



2026-2027

**Student Handbook
and
Code of Conduct**

Welcome to Wellington Exempted Village Schools

Dear Students and Families:

We, the staff and administration of Wellington Exempted Village Schools, are committed to providing a personalized, highly engaging, and rewarding educational experience for all of our Dukes.

This handbook aims to acquaint you with the procedures and regulations that the Board of Education has adopted to ensure the smooth operation of all our schools. We hope that this handbook provides you with a transparent and honest understanding of expectations, rules, and guidelines.

If you have questions or need clarification, we encourage you to contact the teachers, staff, principals, or administration of each building or department. They are eager to assist you with whatever you need.

We wish you and your child a happy, academically challenging, and safe school year.

Go Dukes,

Andrew Peltz
Superintendent

Wellington Exempted Village Schools

305 Union St.
Wellington, Ohio 44090
440-647-7400
www.wellingtonvillageschools.org

Position	Name	Phone Number
Superintendent	Andrew Peltz	440-647-4286
Treasurer	Pete Bailey	440-647-4695
Curriculum Director	Stephanie Glasure	440-647-7486
Dir. Student Services	Dan Rahm	440-647-7907
Dir. Nutrition Services	Andrea Helton	440-647-7415
Athletic Director	John Bowman	440-647-7403
Transportation	Rosalyn Harrell	440-647-7969
Technology	Jon Heyd	440-647-7930

Board of Education Members

Phillip Mohrman, President
Jennifer Kazmierczak, Vice President
Ayers Ratliff, Treasurer Pro-Tempore
Pati Shellhouse, Member
David Brattoli, Member

Schools

School	Address	Grades	Phone Number
Westwood Elementary	305 Union St. Wellington, Ohio 44090	KG - 3	440-647-3636
McCormick Middle	627 North Main St. Wellington, OH 44090	4 - 8	440-647-2342
Wellington High	629 North Main St. Wellington, OH 44090	9 - 12	440-647-3734

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Our Mission and Vision

Our vision is to create a dynamic, supportive learning environment where all students develop adaptability, positive self-worth, with the skills needed to grow socially, emotionally, and academically. By fostering strong connections to school and community, we empower our students to advocate for themselves to design their own future as productive, engaged, resilient, and empathetic members of society.

Once a Duke, always a Duke.

BOARD POLICY

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was sent and posted. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent, but rather reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline shall prevail. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website. If you have questions or would like more information, please contact your school principal.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this Handbook and keep it available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to speak with your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not constitute an irrevocable contractual commitment to the student, but rather reflects the current status of the Board's policies and the School's rules as of May 2025. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline shall prevail. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that they have been discriminated against based on race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Andrew Peltz
Superintendent
440-647-4286

Daniel Rahm
Director of Student Services
440-647-7907

Any student who makes a complaint or participates in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Westwood Elementary School

School Opens - 7:30am

School Day - 8:00am-2:45pm

McCormick Middle School

School Opens - 7:30am

School Day - 8:00am-3:00pm

Wellington High School

School Opens - 7:30am

School Day - 8:00am-3:00pm

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to provide students with a safe and orderly educational environment. All students are expected to follow the directions of staff members and obey all school rules.

Students must arrive at school on time, prepared to learn and participate in class. If, for some reason, this is not possible, the student should seek help from the school principal. Adult students (age 18 or older) must follow all school rules and are encouraged to include their parents in their educational program.

To keep parents informed of their child's progress in school, they will receive regular updates and be notified whenever concerns arise. Often, it will be the student's responsibility to deliver the information. The School, however, may use mail, email, mass phone/text communications, and hand delivery when appropriate. Parents are encouraged to communicate with their child's teachers and support staff regarding their educational needs.

SHARED RIGHTS AND RESPONSIBILITIES

The District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, staff, administrators, parents, and other visitors is essential to achieving this goal. It is the expectation that all individuals be treated with respect and dignity.

Student Rights and Responsibilities

1. Students are entitled to

- be treated with respect
- receive support from teachers and school staff
- receive a high-quality education
- a safe and orderly environment
- equal access to classes, school services, and extracurricular activities • equal treatment in the enforcement of school regulations
- due process in the administration of disciplinary action
- safeguarding of constitutional rights
- confidentiality in the handling of their records

2. Students are expected to

- treat others with respect
- strive to do their best work at all times
- attend school daily and arrive on time to school and class
- arrive to class prepared to work with all necessary supplies
- comply with the authority of all staff members
- obey school rules and regulations
- respect the property of others
- report serious incidents involving the safety and security of students and staff to a school staff member at the time such incidents occur (including but not limited to the presence of weapons or drugs, assaults, threats, sexual misconduct, or harassment).

Parent, Guardian or Legal Custodian Rights and Responsibilities

1. Parents, guardians, or legal custodians are entitled to

- be treated with respect
- be engaged in their student's education
- arrange conferences with teachers and principals
- receive school reports and information in a timely manner
- arrange with school authorities to review their child's school records
- bring complaints to the attention of school authorities

2. Parents, guardians, or legal custodians are expected to

- treat others with respect
- build positive relationships with staff
- encourage students to do their best work in school and at home
- stress school attendance as required by law (ORC 3321.38)
- provide children with necessary resources
- teach children respect for people and property
- understand school rules and support their enforcement
- report student misbehavior and safety issues to the school principal
- voluntarily participate in school programs and conferences

- inform schools of changes in address, contact information, emergency contacts, custody agreements, and health records
- advise school teachers of student's strengths and needs
- participate in parental education and engagement programs
- adhere to the school visitation policy

Teacher Rights and Responsibilities

1. Teachers are entitled to

- be treated with respect
- teach in an orderly and safe environment
- receive the cooperation and support of all school staff, students, and parents/guardians

2. Teachers are expected to

- treat others with respect
- create an engaging classroom environment
- provide quality curriculum supported by the board of education
- prepare thoroughly for each class
- maintain necessary student attendance and progress records
- arrange conferences with students and parents/guardians
- ensure that all students have an equal opportunity to learn
- establish clear and consistent rules for acceptable behavior and consequences for violations of rules and regulations
- monitor and report student absences from class or school
- follow all district policies and school rules

3. Ohio Law and District policies require teachers to

- report all cases of suspected child abuse and neglect to the proper authorities at Lorain County Children's Services 440-329-5340;
- report serious incidents involving safety and student misbehavior to their principals or administrators as soon as possible
- provide statements and other information as may be needed for the completion of reports involving the safety and security of students and staff

Building Administrator Rights and Responsibilities

1. Building Administrators are entitled to

- be treated with respect
- work in an orderly and safe environment
- receive the cooperation and support of all school personnel in serving as the school's educational leader(s)
- receive the cooperation and support of all students and parents as the building administrator(s)

2. Building Administrators are expected to

- treat others with respect

- create an environment that supports teaching and learning
- exercise the authority necessary to ensure the safe, secure and orderly operation of the school
- work with staff to ensure that classroom and other activities result in quality learning experiences
- ensure that the school offers a resource-rich learning environment for each student
- establish and enforce rules, regulations and procedures for the orderly operation of the school
- improve communications with parents, community and school staff • enforce District policies and procedures.

3. Ohio Law and District policies require Building Administrators to

- report all serious incidents to the school or District office 440-647-4286 or the Wellington Police Department
- report all cases of suspected child abuse to the proper authorities Lorain County Children's Services 440-329-5340
- Notify the District office at 440-647-4286 if police involvement is required

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures, including evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific healthcare needs should provide written notice of these needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without the proper permission of their parents.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Generally, State law requires students to enroll in the school district where their parent or legal guardian resides, unless they enroll under the district's open enrollment policy.

New students under the age of 18 must be enrolled by their parents or legal guardian.

New student enrollment is completed online. Any parent without access can utilize a district device to complete enrollment. When completing enrollment, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency (a copy of a signed rental agreement, purchase agreement, construction agreement, home mortgage coupon, utility bill, tax bill, or voter registration)
- D. proof of immunizations
- E. state-issued parent ID

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must provide an official transcript from their previous school to have their credits transferred. The school secretary will assist in obtaining the transcript if it is not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be assisted by the Student Services department concerning enrollment procedures.

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

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

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion, even if that

student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Before denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

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

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

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

SCHEDULING AND ASSIGNMENT

Westwood Elementary

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Teacher requests will be considered, but not guaranteed. Please contact the principal for further discussion.

McCormick Middle School/Wellington High School

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and the availability of class space. Teacher requests will be considered, but not guaranteed. Please contact the school principal or counselor. Any changes in a student's schedule should be handled by contacting the school's counselor. Students may be denied course enrollment due to a lack of available space or if the student has not passed prerequisite courses. Students are expected to follow their schedules.

There will be NO schedule changes once school begins, except for the following reasons:

- a. A required course is missing.
- b. An obvious computer error or omission.
- c. To fill in a study hall with a class.

d. A course placement level change is needed. This requires consultation with and approval from the teacher, parent, counselor, and administrator.

EARLY DISMISSAL

No student may leave school before dismissal time without a parent or guardian submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

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

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including, but not limited to, poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or an authorized exemption. In the event of a chickenpox epidemic, the Superintendent may temporarily deny admission to a student who is otherwise exempt from the chickenpox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is completed online at the time of enrollment and the beginning of each school year.

USE OF MEDICATIONS

If possible, all medications should be given at home. However, students who must take prescribed and/or over-the-counter medication during the school day must comply with the following guidelines:

- A. Medication shall include all medicines, including those prescribed by a physician and any non-prescribed (over-the-counter) drugs.
- B. Parents or guardians are responsible for informing the school of their child's illness, including any allergies or disabilities.
- C. Parents/Guardians should, with the counsel of their child's physician, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- D. The appropriate form must be filed with the building principal/clinic before the student will be allowed to take any medication during school hours or to use an inhaler to self-administer asthma medication. These forms must be completed at the beginning of every school year and as necessary for any changes in medication.
- E. All medications must be registered with the clinic/office and must be brought to school in the original containers dispensed by the prescribing physician or a licensed pharmacist. The label on the medication container must match the form that was completed and signed by the physician and the parent/guardian.
- F. Medication that is brought to the office/clinic will be properly cured. Except as noted below, medication must be delivered to the clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request.
- G. Students may carry emergency medications for allergies and/or reactions (e.g., EpiPens) or asthma inhalers during school hours, provided the proper form is completed by both the student's physician and parent/guardian, and then submitted to the principal or clinic.
- H. Students are strictly prohibited from sharing emergency medication or inhalers with any other student for their use or possession.
- I. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- J. The parents, or their designee, shall have sole responsibility for instructing their child to take the medication at the scheduled time.
- K. A log will be maintained by the personnel designated to administer medication, including the date and time of day when administration is required. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS (examples are Tylenol, Advil, Ibuprofen, etc.)

- A. If a student is found using or possessing a non-prescribed medication, the student will be brought to the school office, and the student's parents will be contacted. The medication will be confiscated until a parent or their designee can pick it up from the school.

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

INHALERS/EPIPENS

Students who use inhalers or EpiPens for a medical condition are permitted to carry them during school upon completion of the proper forms in the office or clinic. The proper forms require the student's physician's signature and a parent/guardian's signature.

A student who is authorized to possess and use a metered dose inhaler or epi-pen may not transfer possession of any inhaler, epi-pen, or other medication to any other student.

WELLINGTON MEDICATION FORMS

Forms are available in the main office, clinic, or on the District website.

A new, completed form signed by the student's physician and parent/guardian must be submitted to the principal each time the medication or dose changes, as well as at the beginning of each school year.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transmissible pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions identified by the Local and State Health Departments.

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

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that the State Board of Health may specify.

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

Whenever a student comes into contact with blood or other potentially infectious materials, they must immediately notify their teacher, who will then contact the school nurse.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Lorain County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

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

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

STUDENTS WITH DISABILITIES

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

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

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Director of Student Services at 440-647-7907 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will receive a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information, contact the Student Services department.

CHILDREN AND YOUTH IN FOSTER CARE

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Each year, the superintendent shall provide public notice to students and their parents of the district’s intent to make certain information, known as “directory information,” available upon request. The Board designates as student “directory information”: a student’s name, address, and telephone number.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. Except for directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational

institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying the specific student records you wish to access to the superintendent. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

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

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

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family; sex behavior or attitudes;
- C. illegal, anti-social, self-incriminating or demeaning behavior;
- D. critical appraisals of other individuals with whom respondents have close family relationships;
- E. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- F. religious practices, affiliations, or beliefs of the student or his/her parents; or
- G. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

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

STUDENT FEES AND FINES

Students will be provided with the necessary textbooks for courses of instruction without cost. In accordance with State law, each school may charge specific fees for certain courses or activities. Individual courses or classes may also require an additional fee.

Up-to-date fee information will be provided to parents and students each year and can be referenced online on the district website along with student supply lists.

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

Economically disadvantaged students may have fees waived with completion and approval of the School's Free and Reduced-Price Meal application. The application process must be completed on an annual basis. Fees will continue to accrue until the application is approved and may not be retroactively adjusted. Fees due to vandalism, misuse of school devices, or missing school resources are not waivable.

STUDENT FUND-RAISING

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

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
 - Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
 - Students may not participate in a fund-raising activity for a group in which they are not members without the prior approval of their counselor.
 - Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
 - Students may not engage in house-to-house canvassing for any fundraising activity without proper approval and supervision.
 - Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch and Breakfast Program. Breakfast, lunches, and ala Carte items are available to students for a set fee. Each building has its own prices. See the district website (under “Services - Nutrition Services”) for up to date fees. Students may also bring their own lunch to school to eat in the school cafeteria.

No student may leave the school premises during the lunch period without specific written permission from the principal. For information regarding meal charging procedures, see AG 8500D.

Students with insufficient funds in their lunch accounts will be allowed to charge for meals or milk. No à la carte items will be eligible for charge. Parents will be contacted when a negative balance has been reached. Beginning in the ninth grade, past and present accrued negative balances will be converted to student fees.

Applications for the School’s Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the Director of Nutrition Services at 440-647-7415.

SAFETY AND SECURITY

- A. All visitors must report to the office upon arrival at school.
- B. All visitors are required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, as well as to question individuals who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and conducts fire drills in accordance with State law. The School performs tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the event of a fire or tornado. They will oversee the safe, prompt, and orderly evacuation of the building in such cases.

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed due to inclement weather or other conditions, the School will provide notice of such a closing or delay by pre-recorded telephone message, school webpage, local news stations, and email. To receive school communications, parents must update their current contact information in PowerSchool. Parents and students are responsible for being aware of emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a visitor badge or signing in to the main office shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call to schedule an appointment before visiting the School to arrange a mutually convenient meeting time.

Students are not permitted to bring visitors to school without obtaining prior written permission from the principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is located in the designated area of each school. Students who have lost items should check there and may retrieve them if they provide a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

Cell phones, earbuds, and headphones are prohibited during school hours. Cell phones must be turned off and kept in student lockers until the end of the school day. Students are prohibited from texting and using social media during the school day. Cell phones, however, may be used for academic purposes at the discretion of the classroom teacher. Misuse of cellphones is subject to disciplinary actions.

Using a cell phone to take pictures, record audio, or video on school property, on school buses, or at school functions or events may result in the immediate confiscation of the phone and appropriate disciplinary action. Contents of cell phones may be searched if there exists a

reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

Sexually explicit content in phones or sexting could result in criminal charges and school consequences. The possession, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (i.e. texting, emailing, or sexting, etc.), may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Violations of the cell phone policy are subject to disciplinary action and may result in the confiscation of the cell phone or PCD (Personal Communication Device). The school district is not responsible for lost, stolen, or damaged cell phones or PCDs.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

Each school has a collection of course offerings. Contact the school counselor for more information.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Other trips are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without obtaining parental consent and submitting a current emergency medical form to the office. Medications typically administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips and activities.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES

Each school has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary knowledge and skills. In general, students are assigned grades based on test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is unsure how their grade will be determined, they should ask the teacher.

Westwood Elementary shares student academic achievement through Standards-Based Report cards. Feedback on progression of standards will be the following:

1- Beginning- Limited understanding of standard and requires a lot of support to comprehend the content.

2- Developing- Partial understanding of the standard but requires guidance and support

3- Proficient- Strong understanding of the standard and meets the grade level expectation

McCormick Middle and Wellington High School apply the following grading system. **GPA is for HS Credit Classes Only**

Scale	GPA Non-Weighted	GPA Honors	GPA AP or CCP		GPA Non-Weighted	GPA Honors	GPA AP or CCP
A = 93 - 100	4.0	4.5	5.0	C = 73 - 79	2.0	2.5	3.0
A- = 90 - 92	3.7	4.2	4.7	C- = 70 - 72	1.7	2.2	2.7
B+ = 87 - 89	3.3	3.8	4.3	D+ = 67 - 69	1.3	1.8	2.3
B = 83 - 86	3.0	3.5	4.0	D = 63 - 66	1.0	1.5	2.0
B- = 80 - 82	2.7	3.2	3.7	D- = 60 - 62	0.7	1.2	1.7
C+ = 77 - 79	2.3	2.8	3.3	F = 0 - 59	0.0	0.0	0.0

I = Incomplete

GRADING PERIODS

Students will receive a report card at the end of each marking period, indicating their grades for each course of study for that portion of the academic term. Grades can be monitored throughout the grading period through online PowerSchool parent portals.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can discuss with the teacher what actions can be taken to improve poor grades.

A calendar depicting the grading periods will be made available on the school website.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

Acceleration (either by whole grade or by subject area) is based on performance and measured ability, significantly exceeding that of their grade-level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation are necessary for success in an accelerated placement

Retention at the current grade level is based on the following criteria:

- A. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level.
- B. scoring at the below basic level on any State-mandated assessment test
- C. absent without excuse 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.

Even if a student falls into the preceding category, a student may be promoted if the principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if a score attained was designated in the range by O.R.C. 3310.0710 (A)(3) on the State-mandated assessment, except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

GRADUATION REQUIREMENTS

Regular Diploma

Typically, students will complete graduation requirements in four (4) years. To receive a diploma and graduate, a student must fulfill the requirements of one (1) approved graduation pathway, as specified by State law and this Board, and meet the school's requirements for basic coursework, earning the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in state-mandated assessment tests will be determined by their IEP team.

Specific course requirements are:

English 4 credits

Health .5 credit

Phys. Ed. .5 credit

NOTE: Students who have participated in interscholastic athletics, marching band, show choir or cheerleading for at least two (2) full seasons as defined in the student handbook, while enrolled in grades 9 through 12, and as documented by the guidance counselor may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements. A student who has participated in the junior reserve officer training corps for at least two (2) full school years while enrolled in grades 9 through 12 may be excused from the high school physical education requirement and may use credit for such participation to satisfy the requirement to complete one-half (1/2) unit in another course of study.

Mathematics 4 credits

(must include one (1) unit of algebra II or equivalent of algebra II or one (1) unit of advanced computer science. Parents must sign a written statement acknowledging that not taking algebra II might negatively impact college admissions decisions before a student may substitute advanced computer science for algebra II. Students who are enrolled in a career technical program may complete a career-based pathway math course as an alternative to algebra II or advanced computer science.)

Science 3 credits

(must include 1 unit physical sciences, one (1) unit of life sciences, and one (1) unit advanced study in one (1) or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science, computer science.)

Social Studies 3 credits

(for students entering ninth grade after July 1, 2017, must include at least one half (1/2) unit in world history and civilizations and also must include one-half (1/2) unit of American history, one-half (1/2) unit of American government)

Financial Literacy .5 credit

Electives 5.5 credits

Total 21 credits

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

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Class of 2024 and Beyond:

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements. The Board of Education permits students who enter ninth grade before July 1, 2019, to earn a diploma if they meet these requirements as an additional pathway to graduation.

- A. Earn at least two (2) State diploma seals, one (1) of which must include:
 - 1. Seal of Biliteracy;
 - 2. OhioMeansJobs-readiness Seal; or
 - 3. State Diploma Seal in one (1) of the following areas: Industry-recognized Credential Seal; College-ready seal; Military Enlistment Seal; Citizenship seal; Science Seal; Honors Diploma Seal; Technology Seal.

The Board offers the following additional seal(s) in accordance with its adopted administrative guidelines: Community Service Seal, Fine/Performing Arts Seal, and Student Engagement Seal.

- B. Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:
 - 1. earn course credit through College Credit plus in that subject
 - 2. provide evidence of enlistment in a branch of the armed services of the United States; or
 - 3. complete two (2) of the following options, with at least one (1) of the options being a foundational option
 - a. Foundational Options: earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high

school that is restricted to participants eighteen (18) years of age or older.

- b. Supporting Options: completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

Honors Diploma

The Wellington High School shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. completed the academic curriculum and met at least 7 of the following 8 criteria:
 - a. earn 4 units of English;
 - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4-year sequence of courses that contains equivalent content;
 - c. earn at least 4 units of Science, including physics and chemistry; d. earn 4 units of Social Studies;
 - e. earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought;
 - f. earn 1 unit of Fine Arts;
 - g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
 - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT);

OR

completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:

- a. earn 4 units of English;
- b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher-level course or a 3 4 4-year sequence of courses that contains equivalent content;
- c. earn 4 units of Science, including physics and chemistry;
- d. earn 4 units of Social Studies;
- e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit. [Otherwise, the student

must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment or the equivalent.]

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

g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry-validated technical standards; or

h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

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

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

COLLEGE CREDIT PLUS PROGRAM

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

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose and has not been established as a public access service or a

public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have limited privacy expectations regarding the content of their personal files and records of their online activity while on the Network.

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

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

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet, just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

The smooth operation of the Network relies on users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not

allow other users to utilize their account/address/ password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in “hacking” or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. “Cyber bullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, social media, instant messaging (IM), defamatory personal Website accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” For further information on cyberbullying, visit <http://www.stopbullying.gov>.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on a blog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
- 4. posting misleading or fake photographs of students or school staff members on websites.

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

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" online without parent approval and participation.
 8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or principal, if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgements of authorship must be respected. Rules against plagiarism will be enforced.
 - K. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
 - L. Students must secure prior approval from a teacher or principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
 - M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, superintendent, or principal.
 - N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directory, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed the Student Technology Acceptable Use and Safety Agreement.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network not provided to them by the school district (e.g. Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the school district. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purpose. The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (checking, composing, and sending email).
 4. Training (use of such programs as keyboarding tutors, etc.)
 5. Personal discovery ("surfing the Internet").
 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal.
- T. Game playing is not permitted at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the Release of Records Form in order to

authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

STUDENT ASSESSMENT

Unless exempted, each student must take all portions of the State-mandated assessment test. State-mandated testing occurs in the spring, typically during the months of March, April, and May.

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

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

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

College entrance testing information can be obtained from the Main Office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The Board authorizes various student clubs that are sponsored by a staff member. The clubs may change from time to time based on student interest.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities, such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

No Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the superintendent's office. The applicant must verify that the activity is voluntary and that the event will not interfere with school activities. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

All groups must comply with School rules and must provide equal opportunity to

participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

McCormick Middle School and Wellington High School provide a variety of athletic activities in which students may participate, provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. For further information, contact the Athletic Director, at 440-647-7403.

EXTRACURRICULAR ELIGIBILITY

To be eligible for any interscholastic (athletic and non-athletic) extracurricular activity, a high school student must have passed a minimum of five (5) credits during the previous quarter grading period. A 7th or 8th grade student must have passed a minimum of four (4) classes during the previous quarter grading period. A student may be placed on temporary probation based on grades, attendance, or behavior concerns at the discretion of the coach, advisor, or the administration.

STUDENT EMPLOYMENT

It is recommended that students refrain from taking jobs outside of school that could interfere with their academic success. If a student elects to maintain a job in addition to attending school, they must first obtain a work permit from their school office.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

MCCORMICK MIDDLE SCHOOL AFTER-SCHOOL SOCIAL EVENTS

- All school rules are in effect during MMS after-school social events. Only McCormick Middle School students are permitted to attend events.
- If a student violates this policy, he or she will not be able to attend the next school social event.
- Students are not permitted to leave events early unless their parents come into the building to pick them up.
- Once a student leaves the school event, they will not be allowed to reenter.
- Event times will be pre-announced. Doors will open 15 minutes before the scheduled

event time. Rides must arrive promptly 15 minutes before the event concludes.

- School dress code rules apply at all events. If a student does not follow the dress code, he/she will be asked to leave the event.

SECTION IV - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

Regular attendance is a significant responsibility of all students at every grade level. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the superintendent in accordance with Ohio law (see AG 5200).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year. If a student is habitually truant from school, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. appointment with a health care provider

- » Any absence due to medical reasons should be documented with a physician's note to be considered excused.
- B. illness in the family necessitating the presence of the child
- C. Personal Illness (a written physician statement verifying the illness may be required)
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/ guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

After 10 undocumented absences from school, the school will require you to provide documentation for your absences. If documentation is not provided, the absence will be considered unexcused. All medical appointments should be documented with a physician's note to prevent missed hours from counting towards truancy.

NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School Office by 8:00am and provide an explanation:

Westwood 440-647-3636
 McCormick 440-647-2342
 High School 440-647-3734

If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. If a student is absent from school but intends to participate in an after-school activity, a parent must contact the principal to confirm compliance with attendance requirements.

A skipped class or part of the school day will be identified as an unexcused absence, and students will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school due to an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation from a physician regarding the student's condition. For more information, contact the Director of Student Services at 440-647-7907 or contact your

school counselor.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make up for missed work. The student should contact their teachers; if they are absent for an extended period of time, parents can call the main office to pick up work. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

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

SUSPENSION FROM SCHOOL

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

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the main office beginning with the first day of suspension. Make-up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension by the time the student returns to school.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

TARDINESS

Westwood Elementary

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the School office before going to class. Parents or guardians are expected to accompany their students to the front office to sign them in when they arrive late to school.

McCormick Middle School and Wellington High School

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Students who are excessively tardy to school more during a semester may be disciplined according to the Student Code of Conduct.

PLANNED ABSENCES DURING THE SCHOOL YEAR

When a planned absence must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary prior arrangements by completing the Planned Absence form and working with the teachers on a school work make-up plan. The school will only allow up to 5 days of planned absences and any additional days will be

considered unexcused. If a student is truant due to excessive absences, any additional days will impact their truancy status and Attendance Intervention Plan. Therefore, it is recommended that parents not take their child out of school for vacations.

CODE OF CONDUCT

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

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

EXPECTED BEHAVIORS

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

CLASSROOM ENVIRONMENT

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

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.

DRESS AND GROOMING

Freedom to express one's individuality exists through participation in the many activities associated with our educational programs. This dress code does not deprive one of those freedoms.

School dress, like all modes of dress should be appropriate for the environment and the activity in which the individual is involved. Anything deemed to be distracting or detrimental to the education program will not be permitted. It is believed that the following regulations should be implemented to accomplish the above purposes:

- Dress and appearance of students are to be governed by the standards of cleanliness, neatness, health, safety, appropriateness and decency.

- Any grooming habits or wearing apparel that disrupts the educational process or is in violation of safety standards in any classroom setting, will not be permitted.
- It should be noted that in the interest of good decorum, what students wear to school is not necessarily the same as what students may choose to wear outside of school.

General guidelines are as follows:

1. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress that displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, weapons, sexist attitudes, offensive illustrations, terrorist or violent messages, is inappropriate.
2. Inappropriate and/or extreme accessories are not permitted.
3. Items that obscure the identity such as hats, bandanas worn to cover the entire head, sunglasses, hoods on hooded apparel and headwear, are not permitted to be worn in the building during the school day. Head coverings for religious purposes are permissible.

School officials reserve the right to make recommendations for changes in the dress and grooming of students. The final judgment for all matters pertaining to the school dress code rests with the school administration. If a student injury requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school.

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

GANGS

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the

damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property 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 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.

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

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

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, the 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.

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 whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

REPORTING REQUIREMENT

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

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

IMMUNITY

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

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. 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.

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

The 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.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Wellington Exempted Village School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy.

STUDENT DISCIPLINE CODE

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

1. Cutting a class or classes or In an unauthorized area
2. Unexcused tardiness to school and/or class.
3. Violation of bus transportation regulations.
4. Smoking or possession of tobacco, tobacco products, e-cigarettes/ vapor cigarettes or tobacco paraphernalia on property owned by the Board of

Education.

5. Possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia on school property or at any school-sanctioned activity.
6. Use, possession or distribution of mind-altering paraphernalia.
7. Possession of weapons or “look-alike” weapons or any type of self-protection devices (mace, pepper spray) on school property.
8. Possession of, igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor.
9. Fighting. In most cases all parties involved in a fight will be disciplined.
10. Disorderly Conduct: a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. May also include making excessive unreasonable noise or communicating unwarranted and grossly abusive language to any person such as, but not limited to, the use of racial or religious remarks, or hindering or preventing the movement of persons to, from, within, or upon public or private property, so as to interfere with the rights of others, threatening a teacher and/or other school employee. A student may not outwardly defy a reasonable request from an administrator.
11. Inappropriate physical contact/physical reaction to a student, teacher and/or other school employees (striking, kicking, throwing objects, pushing or threatening with fists or weapons).
12. Insubordination/Defiance: Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school.
13. Inappropriate Language/Comments/Profanity/Gesture: Profane, vulgar, derogatory, or otherwise disrespectful language, comments, profanity, or gestures in any school building areas during school hours or at any school-sponsored or related activities or events.
14. Theft of or possession of stolen property.
15. Damage to, vandalism of, and/or misuse of school or private property.
16. Dress code violation.
17. Missing assigned detention, ALC, suspension, or other assigned discipline from school staff.
18. Honor Violation: cheating, plagiarism, improper collusion, misuse of privileges, forgery, falsification of information, and/or other ethical violations. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule.
19. Libel/Slander. (Libel is defined as defamation expressed in print, writing,

pictures, or signs. Slander is defamation by speech.)

20. Gambling
21. Publication, distribution and/or possession of any material not approved by the school administration or depicting violence, sexuality or inappropriate behaviors.
22. Obstruction of justice – lack of cooperation with school officials, failure to tell the truth
23. Harassment/Bullying/Intolerance/Endangering of others (may include but is not limited to sexual, cyber bullying, hazing, verbal and physical).
24. False Alarms/911 Calls: The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to above mentioned situations without cause. This includes but not limited to fake 9-1-1 calls at any school function, home or away.
25. Hazing or initiation of students.
26. Extortion: intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.
27. Failure to comply with the rules and regulations of an extracurricular activity/school sponsored trip.
28. Public display of affection.
29. Outside of school building/off school property unauthorized. 30. Failure to comply with Wellington's computer/technology policy.
31. Electronic Devices: improper possession or misuse of personal or school electronic devices, such as but not limited to cell phones, laptops, memory sticks, IPODS, IPADS, MP3's, E-Readers, Chromebooks, etc.
32. Disruption of the educational environment.
33. Electronic Messaging: No student shall transmit/disseminate statements or comments which are threatening, offensive, or inappropriate in nature toward another student or group of students. No student shall photograph or attempt to photograph, video, possess, or distribute pictures, video or images of a lewd, sexual, pornographic, or inappropriate manner as determined by administration. Any student who receives an inappropriate message or an image of a lewd, sexual, or pornographic nature while in school or at a school-related event is required to report this incident to school personnel immediately. If a student is found to have received said pictures or images involuntarily, they will not be disciplined. Accessing social media sites during school hours, for personal use, is strictly prohibited.
34. Repeated and/or multiple violations of School Code of Conduct.
35. General Misconduct: students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

DISCIPLINE

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

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

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, after-school detention;
- restorative circles
- student meditation
- ALC (Alternative Learning Center);

Detentions

A student may be detained after school or asked to come to school early by a teacher and/or an administrator after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

A student missing any portion of his/her assigned time in Detention, may be given an additional consequence.

The following rules apply to Detention and ALC.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room unless given permission by the staff member supervising.
- No food or beverages shall be consumed.

Formal Discipline

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

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

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

During the appeal process,

- the student shall not be allowed to remain in school.

If the appeal is heard by the superintendent, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

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

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

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

Students in Grades Pre-K through 3

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the principal is not required to hold a hearing (or provide written notice of the same).

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

Expulsion from School

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

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

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

Permanent Exclusion

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

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;

- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

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

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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

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

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement

and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar; 2. advertises any product or service not permitted to minors by law; 3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO AND FROM SCHOOL

The School generally provides transportation for students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the Transportation Office at 440-647-7969.

Students may only ride the assigned buses and must board and depart from the bus at the assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should contact the school office and provide written documentation to the principal, stating the reason for the request and the duration of the requested change.

BUS CONDUCT

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

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

Students must comply with the following basic safety rules.

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated place of safety 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped and driver signals to proceed;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;

- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat, drink, chew gum, or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- no inappropriate use of cell phones which includes, but not limited to, taking unwanted photos/videos of others or watching/listening to inappropriate media;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the bus

Each student shall:

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

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

1. Students under age 18 must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of: driver's license, insurance certificate, and vehicle registration.
3. Students are required to obey the parking lot speed limit of 15 mph.
4. The student must obtain a permit from the school office and pay a fee of \$5.00 for the entire school year.
5. If a student's parking permit is suspended, no fees will be refunded.
6. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
7. When the School provides transportation, students shall not drive to school-sponsored activities, unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.
8. An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
9. All vehicles entering school property are subject to search and inspection.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F1
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Application To Drive Vehicles On School Property Form 5515F1
- Parental Authorization and Release From Liability Form 5515 F2

- Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13 Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a