
2. Student-teacher/administrative conference
3. Notification of parents in writing or over the telephone
4. Lunch detention - first half or entire lunch period
5. Items removed, collected and/or destroyed
6. Loss of in-school privilege - such as recess, assembly, field trips, etc.
7. Detention - Detentions may be held on any school day. Office detentions may be longer as arranged. It is the parent's responsibility to provide transportation home following detention.
8. Parent-teacher conference
9. Counseling
10. Behavior Contract
11. Referral to the school nurse or school psychologist
12. Referral to public service or medical agencies
13. Removal from class/school
14. Notification of police, juvenile court, or other proper authorities
15. Social Privilege Removal - Students are not permitted to participate in or attend field trips, after school events, practices, club meetings, etc.
16. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances, the student may not participate in any school function or be on school grounds.
17. Bus Removal - Students are not permitted to ride any school bus.
18. Community Service - Students assist a school custodian or other staff member with various service activities. Amount of time to be served varies depending on nature and intensity of infraction.
19. Peer Mediation - Mediation can take the place of disciplinary action of a minor violation of a rule if the administrator agrees that it is applicable to the situation. A mediation can never take the place of disciplinary action of a major violation of a rule as determined by the administration. Mediation can always be part of any problem solving process.
20. In-School Detention (ISD), (1-10 days) - During ISD, students attend school, but work in an isolated area. Students are to be in ISD throughout the entire school day. Students may not participate in after-school activities while serving time in ISD. Failure to comply with the rules of the In-School Detention will result in additional days of ISD or out-of-school suspension, or expulsion as appropriate.
21. *Out of school suspension (1-10 days) During Out-of-School Suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.
22. *Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.

*In all cases of suspension or expulsion, parents will be notified within 24 hours. The student and/or parent have the right to an appeal hearing from the Superintendent, or his designee. If you desire a hearing, please submit your request, in writing, addressed to the Superintendent, 1407 Claremont Ave, Ashland, OH 44805, within seven (7) calendar days of the first day of suspension.

STUDENT SUSPENSION

The Superintendent, principals, and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following year.

The guidelines listed below are followed for all suspensions, including in-school suspension.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:

A. Superintendent
B. Treasurer
C. Student's school record

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in procedures approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing. The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

OUT-OF-SCHOOL SUSPENSION

OUT-OF-SCHOOL SUSPENSIONS OR EXPULSION MAY BE ISSUED FOR, BUT NOT LIMITED TO, THE FOLLOWING OFFENSES AND MAY BE ASSIGNED BY THE PRINCIPAL OR HIS/HER DESIGNEE.

1. Any form of involvement with drugs or alcohol.
2. Defacing school property (vandalism).
3. Unauthorized possession of school or personal property.
4. Assault/Battery/Fighting
5. Any type of weapon, ex: pocket knife

An Out-of-School Suspension is an unexcused absence. Students receiving a suspension are not permitted to attend any school-related activities or be present on school board owned property during the time of the suspension.

STUDENT CONDUCT ON SCHOOL BUSES

Ashland City School Board policy JFCC:
It is the Board's intent to provide a safe and orderly transportation program. Students are held responsible for their behavior and are expected to conduct themselves accordingly.
Procedures:
1. School bus transportation is a privilege of the student, not a right.

2. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule.

3. Parents will be responsible for any damage to a bus by their children.

4. Noise on a bus shall be always kept to a minimum to assure safety of operation.

5. Absolute quiet must be maintained at railroad crossings or any other danger areas.

6. Nothing shall be thrown out of the bus, nor anything held so it extends out of the window.

7. All parts of pupils' bodies shall be always kept inside the school bus.

8. No standers shall be allowed. Seats may be assigned by driver to maintain order and for evacuation purposes.

9. Cell phones, smart watches and electronic devices are not to be visible at all on school transportation.

10. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse pupil transportation due to misconduct the principal shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the pupil to board the bus at his or her home until the parent gives assurance of good conduct on the part of the pupil.

SUSPENSION OR EXPULSION FROM THE BUS

Ashland City School Board policy JFCCA: The superintendent or his/her designee may suspend a student for more than the rest of the semester from the school bus for disciplinary reasons stated in the Student Conduct on School Buses policy. The superintendent or principal may suspend a student for more than ten (10) school days or beyond the current semester.

Additional automatic semester suspensions will be:
1) Blatant, continued disregard for driver, bus supervisor, and administrative directives for bus conduct. This is after several means of communication have been made to parents and the student.

2) Profanity or Abusive Language directed at the driver or adult supervisor.

3) Physical abuse of a driver.

4) Use of prohibited substances on the bus or at the bus stop.

5) Endangering passengers or inciting panic through the use of physical harm, terroristic threats, or the use of a deadly weapon.

If you have any bussing questions, please call the bus garage at 419-281-6961.

PROCEDURE FOR EXPULSION OF STUDENT FROM SCHOOL

Expulsion from school is removal of a student from school for a period of time of more than ten days, but not to exceed eighty days. Only the superintendent of schools or designee may expel a pupil from school.

1. When the superintendent contemplates expulsion of a student, he/she shall do the following:
   a. Give written notice to the student and his/her parent, guardian, or custodian. The notice will include the written reasons for the contemplated expulsion and that the student and his/her parent, guardian, or custodian will have the opportunity to be present at a hearing before the superintendent or designee to challenge the expulsion or explain the student's action. The notice will state the time and place of the hearing which shall be not less than three not later than five days after the notice is given.
   b. The student, his/her parent, guardian, or custodian may request an extension of time for the hearing. If granted, the superintendent or designee must give written notice of the new time and place of the hearing as extended.
   c. The hearing will be held at the time and place indicated in the notice. The student, his/her parent, guardian, or custodian will be given the opportunity to defend against the charges.

PROCEDURES FOR HEARING
In conducting a hearing:
1. The student must be given an opportunity to read the written specifications of charges.
2. The student will be permitted to respond to the charges.
3. Witnesses may be called by the student or the hearing officer to gain the clearest insight possible into the situation.

If the superintendent determines that expulsion is in order, then within twenty-four hours of the expulsion the parent, guardian, or custodian of the student and the clerk of the Board of Education must be notified in writing. He/She must include in this notice, the reasons for the expulsion and the right of the student, the parent, guardian or custodian to appeal and to request the appeal to be held in executive session.

APPEALS FROM EXPULSION
All appeals from expulsion will be in the form of a hearing:
1. Appeals from expulsion will be before the board of education.
2. The board or its designee shall make a verbatim record of the hearings held.

CORPORAL PUNISHMENT

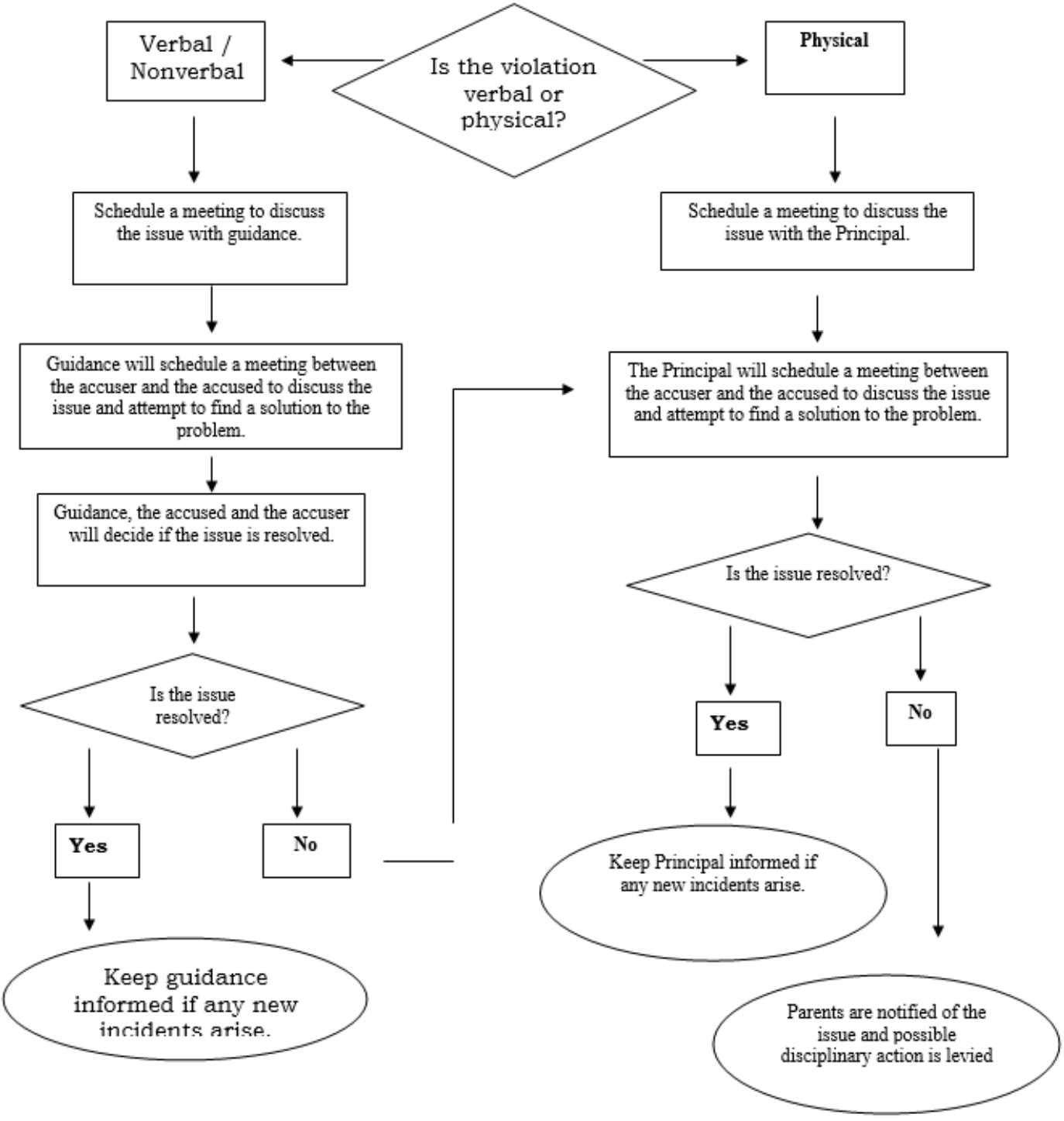
Corporal punishment is prohibited and shall not be used as a form of discipline in the district. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events are dealt with according to approved student discipline regulations.

Teachers, principals, administrators and support staff are authorized by law to use, within the scope of their employment, "such as amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property."
(Adoption 1-26-04)
Legal Refs: ORC 3313.20
3319.41

STUDENT GRIEVANCE PROCEDURE

When a student feels that his/her rights have been violated by another student or staff member, he/she has the right to file a complaint with the principal. Complaints may include, but are not limited to, issues such as: sexual harassment; hazing; bullying; unauthorized contact; staff disciplinary measures; attendance appeals; and discrimination of any kind. Students wishing to file a complaint should follow the procedure listed below. If a student wishes to speak to a staff member of the same sex, he/she may choose to visit their guidance counselor or the principal at any point in this process.



NONDISCRIMINATION, SEXUAL HARASSMENT, AND TITLE IX POLICY

Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The Title IX Coordinator or the school principal should be contacted regarding complaints related to Title IX.

Nondiscrimination

The Ashland City School District is primarily responsible for compliance with federal and state laws and regulations regarding nondiscrimination. The School Board is committed to equal opportunity for all individuals in education. The board has adopted Policy No. 2260-NonDiscrimination and Access to Equal Educational Opportunity and Policy No. 2260.01- Section 504/ADA Prohibition against Discrimination Based on Disability. Any member of the Ashland School community who feels that discrimination has occurred should immediately contact the principal of the school, or district Title IX Coordinator.

Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonable interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program. The district has adopted Policy No. 3362-Anti-Harassment containing rules and procedures for reporting sexual harassment and pursuing remedies.

Any member of the Ashland School community who feels that harassment has occurred should immediately contact the principal of the school, or district Title IX Coordinator. If the concern is not resolved through informal means, or the student grievance procedure, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

Filing a Complaint

Any member of the Ashland School community who believes that they have been discriminated against or harassed may file either an informal (oral) or formal (written) complaint. Both forms of complaint will be investigated thoroughly and timely (generally within 31 Days) by the building principal and/or Title IX Coordinator. If a complaint involves only students, the principal may elect to use the Student Grievance Procedure. To initiate a formal complaint, the complainant must submit a written complaint detailing the facts of the incident including the date of occurrence, place of occurrence, detailed description of the occurrence, and the names of any witnesses to the Title IX Coordinator. After completing the investigation, the Title IX Coordinator will file a report to the Superintendent who will make a ruling on the complaint. If the complainant wishes to appeal the Superintendent's decision, the complainant may file a request for appeal to the Board of Education within (10) days. Upon receiving the request, the Board of Education will meet to review the complaint in executive session at its next regularly scheduled board meeting. Following that meeting, the Board will issue a final ruling. Complaints will be kept confidential. This policy does not limit the rights of the complainant to file a complaint with any other governmental agency.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

The Ashland City Schools Title IX Coordinator is:
Ashland City Schools Chief Curriculum Officer

BOARD POLICIES

BOARD POLICY 5516 – STUDENT HAZING
BOARD POLICY 5517 – ANTI-HARASSMENT
BOARD POLICY 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board Bylaws and Policies and Administrative Guidelines on student hazing, harassment, bullying, and other forms of aggressive behavior are constantly being updated to be current with the laws and expectations. The following website contains the most complete and updated Ashland City Schools District Board Bylaws and Policies and Administrative Guidelines on these areas: http://www.neola.com/ashland-oh/
A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

The following descriptions are general introductions of the policies, but they are not limited to the actual board policies.

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 activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.
Administrators, faculty members, and other employees of the Board shall be alert 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. Students, administrators, faculty members, and other employees 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.

Anti-Harassment
It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.
Bullying and Other Forms of Aggressive Behavior

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 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.

Relevant Definitions

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

"School District community" includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board of Education.

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

"Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02.

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student/school personnel; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

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

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

5516 - 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 activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alert 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. Students, administrators, faculty members, and other employees 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.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.
Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.
R.C. 2307.44, 2903.31, 3313.661

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

5517 - ANTI-HARASSMENT

Other Violations of the Anti-Harassment Policy
The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating **harassment charges comprises part of one's supervisory duties.**

Definitions:

Sexual Harassment
Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Physical assault.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

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

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

I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

5517 - ANTI-HARASSMENT

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

5517 - ANTI-HARASSMENT

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually:

A. in the parent and staff handbooks.
B. in the School District Annual Report to the public.
C. on the School District's web site.
D. in the School District's calendar.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

5517 - ANTI-HARASSMENT

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.
The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the
Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).
Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. 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 and harassment in general, will be age and content appropriate.

R.C. 4112.02
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
42 U.S.C. 1983

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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 principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints 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 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 principal for review, investigation, and appropriate action.

Students 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 a student 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 who 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 web site (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. 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 procedure.

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 and aggressive behavior and bullying in general, will be age and content appropriate.

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.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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 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, graphic, 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.

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 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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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.
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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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.
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 principal or appropriate administrator shall notify the 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, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the 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.

BOARD POLICIES

55771 - SEARCH AND SEIZURE

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

1. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal.
2. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.
3. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
4. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
5. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
6. Wherever possible, the student shall be present at any search of his/her possessions.
7. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

Reasonable Suspicion

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:
has violated or is violating a rule or behavioral norm contained in the student handbook; has violated or is violating a particular law; possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

Lockers and Other Storage Areas Provided for Student Use

1. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
2. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
3. The principal may, at any time, request assistance of the Ashland Police Department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

Student

1. The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
   a. the student's pockets;
   b. purses, briefcases, or any other object in the possession of the student;
   c. a "pat down" of the exterior of the student's clothing and the removal of any item identified;
   d. removal of an article of exterior clothing such as a jacket.
2. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.
3. At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

Method of Search

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

Items Found

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.