

# Rolling Hills Local School District

## Brook Intermediate School Student Handbook 2019 -20

## **Student/Parent Handbook**

for the

Brook Intermediate School

*Welcome to the Brook Intermediate School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, The Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.*

Shelly Sowers, Principal, 740-685-2526/[shelly.sowers@rollinghills.k12.oh.us](mailto:shelly.sowers@rollinghills.k12.oh.us)  
Kendra Winland, School Secretary, 740-685-2526/[kendra.winland@rollinghills.k12.oh.us](mailto:kendra.winland@rollinghills.k12.oh.us)  
Scott Golec, Superintendent, 740-432-6952/[scott.golec@rollinghills.k12.oh.us](mailto:scott.golec@rollinghills.k12.oh.us)

Adopted by the Board of Education on July 2019.

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on July 2019

## **Mission of the School**

We are preparing students today for the challenges they will meet tomorrow.

## **Equal Education Opportunity**

This District provides an equal educational opportunity for all students.

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

Scott Golec  
Superintendent  
740-432-6952

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

## **School Day**

The school hours are 8:10 a.m. until 2:35 p.m.

## **Student Responsibilities**

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

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **Student Well-Being**

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

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

### **Injury and Illness**

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

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

## **Section I - General Information**

### **Enrolling in the School**

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

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

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunization

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

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

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

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

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

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

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

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

### **Scheduling and Assignment**

#### Intermediate Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **Early Dismissal**

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

### **Withdrawal/Transfer from School**

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

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

### **Immunizations**

Students must be current with all immunizations required by law, including but limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the School Nurse.

## **Emergency Medical Authorization**

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

### **Use of Medications**

Students who must take prescribed medications during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors (epipens), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epipens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or aide) at Parental request. This should be arranged in advance.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the

school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, other-the-counter (OTC) medication to any student without prior authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office.

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

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

A student's inhaler or a dry powder inhaler will be kept in the nurse's office to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

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

### **Control of Casual-Contact Communicable Diseases**

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

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

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

### **Control of Non-casual-Contact Communicable Diseases**

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

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

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

### **Control of Blood-Borne Pathogens**

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

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

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

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

### **Health Department**

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

### **Students with Disabilities**

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

The law defines a person with a disability as anyone who:

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

C. Is regarded as having such an impairment.

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA), A.D.A. Section 504 and State law. Contact the Special Education Coordinator at (740) 432-6952 to inquire about evaluation procedures, programs, and services.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at the EMIS Coordinator’s Office at (740) 432-6952.

### **Protection and Privacy of Student Records**

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

Directory Information includes: Student’s name, address, telephone, grade level, school of attendance, participation of activities, and photograph/video info.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board.

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the district office.

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

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

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

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

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

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

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

information or otherwise providing that information to others for that purpose; and

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW 20202-4605  
Washington D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov)  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **Student Fees**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Brook Intermediate does not charge fees for specific activities and materials used in the course of instruction.

### **Student Fund-Raising**

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

Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.

Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

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

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

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

### **Student Valuables**

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

### **Meal Service**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

Applications for the School's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Food Service Director.

### **Safety and Security**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

### **Fire, Tornado, and Safety Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an announcement of the intercom system. Teachers will provide and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

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

## **Emergency Closing and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WILE, WCMJ, Channel 10 Columbus, WTOV - Steubenville, WHIZ - Zanesville, and other local news stations.

Information concerning school closings or delays can also be found on the School's web page at [www.rhcolts.org](http://www.rhcolts.org).

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **Preparedness for Toxic and Asbestos Hazards**

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

## **Visitors**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **Use of School Equipment and Facilities**

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

## **Lost and Found**

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

## **Use of Office Telephones**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school,

## **Use of Wireless Communication Devices**

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

## **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

The school has a central bulletin board located in the main hallway that may be used for posting notices after receiving permission from the Principal.

## **Section II - Academics**

### **Field Trips**

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

Attendance rules apply to all field trips.

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

Students who violate school rules may lose the privilege to go on field trips.

### **Grades**

Brook Intermediate has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined s/he should ask the teacher.

The School applies the following grading system:

- 92 to 100 = A=Excellent achievement
- 83 to 91 = B=Good achievement
- 74 to 82 = C=Satisfactory achievement
- 65 to 73 = D=Minimum acceptable achievement
- 64 to 0 = F=Failure

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

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

### **Promotion, Acceleration, and Retention**

Promotion to the next grade is based on the following criteria:

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

learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

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

A student may be retained at his/her current grade level based on the follow criteria:

- A. failure to demonstrate proficiency in the core subjects of mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he fails in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

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

### **Homework**

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

## Computer Technology and Networks

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

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, student and research related to the curriculum.

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

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

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 - Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g. software pirating; intellectual property violations engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g. purchasing or offering for sale personal products or services by students, advertising or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited, "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

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

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

H. Students are expected to abide by the following generally accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web page(s)).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you “meet” online without parental approval and participation.
8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that

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

## **Rolling Hills Local School District iPad Policy**

The focus of the iPad program at Rolling Hills is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of iPad resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

The policies, procedures and information within this document apply to all iPads used at all Rolling Hills Schools, including any other device considered by the administration to come under this policy. Building principals and teachers may set additional requirements for use in their classroom.

The use of Rolling Hills technology resources is a privilege, not a right; as such, it is expected that all students will be respectful of the technology at all times. It is our expectations that all students will be good “digital citizens” when using the iPads and all other technology resources throughout the school. All students are required to sign the Acceptable Use Policy and the Student iPad Pledge.

If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

Parents/guardians should talk to their children about the values and standards that their children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **School Responsibilities**

- Provide Internet and email access to its students.
- Provide Internet filtering of inappropriate materials as required by state and federal law.

- Instruct the students relative to Digital Citizenship.
- Much like school lockers, iPads are school property. As such, Rolling Hills Schools reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, iPads may be confiscated at any time to investigate inappropriate use of school technology resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **Student Responsibilities**

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the school district protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turning off and securing iPads after they are done working to protect their work and information.
- Informing appropriate Teacher/Administrator of inappropriate use of technology, including inappropriate emails. Students should submit any offensive/inappropriate information to an Teacher/Administrator.
- Checking-in their iPads immediately upon request from the school.

### **Student Activities Strictly Prohibited**

- Jail-breaking a school iPad (modify or remove district restrictions)
- Changing preset iPad and network settings
- Using another student's iPad
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Gaining access to other student's accounts, files, and/or data.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school Internet web filter through a web proxy.
- Spamming (sending mass or inappropriate e-mails).
- Playing non-educational games unless given permission by the Teacher/Administrator.

### **Legal Propriety**

- Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent

- Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of malicious software is strictly prohibited and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law, or school policy will result in criminal prosecution or disciplinary action by the District.
- Theft of another student's iPad by a student will be prosecuted to the fullest extent of the law.

Any student who does not adhere to the guidelines outlined in this document will be subject to disciplinary actions outlined in the school buildings student code of conduct.

### **Receiving an iPad**

iPads will be assigned to students each year, and will remain in classrooms. Should circumstances arise which might require a student to take an iPad home, the Student iPad Permission Form must be completed and approved by an administrator. Students will be issued a Rolling Hills managed Apple ID. Apple ID accounts with personal emails will not be permitted on Rolling Hills School's iPads.

Periodically, students may be required to submit their iPads for "check-in". These check-ins are an opportunity for the school to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that check-ins will not interfere with the student's use of the iPad for learning.

Students will return their iPad on a designated day at the end of the school year. Students who graduate early, withdraw, are expelled, or terminate enrollment in Rolling Hills Local Schools for any other reason must return their individual school provided iPad on the date of termination. If a student fails to return the iPad upon termination of enrollment, a report will be filed with the Guernsey County Police Department and the student will be subject to criminal prosecution or civil liability. The student must also pay the replacement cost of the iPad.

Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

### **Repairing or Replacing the iPad**

Any damage or repairs to a student iPad must be reported to the school administration. Depending on the damage a disciplinary action may occur. In the case of intentional damage and/or neglect, the student is responsible for the cost of the repair. This decision is at the discretion of district administration. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The current cost for a screen repair is approximately \$170. The current cost for a replacement iPad is approximately \$329. If a student continues to damage or neglect the iPad, further disciplinary consequences may occur such as privileges being revoked.

If a student continues to damage or neglect the iPad, further disciplinary consequences may occur such as privileges being revoked.

## **Stolen Devices**

Students are required to enable the “find my iPad” feature upon receipt of the device. This feature will prove very valuable in finding a lost or stolen iPad.

Any theft of an iPad must be reported to administration immediately. The school will file a report with the Guernsey County Police Department.

## **iPad Care and Protective Cases**

Students are responsible for the general care and maintenance of the iPad that they have been issued by the school. iPads that are broken or fail to work properly must be taken to administration for an evaluation of the equipment. All iPads will be distributed with protective case to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything magnetic on or near the screen; no cleansers of any type.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not leave the iPad in a location where it is extremely hot or extremely cold (ex. vehicles).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.
- iPad covers must remain free of any writing, drawing, stickers, or labels that are not provided by Rolling Hills. Students are required to use the case they are assigned and not use one of their own.
- iPads that malfunction or are damaged must be reported to the school’s office. iPads that have been damaged from student misuse or neglect will be repaired with cost being incurred by the student.

## **Using the iPad at School**

Students must bring their iPad to all classes. iPads should be charged to full capacity each day. Repeat violations of this policy will result in disciplinary actions outlined by the school code of conduct. In cases where use of the iPad has caused batteries to become discharged during the school day, students will be able to connect their iPads to a charging station in designated locations only specified by building principals.

## **Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang/hate related symbols or pictures will result in disciplinary actions. Passwords may be used for individual security purposes.

## **Sound, Music, Photos, Games, or Programs**

Games are not allowed during school hours unless with permission from teachers or administration, including lunch and study halls. Sound must be muted at all times unless permission is obtained from the classroom teacher. Ear buds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited.

All storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not permitted.

All software/Apps provided by the school must be loaded and available on the iPads at all times.

## **Networking**

For purposes of security and network manageability, the iPads are equipped with WiFi networking capabilities only and will access Rolling Hills Local School's network via a managed WiFi connection. VPN connections will not be permitted and will result in disciplinary actions.

## **Managing Files and Saving Work**

It is strongly recommended that students use GSuite for content storage or other cloud technologies for storage where appropriate. Since the iPads will not be backed up by the school, an effective backup plan is important. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. In certain circumstances, students may save work to the home directory on the iPad. However, the amount of storage space on each device is limited.

While the District's networks are available on a 24 x 7 basis, there is no guarantee of 100% uptime. In rare cases where the network may be unavailable, Rolling Hills Local Schools will not be responsible for lost or missing data.

## **Periodic Inspections**

Students may be required to check in their iPads for periodic updates and inspection. Students may be selected at random to provide their iPad for inspection. Failure to comply will result in disciplinary actions. If technical difficulties occur or inappropriate software/Apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## **Protecting and Storing the iPad**

iPads may be password protected. Forgetting a lock code will result in the iPad being completely restored to the initial image. Rolling Hills Schools reserves the right to reset iPad passwords at any time.

## **Inventory**

Student and staff iPads will be inventoried and labeled by the school. Labels and identifying marks should not be removed. iPads can be identified in the following ways:

- Record of serial number

- School Labels

### **Transmission of Records and Other Communications**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail (email). Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their email address.

### **Student Assessment**

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

### **State Assessments, etc.**

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

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

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

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

### **Public School Choice Options**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the student's grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the student's grade level that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

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

grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

### **Section III - Student Activities**

#### **School-Sponsored Clubs and Activities**

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

#### **Non-School-Sponsored Clubs and Activities**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that 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 meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

### **Section IV - Student Conduct**

#### **Attendance**

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

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

## Homebound Instruction

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

## Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments.

Make-up work due to an excused absence must be completed within 3 days after returning to school.

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

## Suspension from School

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

## HB 410- Attendance

School day will be 6 hours for attendance purposes. Must have Attendance Intervention Team Meeting within **10 days** of the following **UNEXCUSED** absences. Must include **2 staff** members (one of the two staff members must have a direct and meaningful relationship with the student such as a teacher) and have at least **3 "good-faith"** (within **7 days** of student being identified) attempts to include guardians at the meeting; although, the meeting may take place even without guardians on the scheduled date.

**30 hours- consecutive (5 days; 1,800 minutes)**

**42 hours- in a month (7 days; 2,520 minutes)**

**72 hours- in a year (12 days; 4,320 minutes)**

- All absences are marked Unexcused until changed by the attendance personnel at each building.
- Parents will have 10 call offs per year for any reason that will be Excused. (PC- parent call) This may be in the form of a note, phone call or in person discussion.
- All days will be marked as Unexcused/Excused/District Excused ONLY. (Absence type code)
- All attendance will be marked in minutes. (in the comments box)

For example: Sign in at 8:15 with call from home=15 minutes- PC (parent call off)

Sign in at 8:15 NO CALL from home= 15 min UNX (unexcused)

- All attendance will be marked Full, AM or PM. (Attendance level)
- Attendance personnel will add the minutes in the comments box and notify administration when 30 hours, 60 hours and 72 hours are reached. (Use shared spreadsheet)
  - At 30 hours(1,800 minutes) for the year- consequences/warning
    - HS/MS- 2 after school detention days

- Intermediate/Primary- No consequence
- Send attendance policy home with write up
- Begin Documentation on the AIT Form (attach documentation for court)
- At 60 hours (3,600 minutes) for the year- Repeat
  - HS/MS- Friday School & a referral may be made to Children’s Services
  - Intermediate/Primary- a referral may be made to Children’s Services
  - Send attendance policy home with write up
  - Document on the AIT Form (attach documentation)
- At 72 hours (4,320) for the year- Student is referred to Attendance Intervention Team for a meeting within **10 Days**. Must make 3 “good-faith” attempts within 7 days to invite family.
  - Phone call to family requesting meeting (giving time and date)
  - Letter sent to family requesting meeting (giving time and date)
  - Repeat phone call if no response prior to meeting date
  - Document all good faith attempts on AIT Form (attach documentation)
- Meeting will be scheduled for 60 day progress check at AIT meeting
  - Violation occurs when any level is met AGAIN
  - If 30 or 60 hour mark is met again, consequences will incur
    - 30 hours- HS/MS- Friday School
    - 60 hours- HS/MS- ISR
- At 30 hours, attendance personnel will add student name to the spreadsheet to track minutes in order to streamline process. (will add times automatically)
- Meetings must be held with School Engagement Coordinator present for the court informal to be held in conjunction with AIT meeting.

\*\* We will meet after information from the state in July to ensure our plan is following guidelines. Then we will revise the attendance “choices” in DASL to streamline the process in all buildings.

AIT forms attached below. (1st form is for record keeping of all documentation. 2nd form is to be used at each meeting)

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **Code of Conduct**

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

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

### **Expected Behaviors**

Students are expected to:

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly and productive;

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

### **Classroom Environment**

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

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

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

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

Fishnet shirts, strapless garments, and tank tops

Crop tops that expose the midriff and back

High-heeled shoes, backless shoes (flip flops, Nike sandals, etc.)  
platform shoes, clogs, and skate shoes are prohibited on playground equipment.

Wearing of hats in the buildings (unless on a special occasion)

Articles advertising alcohol, tobacco, or illegal substances

Shorts that are considered short-shorts, gym shorts, sports shorts, or biker shorts  
(shorts must extend to the tips of your fingers when arms are placed at your sides)

Students who are representing the Rolling Hills Local District at an official function or public event may be required to follow specific dress requirements.

## **Gangs**

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

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

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

## **Care of Property**

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, The student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **Bullying, Harassment, and Intimidation**

Harassment, intimidation, or bullying behavior by any student in the Rolling Hills 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 R.C.3313.666 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, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate adjacent to school grounds, at any school-sponsored activity, on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students 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 students.

### **Zero Tolerance**

No form of violent, disruptive or inappropriate behavior, including excessive truancy, will be tolerated.

### **Student Discipline Code**

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

#### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

#### **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter of substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes or clove cigarettes is also prohibited.

#### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program or event, regardless of where it occurs, will result in a mandatory one

(1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy 5772

**4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

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

**5. Use of object as weapon**

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

**6. Knowledge of dangerous weapons or threats of violence**

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

**7. Arson**

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

**8. Physically assaulting a staff member/student/person associated with the District**

Acting with intent to cause fear in another person of immediate bodily harm or death. Or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff members that bullies, intimidates or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

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

#### **11. Misconduct off school grounds**

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

Misconduct is defined as any violation of the Student Discipline Code.

#### **12. Extortion**

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

#### **13. Gambling**

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

#### **14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

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

#### **15. Bomb Threats, and other false alarms and reports**

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

#### **16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

#### **17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination

of substances or article prepared to reduce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

#### **18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

#### **19. Theft, or knowingly receiving or possessing stolen items**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

#### **20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

#### **21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

#### **22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absence can range from detention to a referral to court.

#### **23. Unauthorized use of school or private property**

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

#### **24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

#### **25. Aiding or abetting violation of school rules**

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

#### **26. Displays of affection/sexual activities**

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. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the principal. Examples of prohibited devices include but are not limited to radios, boom boxes, headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

**28. Violation of individual school/classroom rules**

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

**29. Violation of bus rules** (see Section V - Transportation)

**30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes hostile, intimidating or offensive learning environment. The Board will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

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

**A. Verbal:**

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

**B. Nonverbal:**

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

**C. Physical:**

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

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

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

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

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

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

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

Given the nature of harassing and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary and or disciplinary action will be taken promptly to prevent the continuance of the harassment and or bullying/cyberbullying allegations or charges.

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

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

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

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

### **32. Hazing**

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

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

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor; and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **33. Violent Conduct**

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

### **34. Improper Dress**

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

### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

### **36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

### **37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **38. Lighting Incendiary Devices**

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

### **39. Possession of Pornography**

Possessing sexually explicit material.

### **40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

## **Discipline**

It is important to remember that the School's rules apply to going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

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

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

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- lunch time;
- in-school discipline

### **Detentions**

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

### In-School Discipline

The following rules apply to in-school discipline:

Students are required to have class assignments with them.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

### **Formal Discipline**

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

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

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

### **Due Process Rights**

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

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

### **Suspension from School**

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

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

### **Emergency Removal**

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

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

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee and may challenge the reasons for the removal or otherwise explain his/her actions.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no

later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

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

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

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

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

### **Discipline of Students with Disabilities**

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

### **Suspension of Bus Riding/Transportation Privileges**

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

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

### **Search and Seizure**

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

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

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

### **Interrogation of Students**

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

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

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

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

### **Student Rights of Expression**

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

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

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

## **Section V - Transportation**

### **Bus Transportation to School**

The School provides transportation for all students to school. The transportation schedule and routes are available by contacting the Transportation Director at (740) 685-5407.

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

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

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

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

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

be on time at the designated loading zone five (5) minutes (prior to scheduled stop);

stay off the road at all times while walking to and waiting for school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

refrain from crossing a highway until the driver signals it is safe to cross;

properly board and depart the vehicle;

go immediately to a seat and be seated.

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

#### During the trip

Each student shall:

remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school transportation at all times;

not push, shove or engage in scuffling;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not use nuisance devices (e.g. laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

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

#### Exiting the school vehicle

Each student shall:

remain seated until the vehicle has stopped;

cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

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

#### **Videotapes on School Buses**

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

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

#### **Penalties for Infractions**

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

#### **Transportation of Students by Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8006-F2 - Parent Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

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

- Title VI, IX 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Authorization for Prescribed Medication Form or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 Fla
- Authorization for the Possession and use of Asthma Inhalers Form 530 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F2
- Parent Student Acknowledgment of Student Handbook Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Application to Drive Vehicles on School Property Form 5515 F1
- Parental Authorization and Release From Liability Form 5515 F2
- Request that Directory Information Not be Released to Recruiters Without Prior Written Consent Form 8330 F13
- Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-Mail Form 8330F4a

