

**Indian Trail Elementary School
&
Winchester Trail Elementary School
Student Handbook**

*Approved and adopted by the Canal Winchester Board of
Education for the 2026-2027 school year.*



Indian Trail Elementary School

**6865 Gender Road
Canal Winchester, OH 43110
Tel: (614) 833-2150 Fax # (614) 833-2161
Attendance Email: WTES@cwls.us
School Hours: 9:35 am -3:55 pm**

Winchester Trail Elementary School

**6865 Gender Road
Canal Winchester, OH 43110
Tel: (614) 833-2150 Fax # (614) 833-2161
Attendance Email: WTES@cwls.us
School Hours: 8:55 am -3:05 pm**

Dear Canal Winchester Families,

Welcome to Canal Winchester Local Schools! We are delighted to have you as part of our community. As you embark on your academic journey, we want to ensure you have the resources and support needed to thrive both inside and outside the classroom. This student handbook serves as a valuable guide to help you navigate your time here at Canal Winchester Local Schools. On the following pages, you will find important information on academic policies, student services, campus resources, and school expectations. Our goal is to create an environment where every student feels supported, respected, and empowered for success.

The Student Services Department is here to assist you with any concerns, whether they relate to academic support, personal development, or campus life. We encourage you to take full advantage of the opportunities available to you and to reach out if you ever need guidance.

We are excited to be part of your journey and look forward to seeing you grow, learn, and achieve your goals. Wishing you a fulfilling and successful experience here at Canal Winchester Local Schools!

Respectfully,

Mr. Max Lallathin M. Ed
Director of Student Services

Mission of the Canal Winchester Local School District

"Empowering all students for success."

This student handbook was developed to answer many of the questions students and their parents commonly ask during the school year. Because the handbook outlines student rights and responsibilities, each student is responsible for knowing its contents. Please take time to review the following information and keep the handbook available for your use and your parent/guardian's. It can serve as a valuable reference throughout the school year and help avoid confusion and misunderstandings when questions arise. If you have any questions not addressed in this handbook, please contact the principal. *This handbook supersedes all prior handbooks and other written material on the same subjects.*

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Section 1 - General Information

SCOPE OF JURISDICTION AND FIRST WARNING

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

NOTICE OF NONDISCRIMINATION POLICY EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reason, including on the basis of religion, race, color, national origin, sex, disability or age. The Board is committed to providing an equal opportunity for all children to achieve their maximum potential through the curriculum offered in the District regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or during a school activity should immediately contact the School District's Compliance Officer. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at www.cwschools.org

Mr. Max Lallathin - Director of Student Services
100 Washington Street
Canal Winchester, OH 43110
Phone: 614-837-4533

Any person who believes that the school or any staff member has discriminated against them has the right to file a complaint with the principal. Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at www.cwschools.org.

ENROLLMENT

Students are expected to enroll in the attendance district in which they live. Students who are new to the Canal Winchester School District are required to enroll with their parents or legal guardian. When enrolling, the parents must bring:

- A birth certificate
- Social Security Card with Child's Number on It
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- If the student enrolling is a foster child, then BOTH of the following forms are required prior to attending school:

*Magistrate's Order

*Enrollment Transfer Letter from Placement Agency (Children's Services)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be informed what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school counselor will assist in obtaining the transcript if not presented at the time of enrollment.

TITLE IX COORDINATORS

The Board of Education of the Canal Winchester Local School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex 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. The Board will provide persons who have experienced Sexual Harassment with ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Max Lallathin- Director of Student Services
100 Washington Street
Canal Winchester, OH 43110
Phone: 614-920-2609

Cyndi Toledo- Director of Human Resources
100 Washington Street
Canal Winchester, OH 43110
Phone: 614-920-2693
2266

HOMELESS STUDENTS and STUDENTS IN FOSTER CARE

Homeless students and students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided with free and appropriate public education (FAPE) 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 liaison for Homeless and Foster Care Students.

Mrs. Kim Vojacek, LISW
District Social Worker
6865 Gender Road
Canal Winchester, OH 43110
Phone: 614-920-2770

STUDENT’S RIGHTS AND RESPONSIBILITIES

The Canal Winchester Board of Education, in compliance with state law, provides for the education of all school-age residents in the district. The school shall abide by all legal rights guaranteed to the students. Each student has a right to all education resources necessary to operate an instructional and extra-curricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in the school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the

rules, regulations and provisions governing the operation of these programs. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that students' rights are preserved and that the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their responsibilities.

FIRST AMENDMENT RIGHTS

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unsponsored written material, petitions, buttons, badges, or other insignia, except expression which:

- Is obscene, libelous, pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Material may not be displayed or distributed during or between class periods. Permission may be granted for display or distribution during lunch periods and after school in designated locations, provided exits are not blocked and proper access and egress to the building are maintained. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed.
- Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.
- The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or school counselor.
- Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board policies 2260, 5517, 5517.01 available on the web at cwschools.org.

INDIVIDUALS WITH DISABILITIES

The Americans With Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual be discriminated against on the basis of disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. If a disabled person visits the school and requests accommodation, s/he may submit in advance of the visit a Request for Accommodation Form (**9160A**). The Canal Winchester School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian may contact the Director of Special Education at 614-920-2610.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

In compliance with Ohio Senate Bill 104, all school restrooms, locker rooms, and changing facilities are designated for use based on biological sex (male or female)."

"Students shall use the restrooms and locker rooms assigned to the sex assigned at birth. A single-stall or unisex facility may be made available upon request for any student desiring increased privacy. Board Policy [7421](#).

SCHOOL CLOSING AND DELAYS

EMERGENCY CLOSINGS AND DELAYS:

If the school and/or district must be closed, or opening delayed because of inclement weather or other conditions, the district will notify parents via phone call, text and email through their automated system. The general public will be informed via these television stations:

WTTE Channel 28, WBNS Channel 10, WSYX Channel 6, WCMH Channel 4

AUTOMATED CALL SYSTEM

The Canal Winchester School District uses an automated call system to provide immediate communication in case of an emergency or school closure. ParentSquare allows notification to all households and families by telephone of any critical or unplanned event that will cause school cancellation, delay, or early dismissal. Additionally, this system will be used to send announcements and reminders outside school hours. To receive these calls, PowerSchool online forms must be completed.

Please review alternative plans for school delays and early dismissals with your child at the beginning of the school year.

PARENT RIGHTS AND NOTIFICATION POLICY

In accordance with Ohio House Bill 8 and ORC § 3313.60; § 3319.321

Canal Winchester Schools recognizes and respects the vital role parents and guardians play in their children's education. In accordance with Ohio law (HB 8), the following policies are in place to ensure transparency, communication, and parental involvement:

PARENTAL NOTIFICATION

Parents/guardians will be notified in a timely manner of:

Any significant changes to their child's physical or mental health or well-being that are observed or documented by school staff. Any request or expression by the student to be identified or referred to in a manner that differs from the sex listed on their birth certificate. These notifications will be handled respectfully and confidentially to support student well-being in partnership with families.

PARENT RIGHTS REMINDER

Parents and guardians have the right to:

Receive timely notice if a student requests accommodations for gender identity

Opt out of instructional content related to human sexuality or gender identity

Review instructional materials and curriculum upon request

These rights do not exempt students from attendance unless proper procedures are followed.

PARTNERSHIP WITH FAMILIES

Our school is committed to open communication and collaboration with families. We encourage parents and guardians to contact school staff at any time with questions or concerns about their child's education or well-being.

INSTRUCTIONAL CONTENT

Parents/guardians will receive advance notice and may choose to opt their child out of any instruction, class, or program that includes content related to:

Sexuality, Sexual orientation and/or Gender identity

Alternative academic content will be provided to ensure continued learning without penalty.

RELEASE FOR RELIGIOUS INSTRUCTION

In accordance with ORC § 3313.6022, Canal Winchester Schools permits students to be released from school for up to one hour per week to participate in religious instruction, provided the following conditions are met:

A parent or guardian submits a written request in advance

The instruction occurs off school property and uses no public funds

The student assumes full responsibility for making up missed work

Release time may be scheduled only during non-core academic periods and is subject to administrative approval

The school reserves the right to determine when release time can be scheduled based on the student's academic needs, supervision, and scheduling constraints

ACCESS TO RECORDS AND INFORMATION

Parents/guardians have the right to:

Review their child's educational and health records,

Request copies of instructional materials used in their child's classes,

Be informed of any third-party surveys or assessments requiring parental consent.

SECTION 2 - BUILDING INFORMATION

2026-2027 IMPORTANT DATES

<https://resources.finalsite.net/images/v1765242280/canalwinchesterschoolsorg/k3cq5ouemf9mhvpxnv0/2026-2027DistrictCalendar-FinalBOEapproved11-10-25.pdf>

AUGUST						
Su	M	T	W	Th	F	Sa
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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Semester Grading Periods – MS/HS	
1 st Quarter	8/13/26 – 10/15/26
2 nd Quarter	10/19/26 – 12/18/26
Semester Break	
3 rd Quarter	1/4/27 – 3/12/27
4 th Quarter	3/15/27 – 5/27/27

 Canal Winchester LOCAL SCHOOLS Empowering All Students For Success	
2026-2027 District Calendar	
August 2026	
Aug 5-7	New Staff Work Days
Aug 10	Full Staff Work Day
Aug 11	Professional Development Day
Aug 12	Full Staff Work Day
Aug 13	First Day for Students (staggered starts TBD)
September 2026	
Sept 7	No School – Labor Day
Sept 21	No School – Prof. Development Day
October 2026	
Oct 15	End 1 st Quarter (MS/HS)
Oct 16	No School – Fall Break
Oct 19	Begin 2 nd Quarter (MS/HS)
Oct 30	End 1 st Trimester (IT/WT)
November 2026	
Nov 2	No School – Conferences (altered hours)
Nov 3	No School – Prof. Development
Nov 4	Begin 2 nd Trimester (IT/WT)
Nov 25-27	No School – Thanksgiving Break
December 2026	
Dec 18	End 2 nd Quarter/1 st Semester (MS/HS)
Dec 21- Jan 1	No School – Winter Break
January 2027	
Jan 1	No School – Winter Break cont.
Jan 4	School Resumes/Begin 3 rd Quarter
Jan 18	No School – Martin Luther King Day
February 2027	
Feb 12-15	No School – Presidents Day Wknd
Feb 19	End 2 nd Trimester (IT/WT)
Feb 22	Begin 3 rd Trimester (IT/WT)
March 2027	
Mar 10	No School – Prof. Development/ Eid al-Fitr
Mar 12	End 3 rd Quarter (MS/HS)
Mar 15	Begin 3 rd Quarter (MS/HS)
Mar 26- Apr 2	No School – Spring Break
April 2027	
Apr 1-2	No School – Spring Break cont.
April 30	No School
May 2027	
May 27	Last Day for Students
May 28	Last Day for Teachers
May 31	Memorial Day

	New Staff Work Day
	No School – Staff Work Day/Prof Development Day
	No School – Holiday or Break
	First Day/Last Day for Students
	End of Trimester/Grading Period – IT/WT
	End of Quarter/Grading Period – MS/HS

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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23	24	25	26	27	28	29

Trimester Grading Periods – IT/WT	
1 st trimester	8/13/26 – 10/30/26
2 nd trimester	11/4/26 – 2/19/27
3 rd trimester	2/22/27 – 5/27/27

Report Cards/Invenms (Gr 3-12):
final grades available in PowerSchool the Thursday
following the Quarter/Trimester End Date listed

BOE approved 11-10-25

ITES: STUDENT SUCCESS NIGHT

This is a great opportunity for you to attend a virtual or in-person conference with the teacher regarding classroom procedures, parent communication opportunities, Reading/Math curricula, and Reading/Math strategies.

INTERIM Reports and REPORT CARDS

Interim Reports and report cards are available through Parent PowerSchool. You may log in to your account at any time to check on your student(s) progress. Report cards will no longer be printed. Please log in to Parent PowerSchool, click on REPORT CARD and then PAPER REPORT CARD to see your student's report card.

FAMILY CONFERENCES

The elementary school will be holding scheduled conferences. Appointments are scheduled on a first come, first served basis and could possibly be a virtual conference with your teacher. **Since the conferences are only 15 minutes in length, they are meant only to be a discussion of student academic and behavioral progress between the parent/guardian and teachers. If additional time is needed, arrangements can be made with the teachers.**

BREAKFAST AND LUNCH

A standard breakfast and lunch will be provided to all students. There is no meal charge. However, there also are a la carte items individually priced that are available for purchase. Breakfast will be grab and go as the students enter the buildings in the mornings and lunch will be as scheduled for their grade level or classroom.

RECESS PROCEDURES:

Students will go out for recess weather permitting; however, they will stay in if the wind chill is below 25 degrees. Please dress your child appropriately.

CLASSROOM / OFFICE VOLUNTEERS

Parent/guardian volunteers who will assist teachers and staff in classroom tasks such as copying, laminating, or binding must be scheduled in advance with the teacher or staff member directly. They must sign-in through the office and obtain a visitor's pass. It is at the discretion of the teacher or staff member as to the number of days/hours that they need assistance with these tasks. All volunteers must complete a Volunteer Form ahead of time.

DISABLED VISITOR

If a person with a disability visits the school and requests accommodation s/he may submit in advance of the visit, **Request For Accommodation Form (9160AF1)**.

LOST AND FOUND

The lost and found is located on the stage. If you have lost an article, please come to the office and describe the item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them. Unclaimed items will be donated to charity at the end of each grading period.

STUDENT VALUABLES

Students are discouraged from bringing student valuables (toys, balls, games, etc.) to school. The school will not assume responsibility for loss or damage. Students are prohibited from playing with such items as radios, Ipods, electronic games, and cellular telephones at school. This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.

ELECTRONIC DEVICES

Students may possess electronic entertainment devices on school grounds before and after school. Students may use these devices appropriately on the bus in the morning or afternoon. Phones or smart watches may **NOT** be used during instructional time; this includes in the hallway or during a restroom break. Students may not record (audio or video) classroom activities without permission of the principal/designee. Recording in restrooms and/or locker rooms is also prohibited. Students who record campus disruptions will face

discipline consequences. Devices will be confiscated from students failing to comply with individual teacher expectations. After the second infraction, confiscated devices will only be returned to a parent/guardian.

1st offense: Teacher returns to student at the end of the day. Parent contacted.

2nd offense: Parent contacted. Phone returned to parent.

3rd offense & onward: TBD based on parent conversation

NON-SCHOOL SPONSORED CLUBS/ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the office. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

STUDENT BIRTHDAYS

Birthdays - The staff recognizes that birthdays are very special days for children. We want to help your student celebrate this special occasion; however, to protect students with food allergies and to comply with board policy, please follow these guidelines: 1. Limit your treats to non-food items such as stickers, pencils, etc. 2. Refrain from sending flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school. **NO FOOD ITEMS MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS DUE TO FOOD ALLERGIES AND DIETARY RESTRICTIONS.**

HOLIDAY CELEBRATIONS

Pre-packaged food may be allowable based on the discretion from the building administration. Teachers will communicate their wants/needs for the specific celebration and/or project.

FOOD/DRINK IN BUILDING

Students are not permitted to have food delivered to the school during school hours from businesses/parents/friends/other students. Businesses (Doordash, Uber Eats, etc.) who arrive with student-ordered food will not be permitted entry to the building. If students are found to be allowing these deliveries from businesses or parents through unauthorized entry points of the school, the student(s) will receive consequences in the form of school discipline.

STUDENT SALES

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be sold at school. **Money and/or merchandise are not to be exchanged between students for any reason.**

Requests to Use School Facilities to Provide Private Services

Except in unique circumstances or an isolated instance, schools will not make facilities available for private-service providers, such as doctors, psychologists and therapists, to provide services to students at school – either in person or remotely. Parents may remove their children from school to receive private services off campus. However, parents are encouraged to schedule private services at a time that does not conflict with the student's school day.

SCHOOL VISITATION

All adult members of our community are welcome to visit the school. To avoid interruption of the educational process, students are not permitted to bring visitors to school. State law requires any person visiting the school to report directly to the office. Parents/guardians are encouraged to keep open communication with all classroom teachers. Teachers have a regularly assigned period of time when conferences can take place. Any conference with teachers should be scheduled in advance and parents/guardians must report directly to the office upon entering the building. If a parent/guardian would like to observe a classroom, or any part of the building other than the front office, then the Visitor's Guideline Form must be completed at least one day

prior to requested visit. If approved, a time will be arranged for the visit. If a parent/guardian would like to have lunch with their student, please notify the front office so that a space in the office may be secured for the lunchtime visit.

Due safety and security, any meetings with building personnel need to be scheduled in advance with the personnel or building administrative assistants. Meetings that are not previously scheduled cannot be accommodated.

TELEPHONE USE (Cell Phone Policy)

This school year, students at Indian and Winchester Trail Elementary School will not be allowed to use personal electronic devices during the school day. Our goal with these changes to our cell phone expectations is to support students in developing healthy technology habits and to limit distractions in the classroom. We believe these strategies will help students limit cell phone use, improve focus on learning, and lead to better academic outcomes and wellness for students.

Here's what students and families need to know about our new cell phone policy and expectations:

Our goal with these changes to our cell phone expectations is to support students in developing healthy technology habits and to limit distractions in the classroom. We believe these strategies will help students limit cell phone use, improve focus on learning, and lead to better academic outcomes and wellness for students.

Here's what students and families need to know about our new cell phone policy and expectations:

- To support a focused and respectful learning environment, the use of personal electronic devices—including but not limited to cell phones, smartwatches, headphones/earbuds, and other non-instructional electronic devices—is not permitted during regular school hours or during any school-sponsored events that take place within the regular school day.
- All personal devices must be turned off and stored out of sight from the beginning of the school day until dismissal. This includes common areas such as hallways
- the cafeteria, and restrooms.
- Students are encouraged to leave their devices at home if they are unable or unwilling to store them appropriately during the school day. The school district is not responsible for lost, stolen, or damaged electronic devices.
- Access to school email and other digital resources is provided to support collaboration and learning. Use of school communication tools must align with educational purposes and should not be used for mass messaging without explicit staff permission.
- Exceptions to this policy will be made for students with documented needs as outlined in an Individualized Education Plan (IEP), 504 Plan, or for verified medical requirements. Building administrators will work directly with students and families to provide appropriate accommodations.

Inappropriate use of devices during restricted times may result in consequences as determined by school staff and administration and will be progressive. Consequences can include, *but are not limited to*, after school detentions, extended school assignments and Alternative Learning Classroom Placements.

SECTION 3 - STUDENT HEALTH AND WELL BEING

Student safety is a responsibility of students and staff. All staff members are familiar with emergency procedures such as fire drills, tornado drills, safety drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff member immediately.

Schools in the Canal Winchester School District, have Threat Assessment Teams which meet the requirements of the S.A.V.E. Students Act. Team members have completed threat assessment training that has been approved by the Ohio Department of Education and Workforce and the Office of the Attorney General. In addition, the District has an anonymous reporting system (Stay Safe, Speak Up!) that can be accessed from the home page of the District's website, www.cwschools.org. At this site, you can report any situation that you feel puts a child's safety at risk.

Anonymous Tip Line

Stay Safe. Speak Up.

Canal Winchester Local Schools is fully committed to your safety and well-being. That's why we're using Stay Safe. Speak Up! Student Safety Reporting System that allows students, parents, and staff to submit safety concerns to school officials. If you, or someone you know, is being bullied, harassed, considering

suicide, bringing a weapon to school, or has any other safety concern, you can easily submit a report in one of three ways:

1. Mobile App. Download the Stay Safe. Speak Up! Mobile app and enter our unique District Code to submit reports directly from your smartphone. DISTRICT CODE: CANAL
2. Phone. Call 1-866-547-8362 to leave a voice message or speak with a trained, live attendant.

Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.

3. Online. Go to the district's website and click on the Stay Safe. Speak Up! Button to access the online form from a desktop computer or laptop.

Your voice matters, and we are counting on you to help us make Canal Winchester Local Schools a positive environment for all students. We appreciate your support.

Suicide Prevention Lifeline

Beginning Saturday, July 16, the National Suicide Prevention Lifeline can be reached by calling or texting 988. This is an easy-to-remember alternative to 1-800-273-8255, which also will remain active. The Lifeline online chat platform is also available.

The Veterans Crisis Line is available to veterans, service members and their loved ones by calling 1-800-273-8255, texting 838255 and through online chat. As of July 16, the Veterans Crisis Line can also be reached by dialing 988 then pressing 1.

These changes reflect a commitment to provide better access to help for those in crisis and to reduce the stigma surrounding suicide and mental health issues. To learn more, [click here](#).

SCHOOL COUNSELING SERVICES

School counselors are available to talk with individuals or small groups about their academic, personal or social concerns. As the school counselor assists students in discussing feelings, sorting out difficulties, problems, and exploring options, it may help the student to understand the steps to decision-making or the problem-solving model. Referring the student for additional help will be made as necessary. Other opportunities for the learning of important information to assist students may include classroom visits, where such topics may be covered:

- Study and Organizational Skills
- Problem-Solving, Decision-Making
- Stress Management/Test Anxiety
- Career and Educational Planning
- Conflict Resolution

Guidance services also include assistance to teachers and parents and coordination of school programs and events, all contributing to the learning environment.

STUDENT HEALTH AND MEDICAL INFORMATION

Immunizations

Students in grades K-12 are required to have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, chicken pox, meningitis, tuberculosis testing if enrolling from a foreign country, and any other immunizations required by Ohio law and board policy. Those students not providing proof of required immunizations within fourteen (14) calendar days of school attendance will be subject to exclusion. Any questions about exemptions or immunizations should be directed to the school health staff. In addition to the immunizations listed **above**, **preschool students are** required to have proof of

immunization against influenza, Haemophilus influenza type b, pneumococcal disease, hepatitis A, and rotavirus.

Physical Examinations

First grade students new to our district and all students in preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten/first grade) and this form is kept in the student's medical file in the school health office. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as they are enrolled in preschool.

Wellness Policy

As required by law, the Canal Winchester Board of Education has established a Wellness Policy for the Canal Winchester Local School District. The board of education recognizes that good nutrition and regular physical activity affect the health and well-being of the district's students and staff. Each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities.

Injuries

Injuries occurring during school should be reported to a teacher, school health staff or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school health staff is required, the school emergency procedures will be followed. For any injury, in or out of school, procedure or surgery which causes functional changes, documentation is needed for any activity restriction (i.e. stair climbing, limitations, physical education or sport restrictions). To ensure safety and proper accommodations, a note from the student's care provider is required if the student needs to use the elevator, any assistive devices such as wheelchair, or crutches during school. Additional follow up from the care provider is required releasing the student to return to regular activity once fully recovered.

Illness

If a student becomes ill during the school day, they will be sent to the school clinic. The school health staff or the office staff will determine whether or not the student should return to class or be sent home. If it is deemed necessary for a student to leave school, a parent/guardian or an individual listed as an emergency contact will be contacted to pick up the student or requested to make arrangements for pick up. Upon arrival at the school for student pick up, after providing proper identification the parent/guardian or emergency contact will sign the student out in the school office. High school students with their own transportation who have been assessed in the school clinic, are deemed safe to drive and have parent/guardian permission, may then drive themselves home. Students are not permitted to stay in the school clinic during the school day. Any student that is ill and required to leave school should be picked up or arrangements made for pick up within a reasonable amount of time. Students are required to be fever free for 24 hours without the use of fever-reducing medication and 24 hours symptom-free of diarrhea or vomiting prior to returning to school.

Emergency Medical Authorization Forms

All students are required to have a Student Health History and a Student information Form, which includes Emergency Medical Authorization, completed and updated annually. These forms are accessed online in PowerSchool on the school website and are to be completed by the third day of school. Parents/guardians are requested to update PowerSchool forms when health information, medications, allergies, telephone numbers, addresses and/or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made.

Drug Prevention

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as

defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Conditions Requiring Exclusion from School

The Ohio Department of Health has provided strict guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your child and others from unnecessary exposure to infectious or communicable organisms. If these conditions are found or suspected by the school health staff or office staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to; strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.
- Fever of 100 degrees F. or higher within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Scabies, until initial treatment of an appropriate scabicide
- Impetigo, until there is no discharge and has been treated for 24 hours
- Chicken pox, until the 6th day after onset and until all sores (lesions) are dry, (students with shingles do not need to be excluded as long as sores are covered with clothing or bandages until sores have crusted)
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “all children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician”

Control of Casual Contact Communicable Diseases

Because schools have 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 has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include, but not limited to; diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, head lice and other conditions indicated by the local and state health departments. Any removal will be for the contagious period as specified in the school's administrative guidelines and per the department of health requirements.

Use of Medications

The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours and school sponsored functions will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child is disabled and requires medication to benefit from his/her educational program. **For the safety of our students, the transportation of prescription medications to and from school is the responsibility of the parent/guardian.** For the purposes of this policy, “prescribed medication” shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Prescription Medications

Before any prescription medication or treatment may be administered to any student during school hours or school sponsored functions, the Canal Winchester Board of Education requires the student's physician/licensed prescriber and parent/guardian to complete a Medication Authorization Form. **The authorization form is required to be renewed each school year.** This document shall be kept on file in the school health clinic. Prescription medication must be in the original container, labeled with the date, student's name, prescriber's name and exact dosage. The Medication Authorization Form is required to be completed by a licensed prescriber and the parent/guardian for daily use or greater of any supplement, herbal, homeopathic or non-FDA regulated medication. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. **All prescription medications must be stored and locked in the school health clinic.**

Non-Prescription/Over-the-Counter Medications

Students in grades K-12 may have over-the-counter medication if the required Non-Prescription Medication Authorization section of the Student Health History has been completed in PowerSchool. All medications must be provided by the parent/guardian to be stored only in the school health clinic and *administered by authorized school personnel, the child's parent/guardian, or authorized caregiver only.* Students in grades 6-12 may carry and self-administer over-the-counter medications only when indicated by the parent/guardian on the Non-Prescription Medication Authorization section of the Health History in PowerSchool. Canal Winchester School District does not supply medications. Non-prescription medications must be in the original container with the student's name, expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, and lactase products. Parents/guardians can revise the authorized medication list at any time in PowerSchool within the Health History Form.

Students in preschool who need over-the-counter medication during school hours are required to have a Medication Authorization Form completed by the licensed prescriber. See the Preschool Parent Handbook for more information.

Any medication or medication equipment remaining at the end of the school year will be discarded one week after the last day of school.

Health Screening Programs

The Canal Winchester Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that may pertain to your child (age and/or need appropriate) are listed below:

- speech/language screening
- hearing screening
- vision screening

In addition to these screenings, the nurse, school health staff and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

SECTION 4 - ACADEMIC POLICIES

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the co-curricular program. No student may participate in any school-approved trip without parental consent and online Parent PowerSchool forms being completed. Student Code of Conduct rules apply to all field trips.

Homework

Homework will be assigned as part of the curriculum to extend and reinforce the school learning experience. Homework provides practice of skills, experience in data gathering, integration of knowledge, remedial assistance and development of independent work and judgment. The number, frequency and difficulty of homework assignments will be based on the ability and needs of a student.

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students’ or staff members’ privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board’s policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students’ academic success and that the staff is tasked to develop in each student.

Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students’ unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

1. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
3. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze

information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Student Responsibilities

Keep an accurate list of all homework assignments/projects in a student plan book; find out what materials are expected to be used in the completion of homework assignments; set aside a time each evening for homework; turn completed assignments in on time; arrange a time with the teacher for needed extra instruction and inform parents/guardians when school supplies need to be replenished.

Parent/Guardian Responsibilities

Encourage, motivate, prompt and question child regarding homework assignments and projects; check book bag to make sure things are organized; create a space to do homework; provide AND replenish required school supplies for home and school use and help your child set up a weekly calendar. This should include extra-curricular activities, family commitments, appointments and academic requirements.

Teacher Responsibilities

Encourage, motivate, prompt and question child regarding homework assignments and projects; homework assignments should not exceed 10 minutes per grade level of actual time on task. For example: third grade students should not have more than thirty minutes of homework for all subjects combined. This policy does not apply to long-term assignments. Categorize homework as preparatory, practice, extension or creative to help students see the purpose of the assignment; discuss and assess homework in a timely manner; send home reminder check sheets at the end of first semester and otherwise as needed for replenishing needed school supplies. No homework assignments will be scheduled during testing weeks, Thanksgiving break, winter break and spring break.

Homework Request

Homework assignments should only be requested when a student is absent **two or more** consecutive days. In order for the teacher to have the necessary time to acquire homework for absent students, parents/guardians need to call the office before 10:00 a.m. Homework will be ready for pick-up after school in the office. Homework, tests, reports, or projects that were assigned in advance of the absence are due upon returning, if no additional information or material was provided during the absence.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State Standards and District Policy. Unless exempted, each student will be expected to pass the appropriate Ohio State Assessments. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

PROMOTION, RETENTION & PLACEMENT

In making decisions concerning proper grade level assignment and/or promotion, the following areas will be taken into consideration: teacher assessment of student's progress, developmental age of student, social and emotional well-being of the student, attendance, and test results. In cases of **retention**, the parent /guardian will be contacted in advance, although **the final decision will rest with the principal**, with an appeal to the superintendent. **Placement** in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention. In certain cases, conditional placement may be in order at a grade level to determine appropriateness.

BUILDING GRADING SCALE

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

ITES ACADEMIC PERFORMANCE LEVELS

3 – Meeting Expectations

2 – Progressing Towards Expectations

1 – Needs Additional Support

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The District has designated the following as directory information: student's name, major field of study, dates of attendance, current grade level, participation in officially recognized activities and sports, height and weight of a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student. The primary purpose of directory information is to allow the district to include this type of information in certain publications such as: a playbill, showing your student's role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

STUDENT RECORDS

Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - confidential records and directory information. The Records Control Officer for the district is responsible for the processing and maintenance of all student records.

Confidential Records

Confidential records contain education and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator. Parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents/guardians have the right to review educational records generated by the school district, request amendment to these records, insert addenda to records and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal in writing stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

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disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not wish for Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. The Board designates as student directory information: a student's name; participation in officially-recognized activities and sports; height and weight of members of athletic teams; degrees, honors and awards received; date of graduation; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended; and/or photos/videos for district publication on website and/or social media. The primary purpose of directory information is to allow the district to include this type of information in publications such as a playbill, showing your student's role in drama or musical productions; a yearbook; an honor roll or other recognition list; and graduation programs.

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PHOTOGRAPHY/PUBLICATION DISCLAIMER

During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products and other similar publications. If you **DO NOT** want your child's image published in the manner described above, please notify the office **in writing** as soon as possible and then verify with us that we have received your request. You must submit such a written notice to the office at the beginning of each school year.

INDIAN TRAIL FACULTY AND STAFF

* For a list of all faculty and staff members, please visit <https://indiantrail.cwschools.org/about/staff-directory>

Important Phone Numbers

INDIAN TRAIL FACULTY AND STAFF

* For a list of all faculty and staff members, please visit <https://indiantrail.cwschools.org/about/staff-directory>

Important Phone Numbers

ITES Office	614-833-2154
ITES Fax	614-833-2167
Board Office	614-837-4533
School Counseling	614-833-2166
Transportation	614-833-2164

WINCHESTER TRAIL FACULTY AND STAFF

* For a list of all faculty and staff members, please visit <https://winchestertrail.cwschools.org/about/staff-directory>

Important Phone Numbers

WTES Office	614-833-2150
WTES Fax	614-833-2161
Board Office	614-837-4533
School Counseling	614-833-2166
Transportation	614-833-2164

SECTION 5 - SCHOOL ATTENDANCE POLICY

The Canal Winchester Local School District is committed to providing a formal quality education to its students. Student attendance is covered by board policies 5200, 5200.03 and 5400.04 along with the applicable Ohio Revised Code and Ohio Administrative Code sections listed in those policies.

Ohio Revised Code 3321.04, Compulsory Attendance Law states in part: Every parent of any child (under the age of 18) ... "must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend the full time the school or program is in session. "

The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the Ohio Department of Education and Workforce, along with the Canal Winchester School District.

Chronic Absenteeism

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

Once your student has or is approaching 5% chronic absenteeism (this includes excused and unexcused absences), a ParentSquare message will be sent to parent/guardian to inform them of the threshold being met.

There is a three (3) tiered system in place for Chronic Absenteeism.

- Tier 1: When a student misses 5% of the required minimum school year hours, an automated message will be sent to the parent/guardian via ParentSquare to make them aware of the current threshold being met. (Chronic Absenteeism includes excused and unexcused absence hours. Habitual Truancy calculates all unexcused hours).

- Tier 2: When a student misses 10% of the required minimum school year hours, an automated letter is sent to the parent/guardian via ParentSquare or USPS.

may be asked to meet with the Absence Intervention Team (AIT) and select the intervention to implement for their particular situation. Interventions at this stage are designed to keep students in the Chronic Absenteeism category and out of the Habitual Truancy category.

Intervention strategies may consist of:

Provide counseling to a student.

Request or require the student's parent/guardian to attend a parental involvement program.

Request or require a parent/guardian to attend a truancy prevention mediation program.

Assign the student to an alternative school.

Take appropriate legal action.

Documentation on Habitual Truancy will be discussed and signed by the parent/guardian, student, and building administrator.

- Tier 3: Remaining in the Chronic Absenteeism category, the family may have a family visit with the Director of Student Services. The Absence Intervention Team (AIT) will utilize strategies from Tier 2 to help support the student. The District Social Worker may be assigned to the student's case.

At any point, if a student becomes Habitually Truant, one of the three tiers of Habitual Truancy becomes immediately activated.

Habitual Truancy

1. Between thirty (30) and seventy-two (72) hours of unexcused absences, the school will activate interventions based on the tier that applies to the student.

· Triggers for Habitual Truancy include:

1. Thirty (30) or more consecutive hours (hours in a row)
2. Forty-two (42) or more hours in one school month
3. Seventy-two (72) hours of unexcused absences in one school year

The three tiers of Habitual Truancy are defined as follows:

· Tier 1: If the student is Habitually Truant for the first time, the student is given 90 days of truancy diversion, seeking to improve school attendance and provide necessary interventions to aid in achieving this goal. If improvement is not made in this 90-day period, a truancy filing will be made with the Franklin County Juvenile Court.

· Tier 2: If a student has received truancy diversion **one** time in their academic career, the student is given 60 days of truancy diversion, seeking to improve school attendance and provide necessary interventions to aid in achieving this goal. If improvement is not made in this 60-day period, a truancy filing will be made with the Franklin County Juvenile Court.

· Tier 3: If the student has received truancy diversion **two or more** times in their academic career, interventions and truancy diversion are bypassed, and a truancy filing is immediately made with the Franklin County Juvenile Court.

Upon determination of the tier that applies to the student, if Tier 1 or 2, an Absence Intervention Team meeting will be scheduled and held with the parent/guardian within 14 calendar days of the triggering event. The intervention period (60 or 90 days) will begin the day of the AIP meeting.

If the student does not adhere to the plan or the plan is not successful and s/he continues to exhibit poor attendance, the district will formally refer the case to the county prosecutor and with Child Protective Services.

Membership of the Attendance Intervention Team

The team may vary based on the needs of the student, but must include:

- A. a representative of the district or school;
- B. another school representative who knows the student;
- C. the student's parent/guardians or designee (release of records for consent must be completed), guardian or temporary custodian;
- D. may include a school psychologist, counselor, social work, or a representative from a county agency designed to assist families with reducing absences.

Note: A student cannot be suspended or expelled for violation of the attendance policy.

Filing of Truancy

The attendance officer shall file a truancy complaint with the county prosecutor against a student on the sixty-first (61) day of unexcused or excused absences after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply subject to divisions (B)(2) and (3) of 3321.16 of the Ohio Revised Code.

A. The student was absent without a legitimate excuse from the public school the student is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.

B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication described under division (C)(2)(b) of section 3321.191 of the Ohio Revised Code.

C. The district's attendance officer has scheduled and attempted to meet with the student and parent/guardian to conduct an informal hearing.

D. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

An exception to the sixty-one (61) day requirement to file would be the student missing 30 consecutive hours or 42 hours in a month without a legitimate excuse after the implementation phase of the plan.

The Board authorizes the Superintendent/designee to inform the student and his/her parent, guardian, or custodian of the record of excessive absences as well as the district's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absences.

[Ohio Revised Code 3321.04](#), Compulsory Attendance Law states in part: ***Every parent of any child (under the age of 18) ... "must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend the full time the school or program is in session. "***

The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the Ohio Department of Education and Workforce, along with the Canal Winchester School District.

There are absences that are considered legitimate. These are noted in the Ohio Administrative Code. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- 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. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
- H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty [ORC 3320.04](#)
- I. 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 Any classroom assignment missed due to the absence shall be completed by the student.
If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- J. such good cause as may be acceptable to the Superintendent
- K. medically necessary leave for a pregnant student in accordance with Policy 5751
- L. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
- M. college visitation-The District requires verification of the date and time of the visitation by the college, university, or technical college.
- N. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- O. absences due to a student being homeless
- P. pre-enlistment reporting to military enlistment processing station, unless used to help fulfill graduation requirements and will be counted as "present" for school
- Q. children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian

Habitual Absences

Students have an obligation to attend school regularly and to abide by the rules and regulations of the Canal Winchester Local School District and the State of Ohio.

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 one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Excessive absenteeism shall be addressed with preventative strategies and alternatives to suspension or expulsion. A student cannot be suspended or expelled for violation of this policy.

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

- A. At thirty (30) hours of unexcused or excused absences, a letter will be sent home to the parent/guardian reviewing the attendance policy.
- B. Between thirty (30) and seventy-two (72) hours of unexcused or excused absences, the school will utilize interventions to assist with improving school attendance.
- C. At thirty (30) or more consecutive hours, forty-two (42) or more in one school month, or seventy-two (72) hours of unexcused absences in one school year, the school must refer the student to an Absence Intervention Team to create an individualized intervention plan within 7 days of the triggering event. Within fourteen (14) school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences. This plan will be monitored by the team and modified as needed.
 - 1. The school is required to make three (3) attempts, in good faith, to engage the parent/guardian in the development and participation of the attendance intervention plan. If the parent/guardian fails to respond to the district's attempts to include them in the development of the plan, the district may report the parent/guardian to Child Protective Services.
 - 2. If a student/family does not participate in the development of the plan, a copy will be mailed to the parent/guardian/guardian and the plan will be implemented.
 - 3. Within seven (7) days after the development of the plan, the school district or school shall make reasonable efforts to provide the student's parent/guardian, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

If the student reaches thirty (30) consecutive hours or forty-two (42) hours in 30 days of absences after the implementation of the absence intervention plan, the attendance officer will conduct an informal hearing.

If the student does not adhere to the plan or the plan is not successful and s/he continues to exhibit poor attendance, the district will formally refer the case to the county prosecutor and with Child Protective Services

Note: A student cannot be suspended or expelled for violation of the attendance policy.

VACATION PROCEDURES

These absences will count towards total parent/guardian excused call-in absences from school for a semester or for the year. Administration will only approve up to five total vacation days for the school year per student. A student going with parents on vacation during school time must COMPLETE A VACATION FORM (ALSO OBTAINED IN THE OFFICE OR ON THE DISTRICT WEBSITE) AND RETURN IT TO THE OFFICE AT LEAST ONE (1) WEEK PRIOR TO VACATION. Please refer to the make-up work procedure for homework guidelines.

- Projects, special assignments due during vacation, must be turned in prior to leaving for vacation unless previously agreed upon by the student and teacher.
- Students absent from school due to a vacation may not participate in or attend any extracurricular activities.

Early Dismissal

Once a student gets to school, he/she is expected to stay the entire day or until they are dismissed. Each student leaving school property during school hours will be required to have written communication from the parent/guardian or guardian. Please note that for security purposes, students will NOT be dismissed to parents/guardians following school events held during the regular school day. Parents/guardians wanting to take their student out of school early must follow the regular sign out procedures. Any student leaving early will be counted absent for that portion of the day.

Illness During School

If a student becomes ill during the school day, he/she will be sent to the clinic. Office personnel will follow health procedures set forth by the school nurse to determine if a student should return to class or be sent home. If it is deemed necessary for a student to leave school, a parent/guardian will be contacted to come to the school to pick up their student. The parent/guardian will need to sign their student out in the school office. Exceptions can be made for high school students who provide their own transportation. Children need to be fever-free for 24 hours prior to returning to school. Students are not permitted to stay in the clinic during the school day.

Required Physician's Documentation

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches thirty (30) hours of unexcused or excused absences, a reminder letter will be sent home to the parent/guardian reviewing the attendance policy. After a student reaches sixty-five (65) hours of unexcused or excused absences in a year or thirty-eight (38) hours of unexcused or excused absences in a month, a physician's note will be required for medical verification in order for the absence to be excused.

Please note: medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school.

Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence.

Extending or delaying the Attendance Intervention Plan

The district may extend the implementation of the plan and the filing of a complaint if the days leading up to the 61st day after the plan's implementation goes into the summer break. Furthermore, if a student becomes truant within 21 school days prior to the last day of the school year, the district may delay the time period to convene the absence intervention process until the start of the new school year in order to accommodate the summer months.

Tardiness to School

A student is expected to be on time and in attendance every day. The time missed for tardiness will accumulate towards hours that will trigger truancy events. All tardiness due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office.

SECTION 6 - TRANSPORTATION INFORMATION

Bus Transportation to School: Elementary transportation will be provided to students living beyond the established limited boundaries. The bus schedule and routes are available by contacting the Transportation Department at 614-833-2164. Transportation, beyond the limited boundaries, will be to and from the student's pick-up point and school ONLY. If the bus is late, students will report to the office before going to their homeroom. Upon dismissal, all students are expected to board their buses immediately.

NO School Bus Passes

Students are not permitted to ride a bus that is not their assigned bus.

Bus Conduct

Students are required to adhere to the following basic safety rules:

1. Students shall arrive at their bus stop 5 minutes before the bus is scheduled to arrive. If a driver arrives at a stop ahead of a scheduled pick-up time, the driver will wait until the scheduled pickup time, however the driver will not be expected to wait for late arrivals.
2. Students must wait in a location clear of traffic, away from where the bus stops, and wait for the driver's signal before approaching the bus. (The driver will designate a "place of safety", at the bus stop that each student is required to use. The "place of safety" will be at least 20 steps or more away from the bus. When getting off at the bus stop, students must return to the "designated place of safety" and remain in this area until the bus departs)
3. Behavior at the school bus stop and on the bus must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat so that the bus may safely resume motion.
5. Students must remain seated in a manner that keeps aisles and exits clear.
6. Students must observe conduct similar to what is expected in a classroom and obey the driver promptly and respectfully. This also means that noise levels should be kept reasonable, so as not to distract the driver.
7. Students must not use profane language.
8. The following items are prohibited on the bus: eating, drinking, tobacco, nicotine, alcohol, drugs, animals, insects, glass and large objects that cannot be held on your lap.
9. The use of profane language, gestures, remarks or signs is prohibited. This includes the broadcasting of such with personal devices.
10. Students must not use tobacco on the bus. This includes "vaping" and e-cigarettes.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required and prescribed specifically for that student.
12. Students must not throw or pass objects on, from or into the bus.
13. Students should not tamper with or cause damage to bus seats or any school bus equipment.
14. In general, students may only carry on the bus objects that can be held in their lap. Large repeat-use, curriculum-based or school equipment, (example, musical instruments) will be allowed on a bus only with

prior request and on a case-by-case basis. One-time school projects do NOT fit this exception.

15. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

16. Students must not put their head or arms out of the bus windows.

17. Animals are not allowed on the bus, except trained service animals.

Cell Phone Use on School Buses:

Cell phones may be used on the school bus provided they do not distract the bus driver or create an unsafe environment. The volume must be set to silent, and headphones are required for audio. The use of the flashlight is prohibited, and video or voice recording is not permitted.

Student and Parent Responsibilities

Parents/guardians and pupils must assume that school bus transportation is a privilege to the student – not a right. Pupils will ride on assigned buses. Parents/guardians must request, in writing, to permit deviation from this rule. Requests shall be made to the elementary and transportation offices. Pupils will ride their assigned bus both to and from home unless a written request signed by the parents/guardians asking permission to be let off the bus at some other stop is presented to the office. This note along with a bus pass issued by the office will be given to the driver by the student. Parents/guardians will assume responsibility of the child when such a request is made.

Parent/Guardian Pick-up/Drop-Off Procedure

Pick-up - Every time a parent/guardian comes to pick up a student early, you must show a photo ID. Any change in plans or person(s) for the pick-up of a student must be put in writing and submitted to the front office, (not the student's teacher). **Requests need to be received by the office by 2 pm. No one except a primary guardian is permitted to pick-up a student without a written note or email from the guardian on file.**

Drop off - If a student is dropped off at school after 9:00, the parent/guardian must walk the student into the building, show ID at camera, and sign him/her in. A student should not arrive at school prior to 8:50am as no staff is on duty during that time.

SECTION 7 - SCHOOL SAFETY

FIRE, TORNADO AND LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice fire, tornado and lockdown drills throughout the year. Students are expected to become familiar with each drill, observe the procedures developed, and comply with teacher/administrator expectations and directions before, during and after the implementation of the drill.

Evacuation procedures are posted in each classroom.

BUILDING ACCESS:

Front doors are locked at all times. To gain access to the building, parents/guardians must use the call box located to the left of the office doors. At the call box you will need to ring the bell and show your Photo ID to the camera and state the reason for your visit.

**** IF YOU DO NOT HAVE YOUR PHOTO ID, YOU WILL NOT BE PERMITTED TO ENTER THE BUILDING.****

TECHNOLOGY NETWORK AND INTERNET GUIDELINES

Internet access is available to Indian and Winchester Trail students. Students are required to obtain a network user account and password from the technology instructor in order to gain access to the network. Rules and guidelines for the proper use of the network are set forth in the district's Acceptable Use Policy.

Violation of this policy will result in disciplinary action as deemed appropriate in the student code of conduct. The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents agree to the adopted Acceptable Use Policy and Rules set forth in the Student/Parent Handbook. Students are permitted the use of personal devices on the school network as part of the AUP

The cell phone policy makes exceptions for students who use a personal electronic device as part of their individualized education plan (IEP) or 504 plan or to monitor a health concern. Building administrators will work directly with those students and families to plan for their students' accommodations.

*When notified the district may "initiate responsive action" due to a warrant, subpoena, or missing/stolen device. If, in response to a threat to life or safety, the district initiates action on its own OR initiates an action under specific [Ohio Revised Code](#) obligations, UNLESS the notice itself poses a threat to life or safety.

USE OF INTERNET LANGUAGE

The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents/guardians agree to the adopted Acceptable Use Policy, hereinafter referred to as "AUP" and Rules set forth in the Student Handbook unless a completed "opt out" form is submitted. Students are permitted the use of personal devices on the school network as part of the AUP.

Library Learning Commons GUIDELINES

The mission of the media center is to ensure that students and staff are effective users of ideas and information. To achieve this mission, the certified library media specialist will provide physical and intellectual access to all types of information, promote ethical behavior concerning the use of information, demonstrate that reading serves many purposes, and provide students with the necessary skills to conduct research. The LLC maintains an open schedule during the school day to accommodate students, staff, and community members. Patrons are expected to respect LLC property, use electronic and print resources appropriately, and abide by the Student Code of Conduct rules when visiting the media center. Patrons assume full responsibility for materials borrowed from the media center. Overdue notices will be sent to students each grading period. Fees will be charged for damaged and lost items. The use of the media center is a privilege that may be suspended or revoked.

If a student loses or damages a book, the student will be assessed a fine. If book(s) is/are returned damaged, a fine will be applied. Such fines will remain on the student account from year to year, building to building, until such fines are paid in full.

Library Learning Commons (LLC) GUIDELINES

The mission of the media center is to ensure that students and staff are effective users of ideas and information. To achieve this mission, the certified library media specialist will provide physical and intellectual access to all types of information, promote ethical behavior concerning the use of information, demonstrate that reading serves many purposes, and provide students with the necessary skills to conduct research. The LLC maintains an open schedule during the school day to accommodate students, staff, and community members. Patrons are expected to respect LLC property, use electronic and print resources appropriately, and abide by the Student Code of Conduct rules when visiting the media center. Patrons assume full responsibility for materials borrowed from the media center. Overdue notices will be sent to students each grading period. Fees will be charged for damaged and lost items. The use of the media center is a privilege that may be suspended or revoked.

If a student loses or damages a book, the student will be assessed a fine. If book(s) is/are returned damaged, a fine will be applied. Such fines will remain on the student account from year to year, building to building, until such fines are paid in full.

SECTION 8 - STUDENT CODE OF CONDUCT

BOARD OF EDUCATION'S POSITION ON STUDENT CONDUCT

Respect for law and for those persons in authority shall be *expected* of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability and display of personal standards of courtesy, decency, and honesty shall be maintained in the schools of the District.

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students learn to assume responsibility for their own behavior and the consequences of their actions. Student conduct shall be governed by the rules and provisions of the Student Code

f Conduct. Electronic monitoring devices may be located in various parts of the building that may record and be used in disciplinary action. The Board shall require each student of this District to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially acceptable behavior;
2. respect the person and property;
3. preserve the degree of order necessary to the educational program in which they are engaged;
4. respect the rights of others; and
5. obey constituted authority and respond to those who hold that authority.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Canal Winchester Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying and cyberbullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA

, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate (cyberbullying). Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation that a reasonable person under the circumstances should know and will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student' personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

Harassment, intimidation, or bullying toward a student (henceforth referred to throughout this policy as aggressive behavior), by other students 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 of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property on a school bus or while enroute to or from school, and those occurring off school property if the student 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 or in a school vehicle.

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:

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

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). These electronically transmitted acts must have been engaged on school property or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under school's control or in a school vehicle.

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 any staff member, the building principal or assistant principal, or the Superintendent. School staff who will be responsible for notifying the appropriate administrator or Board official.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students. Individuals may also be referred to law enforcement officials.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will

not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above

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

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall document that s/he notified the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Formal Complaint

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

Informal or Anonymous Complaint

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may

include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will make every effort to protect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, 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. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

Immunity

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

Notification

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

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

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

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

Education and Training

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

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

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

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

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

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

AS PER OHIO REVISED CODE 3313.661 Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of laws affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work achievement within the range of one's ability and display of personal standards of courtesy, decency and honesty shall be maintained in the schools of the district

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The rules and provisions of the Student Code of Conduct shall govern student conduct. The Board shall require each student of this district to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person and property
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

Although these rules are listed to cover most situations, they in no way should be thought of as an exclusive list. Any action deemed to interfere with safety or the educational process can be punished at the discretion of the principal, assistant principal or teacher. This Code of Conduct applies to when students are on school property and/or virtually.

Search and Seizure

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education per Board policy 5771, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided desks

and other equipment including computers and network access in which to store materials. It should be clearly understood that this equipment is the property of the school district and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Positive Behavior Interventions and Support (PBIS)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board of Education is committed to the implementation of the Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social, and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort, and in accordance with the terms of the district's policy, use approved physical restraint or seclusion to maintain a safe environment.

For more information, including the complaint process outlined within this policy, please reference Board Policy 5630.01 <http://go.boarddocs.com/oh/cwls/Board.nsf/goto?open&id=CBHN3C5CDC67>

DRESS AND GROOMING

DRESS CODE

At Indian and Winchester Trail Elementary School the expectation is that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and should be explained within this dress code.

Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that students are fully covered with non-see-through fabric.

All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students must wear, while following the basic principle of Section 1 above:

- A shirt with fabric that covers the torso/midriff in the front, back, on the sides, and under the arms
- Pants/jeans or the equivalent (a skirt, sweatpants, leggings, dress, or shorts of a reasonable length), AND

Shoes. Specific shoes may be required for certain classes for health and safety purposes (PE, science labs, etc.) Slippers are not appropriate.

Students May Wear:

- Head Coverings for religious, cultural or medical purposes. Head coverings must allow the face to be visible to staff and not obscure the face or ears (except for religious, cultural or medical reasons), and not interfere with the line of sight of any student or staff.
- Fitted pants, including non-see-through fabric leggings, or leggings with see-through panels, yoga pants and “skinny jeans” as long as underwear and buttocks are not exposed.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Pajama Pants.
- Athletic attire.
- Waistbands on undergarments or straps on undergarments should not be visible.
- Sunglasses outdoors only

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes to provide adequate safety measures (i.e., safety glasses in Science). Students are not permitted to wear school athletic uniforms without the permission of their coach or the Athletic Director. Guidelines may also be adjusted to meet student health needs, to accommodate for religious obligations (observances) as well as other special circumstances as authorized by site administration.

Students Cannot Wear:

- Violent language or images, including gang-related attire.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Tank tops, spaghetti straps, or halter tops without a clothing item worn over it made of non-see through fabric that covers shoulders and stomach
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class or consistently marginalized group.
- Any clothing that reveals visible undergarments (Sheer tops or bottoms).
- Strapless tops, strapless dresses or tube tops.
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face and ears (except as a religious observance).
- Sunglasses indoors (unless there is an authorized medical reason to wear indoors).
- Blankets

**There may be different expectations for certain special school-sponsored events, such as dances or promotions where strapless dresses may be allowed. The details of the dress code for special events will be communicated by each school site.*

Dress Code Enforcement - To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently.

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- If the student or parent/guardian cannot provide alternative clothing, the school will provide clean clothing items to the student to wear for the remainder of the day.
- Chronic/Non-Compliance may result in school consequences

Possession of Electronic Equipment/Cell Phones and Other Games (Toys)

Electronic devices are permitted for instructional use as directed by the classroom teacher. Inappropriate or unauthorized use of electronic devices is a violation of the Student Code of Conduct.

STUDENT CODE OF CONDUCT

CODE OF CONDUCT - PART I

Any violation of the following rules may result in an immediate **ten (10) day** suspension from school.

Violators may be referred to civil authorities and may be subject to expulsion of up to one calendar year. ***Any infraction that violates the law or may cause imminent harm to a person or property may result in a police report being filed.***

1. Alcohol, Drugs and/or Paraphernalia

During any hours a student is on school premises, or authorized transportation, or at any school sponsored activity held on or off the school premises, students shall not knowingly possess, use, sell, offer to sell, offer to purchase, supply, conceal, show evidence of consumption/use, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The School has a "Drug Free" zone that extends 1000 ft beyond the school boundaries.

Possession—includes, without limitation, retention on the student's person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school while in attendance at a school function.

Use of/Evidence of use—is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration. Use also includes consuming any amount of alcohol or drugs prior to attending school or a school related activity through admission or detection.

Drugs/Drug paraphernalia—includes, without limitation, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication), or any drug type paraphernalia. All medicine will be kept in the nurse's office.

2. Distributing, selling, or offering to sell drugs or alcohol

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at a school function away from the school will be recommended for expulsion for the 1st offense.

3. Counterfeit Controlled Substances

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "Possession" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a "counterfeit controlled substance" as a "controlled substance."

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different from the substance being represented.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. Possession or Use of Weapons or Dangerous Instruments

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms,

knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, may be considered a weapon or dangerous instrument

In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

Additionally, Section 2923.122 of the ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

5. Use of an object as a weapon

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

6. Threats of violence or actions of violence

Students are expected to refrain from making threats of violence and/or actions of violence towards the school district or school employee. This involves students which are responsible for making threats of violence or actions of violence on or off school property directed towards the school district or a school employee. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. A police report will be filed and criminal charges may be brought against the student(s) involved in the incident.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Disruption of the Educational Process

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following actions are prohibited:

- a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
- b. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of the building, corridor or room.
- c. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
- d. Any communication (oral, written or electronic) of a bomb threat.
- e. Blocking normal pedestrian or vehicular traffic.
- f. Starting or attempting to start any FIRES on school grounds.

9. Inducing Panic

No student shall induce panic, i.e., cause evacuation of any school building or otherwise cause serious public inconvenience or alarm by:

- a. initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to making a bomb threat, making a hit list, threatening manifesto, threats to school, social media threats etc.
- b. a student shall not initiate a fire alarm or initiate a report warning of a fire without cause, or give false information or falsely report school incidents.

c. in addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

10. Harassing, Threatening, or Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity, (during any part of the calendar year while student in question is attending Canal Winchester Middle School), will be suspended from school.

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, threatening, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

This rule will apply throughout the calendar year for all students as long as they attend Canal Winchester Middle School. *The school employee may file charges with the police.*

11. Sexual Activity

No student shall take part in any sexual activity while on the school grounds, or in any school vehicle, or at any other school facility.

CODE OF CONDUCT PART II:

Any violation of the following rules may result in up to a 10 day out of school suspension and possible recommendation for expulsion based on the severity of the offense. A recommendation for an expulsion may occur at any time for Major Offense Violations.

12. Harassing or Threatening a Student

No student shall direct to another student words or phrases that are considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

13. Damage, Destruction, Theft or Forgery of School or Private Property and Other Students property

No student shall knowingly cause or attempt to cause damage to school property, including that of another student, teacher, administrator, or any other school employee, including the private property of school employees on school grounds.

No student shall steal or attempt to steal (unauthorized use) school property or private property from any teacher, administrator or school employee, or fellow student. This shall include school keys, tests, test keys, or any other items from the teacher's classroom. No student shall have any of the above items in his/her possession without the proper permission from the school employee. Theft shall also include: copyright infringement and unauthorized duplication of material. Repair cost will be the responsibility of the parent/guardian or custodian of the student in question.

14. Indecent Exposure and Gross Sexual Misconduct

No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds.

No student shall expose another student indecently by pulling down his/her pants or pulling up a shirt or garment of a female student.

15. Assaulting Another Student

Students who physically attack (assault) another student without provocation may be suspended for up to 10 school days and possibly with a recommendation for expulsion.

16. Extortion

No student shall commit an act of extortion, threaten extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

CODE OF CONDUCT PART III:

Any violation of the following rules may result in up to a 10 day out of school suspension and possible recommendation for expulsion based on the severity of the offense. A recommendation for an expulsion may occur at any time for Major Offense Violations.

17. Acts of Disrespect/Insubordination to a Staff Member or School Employee

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. School staff is acting “in loco parentis”, which means that the school staff is allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.

Disrespect/Insubordination shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a teacher, substitute teacher, or staff member.

18. Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away)

a. Fighting and/or Physical Abuse

A student who causes, attempts to cause, threatens physical injury or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from school. In the event of a student physical confrontation, any student who does not fight back will not be subject to suspension for physical abuse. Those students who are physically abused should report the incident to the building principal or any other faculty member immediately

b. Party Affray to a Fight and/or Physical Abuse

Students are advised to move away from the area of the disturbance, send someone for an adult, and do not get in the way of an administrator or faculty member who is trying to break up the confrontation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to, and recording a fight on an electronic device, including but not limited to any wearable device, are all considered a violation of the “no physical abuse” policy. These conditions constitute the offense “party to an affray” and are subject to the same disciplinary action.

Students who are found to have instigated a fight but are not actively involved, that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, submit themselves to the same penalties as those who are involved in the fight.

In summary, fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event. Students who physically attack or assault another student without provocation may be suspended out of school.

19. Hazing Another Student or Students

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (Board Policy 5516; R.C. 2307.44, 2903.31)

20. Tobacco and/or Nicotine or Non-Nicotine Vaping Device

A. (Possession) No student shall carry, possess, or use any tobacco product or a lighter while attending school or any school function either home or away. Tobacco products include, but are not limited to cigarettes, look-a-like cigarettes, e-cigarette and/or other vaping devices and/or cartridges, cigars, pipe tobacco, chew tobacco, snuff or any other matter or substance that contains tobacco and/or nicotine. Non-nicotine devices will be considered in the same manner as nicotine vaping devices.

B. (Reasonable Suspicion of Smoking) Any student who has a very strong odor of cigarette smoke or strong odor of cigarette smoke or drugs as s/he speaks, may be associated with recent smoking and may be disciplined with smoking on school grounds.

Students who receive a significant number of office referrals and/or office discipline for repeated violations may face additional disciplinary action under this rule. If a student with a history of discipline incurs another violation, consequences may be more severe regardless of the specific offense.

CODE OF CONDUCT PART IV:

Any violation of the following rules may result in the assignment of a three-day out of school suspension. The consequence could double for offenses of the same nature, depending on the severity of the offense. Repeated offenses may result in a 10-day out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

21. Verbal/Physical Harassment, Threatening another Student

The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

a. Verbal

No student shall direct to another student words or phrases or noises, which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. Obscene notes, profanity, and obscene gestures could be considered a violation of this rule.

b. Physical Harassment

No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

22. Sexual Harassment/Physical Contact/Coerced Sexual Intercourse

No student shall act in such a manner causing another student to feel threatened by him or her sexually. This includes verbal exchanges, unwanted touching, or coerced sexual intercourse.

a. Verbal

The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

b. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

c. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at the same, including padding, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

23. Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute as 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 t

e appropriate law enforcement agencies.

24. Gender/Ethnic/Religious/Disability Harassment

a. Verbal

1. Written or verbal innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

2 Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

b. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:

If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

25. Endangering Self or Another

No student shall endanger him/herself or (*this also includes any behavior deemed as physical or verbal horseplay*) another student while on school grounds, during any school function home or away, or while riding any school transportation vehicle.

A. Physical

Any action that puts oneself or others at risk of harm, including but not limited to reckless behavior, unsafe physical actions, or failing to follow safety instructions. This includes actions that could result in injury, whether intentional or due to carelessness.

B. Verbal

Any spoken communication that threatens, intimidates, or puts oneself or others at risk of harm. This may include making threats, encouraging dangerous behavior, or using language that could cause significant emotional distress or unsafe situations.

C. Written

Any handwritten and/or digital communication that threatens, intimidates, or puts oneself or others at risk of harm. This may include making threats, encouraging dangerous behavior, or using language that could cause significant emotional distress or unsafe situations.

26. Intimidation or Bullying

Intimidation or bullying behavior by any student/school personnel in the Canal Winchester Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with ORC 3313.666 and Board of Education Policy [5517.01](#), means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, social media apps, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate (Cyber-Bullying). Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel

27. Violations of the Conditions of Suspension

Students may not violate the conditions of suspension. Conditions of suspension are explained on the suspension form. Violations of suspension rules may result in additional days of suspension or expulsion from school (Section 3313.66 of the Ohio Revised Code, Policy H, Rule 14).

28. Repeated Offenses of the Same Nature

Students who repeatedly violate the same code of conduct rule(s) may be subject to higher level disciplinary action than previous offenses and disciplined under this rule.

29.Repeated Classroom/Hallway/Cafeteria Disruptions

Students who repeatedly cause classroom, hallway, or cafeteria disruptions may be subject to higher level disciplinary than previous offenses and disciplined under this rule.

30. Verbal Disruption/Verbal Altercation

Engaging in loud, inappropriate, or aggressive language that disrupts the educational environment or creates conflict This includes shouting, arguing, or using offensive or abusive language toward peers, staff, or others within the school community.

CODE OF CONDUCT PART V:

Any violation of the following rules may result in the assignment of a 1 day OSS, 1 day ALC or 1 day ESA assignment. Repeated offenses may result in up to 3 days of out of school suspension per the discretion of the administration. A recommendation for an expulsion may occur at any time for Major Offense Violations.

31. Tardiness

Tardiness is considered when a student is late to school and/or class. Consequences are outlined within the handbook.

32. Removing/Altering School Records, Forgery, Making Phony Phone Calls to the Office

No student shall remove any student record from its official place of deposit to alter or in any way change such record.

No student shall knowingly forge any note, paper document or official paper from the school in order to deceive any authorized staff member. No student shall knowingly make a phony phone call pretending to be a parent, guardian, or other person so as to deceive an authorized staff member or office worker.

33. Leaving the School Grounds without Permission/Class Cuts/Out of Area

No student may leave the school grounds without the proper permission from the middle school principal or designee. Students must sign out before leaving the building and must sign in when they return to the building the same school day. The following conditions will apply:

- A. The school nurse, school secretary, or middle school principal must notify parents before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse, middle school principal, or principal's designee must be seen before permission will be granted. This rule also applies to eighteen-year-old students as well.
- B. Students requesting to leave the school grounds to return home for something forgotten, change of clothing, etc., must have the permission of a parent/guardian before permission to leave is granted. Permission for leaving for the above reasons is at the discretion of the principal or his/her designee.
- C. To leave the school for a "guided learning activity" or field trip, a student must have authorized papers signed by a parent/guardian on file in the middle school office or with an employee responsible for the trip.
- D. Skipping Class / Class Cut is considered to be when students who spend time in an unauthorized location (e.g. without teacher or administrative staff permission) during their assigned instructional time and are absent for more than at least 5 minutes.
- E. Out of Area is defined as a student being in a location that is not the student's designated/scheduled space at any point during the school day or event put on by the school district.

34. Unauthorized Entry to any Part of District Buildings Without Permission

No student shall be in any part of the middle school outside of the regular school hours without the authorization of a staff member or coach.

No student shall be in any area of the middle school, high school, or elementary school that is not designated for student use without the permission of an authorized school employee.

35. Academic Dishonesty/Academic Misconduct (Cheating, Copying Tests for Other Students, Plagiarism)

Cheating of any kind is not acceptable. Students who commit academic dishonesty are subject to the following consequences:

Academic Dishonesty/Plagiarism Consequences:

1st Offense:

- *Parents/Guardians will be contacted*
- *Student will receive a zero or partial credit for redoing the assignment, test, quiz, etc. at teacher's discretion*

2nd Offense:

- *Parents/Guardians will be contacted*
- *Student will receive a zero or partial credit for redoing the assignment, test, quiz, etc. at teacher's discretion*
- *After school detention issued by teacher*

Subsequent Offenses:

- *Parents/Guardians will be contacted*
- *Student will receive a zero or partial credit for redoing the assignment, test, quiz, etc. at teacher's discretion*
- *Consequence more than an after-school detention*

Chronic non-compliance will be deemed insubordination and can be referred to the office for additional consequences.

36. Failure to Serve an Assigned Detention

Any changes of an assigned detention must be made with the middle school principal or his/her designee. Failure to serve will result in a more severe disciplinary action from an administrator.

37. Pornography/pornographic paraphernalia of any kind

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time.

38. Unauthorized Student Sales

No student is permitted to sell any item or service in school without the approval of a building administrator. Violation of this rule may lead to disciplinary action.

39. Behavior that warrants more than a detention

Any action judged by the administration of this middle school to involve misconduct and not specifically mentioned in other sections of this student code of conduct may be dealt with as insubordination.

40. Refusal to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more serious disciplinary action.

41. Throwing Food in the Cafeteria/Stealing Food/Littering

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

42. Bus Conduct

Students are not permitted to ride any bus other than their assigned bus.

Trained Service Animals are the only animals allowed on the bus. No other animals are permitted.

A student who has behaviors on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with the Federal law.

Misconduct will be reported in writing by the driver to the principal. Violations of the rules will generally result in the following consequences per the discretion of the middle school administration:

1st office referral: 1 day removal from the bus

2nd office referral: 3 days removal from the bus

3rd office referral: 5 days removal from the bus

4th office referral: 10 days removal from the bus

5th office referral: removal from the bus for a grading period, semester, or remainder of school year.

Extreme offenses may result in removal from the bus, school suspension or expulsion, even if on the first offense.

EXPECTED BUS BEHAVIOR

Previous to loading on the road and at school

Each student shall:

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver
- Not eat
- Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, 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.

Cell Phone Use on School Buses:

Cell phones may be used on the school bus provided they do not distract the bus driver or create an unsafe environment. The volume must be set to silent, and headphones are required for audio. The use of the flashlight is prohibited, and video or voice recording is not permitted.

CODE OF CONDUCT PART VI:

The following violations may result in a lunch detention, an after-school detention, ESA, ALC or OSS depending on the severity of the offense and the number of similar offenses. Other than teacher detentions, the assigned discipline will be at the discretion of the administrator.

43. Profanity of any kind

No student shall use profanity while in school or class. Profanity is defined as any language that a majority of the society deems inappropriate in a school setting.

44. Public Displays of Affection

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

45. Vandalism

Any act of vandalism on a minor scale such as: tampering with another student's locker; writing on a desktop, walls locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.

a. Vandalism of computer Network

A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to malicious attempts to:

1. Hack, alter, harm or destroy any software hardware or data
2. Upload, download create or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data
3. Gain access to other users' files and information
4. Disrupt or degrade the operation of the network through any means intended for that purpose

46. Gangs

Gangs and/or gang related activities will not be tolerated at school. This includes any activity that can be construed or perceived as gang related. These activities can include signs, symbols, clothing etc... Punishment will be at the discretion of the administration based upon the nature of the offense.

47. Disruption - Class/Hallway/Cafeteria/School Ground

No disruption or distraction of any kind will be tolerated; this includes any type of horseplay or action that creates a distraction or disruption to the school culture.

48. Gambling

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

49. Inappropriate Use of Personal Communication Devices

Headphones/earbuds, video games, cell phones, electronic devices, music listening devices, smartwatches, smartglasses, etc. are not to be visible during the school day or during a school sponsored event, unless permitted by the classroom teacher for educational use. All such items are to be out of sight unless the classroom teacher specifically grants permission. Students may possess electronic entertainment devices on school grounds before and after school. The school district is not responsible for lost, stolen or damaged electronic equipment.

* Students are NOT permitted to use electronic devices unless instructed by the teacher. Students may NOT use their cell phones, smartwatches, or other electronic devices in the hallway, cafeteria or restroom. Cell phones are to be put away for the duration of the school day. Any student unwilling/unable to store their phone should leave their phone at home.

* Students who use electronic devices without teacher permission or whose devices cause a disruption including an audible sound such as ringing or vibrating will receive an after school detention. Repeated violations may result in an office referral.

*Students are given the ability to communicate with one another via school email in order to collaborate for educational purposes. Students are NOT allowed to send mass email communications without prior permission of the teacher or an administrator. All communications should be utilized for educational purposes only.

- The cell phone policy makes exceptions for students who use a personal electronic device as part of their individualized education plan (IEP) or 504 plan or to monitor a health concern. But
- district administrators will work directly with those students and families to plan for their student's accommodations.

*When notified the district may "initiate responsive action" due to a warrant, subpoena, or missing/stolen device. If, in response to a threat to life or safety, the district initiates action on its own OR initiates an action under specific [Ohio Revised Code](#) obligations, UNLESS the notice itself poses a threat to life or safety.

50. Leaving class without permission

No student shall leave their classroom without permission of the teacher or school staff member.

51. In the hallway without a hall pass

No student shall be in the hallway or out of their assigned area without a digital hall pass.

52. Not prepared for class and/or without materials

Students are required to be prepared for class with the appropriate materials-this includes a school-issued student-identification card.

53. Disrespect to peers/classmates. Including "but not limited to" name calling, teasing, etc.

Disrespect to peers/classmates includes, but is not limited to, name-calling, teasing, mocking, or other behaviors that demean, intimidate, or hurt others. All students are expected to treat each other with kindness and respect, and violations may result in disciplinary action.

54. Failure to Drive Responsibly

N/A

55. Inappropriate use of Elevator

No student should use the elevator in any manner without direct permission from the nurse or a member of the current administration.

56. Inappropriate Use of School Issued Technology

Inappropriate use may include accessing, sharing, or creating content that is harmful, disruptive, or violates school policies while using school-provided devices or networks. Students are expected to use technology responsibly, and misuse may result in disciplinary action.

Violation of Suspension

A student shall not be on school premises or at any school activity, home or away, while under suspension.

EMERGENCY REMOVALS

1. The superintendent, the principal or their designee may remove a student from the classroom, extracurricular activity or the school premises for a period of no longer than 24 hours when the student's presence is considered to be dangerous to the student, other persons or property or disrupts the academic process.

2. A teacher may remove a student from the classroom or extracurricular activity but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the principal as soon as it is practical after the removal of the student.

3. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.

4. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The person who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal removes the student or other disciplinary action is taken, written notification must be given to the parent, guardian or custodian of the student within 24 hours of the hearing.

SUSPENSION

1. The superintendent or the principal may suspend a student from school.
2. The superintendent or the principal will give written notice of intent to suspend to the student, which enumerates the reason(s) for the intended suspension.
3. The suspension cannot exceed ten (10) days.
4. An informal hearing will be held before the superintendent or the principal or his/her designee. The student may challenge the reason(s) for the intended suspension and otherwise state his/her position concerning the matter.
5. The superintendent, the principal or his/her designee shall give notification of the decision to suspend in writing to the parents, guardian or the custodian of the student and the treasurer of the Board of Education within 24 hours of the suspension. The notice must include the reason(s) for the suspension and the right of the student or parent/guardian to appeal to the superintendent or his/her designee.
6. A suspension appeal can be made to the superintendent or the superintendent's designee. The appeal must be in writing and submitted within 48 hours after notification of suspension. The appeal must contain the challenge to the reason(s) for the suspension and an explanation of the student's action.
7. A student may be kept from class, school or extracurricular activities until disposition of the matter.
8. In-school restriction and Saturday school may be an option to out of school suspension at the discretion of the principal. Students are expected to follow all rules in the Student Code of Conduct. The principal determines Saturday school and in-school restriction rules.

EXPULSION

1. The superintendent may expel a student from the school.
2. The superintendent or his/her designee shall notify the parents, guardian or custodian of the student of the intended expulsion.
3. The notice shall include the reasons for the intended expulsion and the right of the student, parents, guardian, custodian or representative to appear before the superintendent and challenge the reasons and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days and not more than five days after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representative.
5. The student may be kept from school until disposition of the matter.

If the superintendent expels a student, he/she must notify the parent, guardian or custodian of the student and the treasurer of the Board of Education or its designee of the right to be represented at the appeal and the right to request the appeal to be heard in executive session.

Alternative Learning Classroom (ALC)

Students are assigned to an ALC at the discretion of the administration after a due process hearing. A student may be assigned an ALC for a violation of major offenses in the Student Code of Conduct or repeated violations of minor offenses. There is no appeal to the assignment of an ALC for disciplinary reasons.

Suspension or Expulsion Appeals

1. A student or his/her parent, guardian or custodian may appeal the expulsion, suspension or removal to the Board of Education or its designee.
2. The student or his/her representative will be granted a hearing before the Board of Education or its' designee to challenge the expulsion, suspension or removal.
3. The student may be represented at the appeal procedure.
4. A verbatim record of the appeal hearing must be kept by the Board of Education.
5. The Board of Education may confirm, reverse or modify the disciplinary action. This decision must be made in a public session only.
6. All appeals shall be made in writing and submitted forty-eight (48) hours after notification of expulsion.
7. The Board's decision may be appealed under Chapter 2506 of the Revised Code.

The Superintendent may expel a student for not more than 180 school days for actions that pose "imminent and severe endangerment" to the health and safety of other students or school employees. The Superintendent must develop conditions for a student expelled for imminent and severe endangerment to satisfy before that student may be reinstated, one of which must be an assessment by a psychiatrist, licensed psychologist, or licensed school psychologist to determine whether the student poses a danger. The Board of Education is required to establish guidelines for appropriate conditions that the Superintendent may use. All determinations by the Superintendent are subject to the same notification requirements and appeals process as other types of expulsions under current law.

ANY OTHER ACTION judged by school officials to involve misconduct and is not specifically mentioned in other sections may be dealt with as insubordination and appropriate but reasonable discipline will follow.

Note. Disciplinary action may be adjusted and the disciplinary cycle may be altered at the discretion of the administrator depending on the severity of the infraction and the listing of multiple code infractions.