

WORTHINGTON SCHOOLS

2018-2019

Elementary Handbook for Parents & Students



Our mission:

To empower
a community
of learners
who will
change the
world.

**WORTHINGTON CITY SCHOOLS
BOARD OF EDUCATION**

Julie Keegan, President
Sam Shim, Vice President
Jennifer Best
Nikki Hudson
Charlie Wilson

DISTRICT ADMINISTRATION

Dr. Trent Bowers, Superintendent
Jeff McCuen, Treasurer

Randy Banks, Assistant Superintendent
Jeff Maddox, Director of Certified Personnel
Vicki Gnezda, Director of Communications
Jeff Eble, Director of Business Services

Angie Adrean, Chief Academic Officer
Kim Brown, Director of Special Education
Patrick Callaghan, Director of Elementary Education
Dr. Neil Gupta, Director of Secondary Education

Keith Schlarb, Technology Director
Timothy Gehring, Facilities Director
George Sontag, Transportation Supervisor
Brian Hunt, Food Service Supervisor

**District Offices:
Worthington Schools Education Center
200 East Wilson Bridge Road
Worthington, Ohio 43085
614-450-6000**

**An electronic version of the Worthington Elementary School
handbook is available at:**

www.worthington.k12.oh.us/k6handbook

**To view all of the Worthington Board of Education district by-
laws and policies, visit:**

<http://www.neola.com/worthington-oh/>

Table of Contents

Online Registration & Annual Updates (Page 6)

District Elementary Calendar & Important Dates (Page 7)

Elementary School Hours (Page 8)

Student Attendance (Page 9)

- General Policies and Information
- Excessive Absences & Intervention
- Late/Tardy
- Early Dismissal
- Withdrawal
- Open Enrollment Policies
- Changes in Family Information

Student Health (Page 14)

- Guidelines
- Reporting an Absence
- Dispensing of Medications
- Requests for Exemption from Recess/Activities
- Immunizations
- Health Screening
- Student Insurance
- Pediculosis Procedures

Student Safety (Page 17)

- To and From School
- Bicycle Policy
- Dropping Off and Picking Up Children
- Bus Services and Regulations
- Safety Drills
- Volunteer Screening
- School Visitation
- School Closing

Student Technology Usage (Page 22)

- General Information
- Acceptable & Unacceptable usage
- Freedom of Speech and Privacy policies
- Use of Personal Communication Devices
- Bullying and Aggressive usage
- Email Policies

Other General Information and Policy (Page 29)

- Annual Notification of Rights under FERPA
- Celebrating Student Birthdays
- Changes in Information
- Child Custody
- Discipline

- Dress Code and Hair Care
- Food Services
- Lost and Found
- Open Enrollment
- Reporting to Parents
- School Closing
- School Fees
- Special Education

Student Behavior (Page 36)

- Student Conduct
- Student Discipline
- Anti-Tobacco Policies
- Anti-Harassment Policies

Online Registration and Form Access

Online Registration must be completed each year. Directions for completing Worthington School Online Registration Forms:

- Go to the Worthington District site: www.worthington.k12.oh.us
- Click Login
- Enter Parent ID and Password

- On the first screen when you log in go to **“Online Registration”** and click the icon. It will request that you review/update your student’s demographic and emergency medical information using the **OLR (Online Registration) system**. This link opens for a *currently enrolled family* containing your student(s) current demographic information to review. Please update any new Emergency Medical data as well. *Student Participation Forms and Release Authorizations* needed to start the school year also need to be completed. Free and Reduced Lunch forms are available under **My Account**.

- You will be able to update all areas for currently enrolled students; such as i.e., parent and emergency contact name(s), home address, phone number, email addresses, and student medical information. If you cannot complete it in one sitting, you may save your input and exit, come back and input some more until you hit *Submit*. Once you click on *Submit* you may print a copy for your records.

PLEASE NOTE: It may take up to 5 days for your information to post to Infinite Campus.

- If you do not know your Parent ID and/or Password, click Parent Account Recovery OR email a request to <mailto:support@wscloud.org>, including your name and your child’s name(s).
- Additional information on updating contacts can be found at <https://www.worthington.k12.oh.us/Page/3706>

Directions for MyPaymentsPlus for payment of breakfast/lunch AND school fees:

- Visit www.MyPaymentsPlus.com; or go to www.worthington.k12.oh.us and Log In; choose **“My Account”** and select **MyPaymentsPlus**.
- Click **“Register a FREE account”** and follow the simple onscreen instructions.
- Add your student by using their Student ID number (the I.D. number is found on Infinite Campus on the first screen after you log in).
- There is also a **MyPaymentsPlus** app which is free to install for your iPhone or android.

**WORTHINGTON ELEMENTARY SCHOOLS
2018-2019 GRADE ENTRY TIMELINE**

TRIMESTERS (GRADES K-6)

1 ST TRIMESTER: AUGUST 15 – NOVEMBER 7

August 13 Teacher Workday

August 14 Teacher Workday/Convocation

August 15 First Day for Students

September 3 Labor Day (No School)

September 26 Middle of 1 st Trimester

October 15-18 Parent Teacher Conference Week

October 19 Teacher Collaboration/Grading (No School)

November 7 End of 1 st Trimester

November 15 1 st Trimester Progress/Grades posted by Midnight

2 nd TRIMESTER: NOVEMBER 8 – FEBRUARY 19

November 16 Grade Cards Available On-Line (Grades K-6)

November 21 Parent Teacher Conference Make-Up Day (No School)

November 21-23 Thanksgiving Break (No School)

December 21 Middle of 2nd Trimester

December 24-January 4 Winter Break (No School)

January 7 Classes Resume

January 21 Dr. Martin Luther King Jr. Day (No School)

February 4-7 Parent Teacher Conference Week

February 18 President's Day (No School)

February 19 End of 2 nd Trimester

February 28 2nd Trimester Progress/Grades posted by Midnight

3 rd TRIMESTER: FEBRUARY 20 – MAY 22

March 1 Grade Cards Available On-Line (Grades K-6)

March 8 In Lieu of Parent Teacher Conferences (No School)

March 11-15 Spring Break (No School)

March 18 Classes Resume

April 9 Middle of 3 rd Trimester

April 19 Teacher Collaboration/Grading (No School)

May 22 Last Day of Classes

May 23 Teacher Collaboration/Grading (No School)

May 24 Teacher Grading Day - 3rd Trimester Progress/Grades posted by Midnight

May 27 Memorial Day

School Hours

Worthington’s elementary schools are often referred to as “early start” and “late start” schools due to their staggered start times. These times are set and necessary for providing adequate transportation for our eleven elementary school attendance areas. Visit the school website for additional information.

<i>Early Start</i>	<i>Late Start</i>	<i>Late Start</i>
Bluffsview, Brookside, Colonial Hills, Granby, Wilson Hill, Worthington Park	Evening Street, Liberty Worthington Estates, Worthington Hills	Slate Hill
Supervision provided following Student Arrival Time 7:40 a.m.	Supervision provided following Student Arrival Time 8:05 a.m.	Supervision provided following Student Arrival Time 7:55 a.m.
Student Start Time: 7:55 a.m.	Student Start Time: 8:20 a.m.	Student Start Time: 8:15 a.m.
Student Dismissal Time: 2:25 p.m.	Student Dismissal Time: 2:50 p.m.	Student Dismissal Time: 2:45 p.m.

<i>Early Start</i> :	Morning Kindergarten	7:55 a.m. – 10:40 a.m.
	Afternoon Kindergarten	11:45 a.m. – 2:25 p.m.
<i>Late Start</i> :	Morning Kindergarten	8:20 a.m. – 11:00 a.m.
	Afternoon Kindergarten	12:05 p.m. – 2:50 p.m.
<i>Slate Hill</i> :	Morning Kindergarten	8:15 a.m. – 11 a.m.
	Afternoon Kindergarten	12:00 p.m. – 2:45 p.m.

Children who walk to school or who are dropped off by parents should not arrive before their school’s designated Student Arrival Time. Also, children must report home immediately after school before playing or coming back to the school playground. Children should walk home using a direct route, crossing streets where the crossing guards are stationed. Bus riders should go directly to their homes after exiting the bus. The school is not responsible for supervision of students before designated arrival times, after school dismissal times or following the completion of their bus route. Only children enrolled in the Care After School Program should be in the school building under the supervision of Care After School personnel after dismissal times, with the exception of those participating in supervised, scheduled after school activities or those accompanied by a parent/guardian.

Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

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

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with [Policy 5751](#)

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may

request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team. Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the

Student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a staff member to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may

extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Franklin County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

R.C. 3313.664, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19

R.C. 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

© Neola 2017

Late Arrival/Tardy

Children are considered tardy if they enter their homeroom classrooms after their school's start time. Parents are asked to report to the school office to sign in their child.

Early Dismissal

Written notice for students to leave early, such as for doctor or dental appointments, should be sent to the classroom teacher. Parents are asked to report to the school office to sign out their child.

Withdrawals

Students must attend school in the school district in which their parent(s) reside. If you move out of the Worthington School District you must withdraw your child from school. It is advisable for parents to come to the school when their child transfers to another school in order to sign a Release of Records form. If this is not possible, notify the school and a form will be sent home with your child. The form may also be accessed on the Worthington City Schools' website.

If you move within the Worthington School District but out of your current school attendance area and wish to keep your child at his/her current school, you may request approval for open enrollment by completing an open enrollment form, available on-line and in the school office.

Open Enrollment Policy

Requests by parents for their children to attend a Worthington school outside of their attendance area may be approved as long as the requested school's capacity and class size limits will not be exceeded and the educational program can be maintained. Parents must also agree to provide transportation for their child as needed.

Application requests for a transfer at the start of the next school year should be submitted to the school of choice no later than March 31. Intra-district open enrollment forms are available in each school's office, on the Worthington City Schools' website, www.worthington.k12.oh.us, and at the Worthington Education Center. Parents should complete the form and send it to the principal of the school of choice, and forward a copy to the principal of the school in the child's actual attendance area. Parents will be notified in August no later than 10 days before the start of the school year whether or not their children will be able to attend the school of choice. The student's new school assignment is subject to annual review and may be canceled if space is no longer available at the school of choice.

Reapplication for open enrollment must be done yearly.

Changes in Information

Anytime there is a change in telephone number, address, place of employment, marital status or anything else of which the school should be aware, please contact the school office immediately so our records can be updated. Phone numbers, email addresses and medical information should be [updated by parents on Infinite Campus](#).

Student Health

Guidelines-When to Keep Your Child Home from School

The protocol for management of communicable disease in Worthington City Schools is based upon the Ohio Department of Health's guidelines and recommendations.

Your child is too ill to go to school if he or she has any of the following symptoms:

- Temperature of 100 F or above by mouth (Student must stay home until he/she is fever free for 24 hours without the use of fever reducing medication. In most cases this means the student will miss the following school day. Please understand fevers can reoccur within a 24 hour time period and this policy is in the best interest of all students.)
- Vomiting or diarrhea within the past 24 hours (Student must stay home for 24 hours to ensure these symptoms are gone before returning to school.)
- Shortness of breath or increased wheezing during normal activity
- Has a cough that interrupts normal activity
- Pain from an earache, headache, sore throat or recent injury
- Has yellow or green drainage from nose or eye(s)
- Rash over body or localized to one area of the body (A student who shows signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a doctor's note is presented stating the student may return to school.)
- Fatigue that requires bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (Student may return once symptoms have been treated and are gone or a doctor's note is presented stating the student may return to school.)

If your child is ill, please do not send him/her to school to be checked by the school nurse. Such exposure may be harmful to the child as well as to the children with whom he/she comes in contact.

Please report all contagious diseases to the school office in order that the proper steps may be taken within the school to prevent the spread of disease.

If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. We will be guided by information on the "Health Services" portion of your student's Online Registration Summary. You are asked to supply that information on or before the start of school. If there are ever any changes to this information during the school year, please notify the school office immediately and make those changes online.

Reporting an Absence

Parents/Guardians must notify the school on the day a student is absent unless the office has been notified in advance. Lacking parental notification of an absence, the school office personnel will notify the parent of the student's absence by telephone and/or email on the same day the student is absent.

Dispensing of Medications

If school personnel are asked to dispense any kind of medication to your child, prescription or non-prescription, our office must have the Dispensing of Medication Form, which has been approved by the Board of Education, filled out and on file in our office. The form requires the signatures of the prescribing physician and at least one parent or guardian. These forms are available on the district's website and in our school office. There is also a copy of the form at the back of this handbook that can

be printed and taken with you to the doctor's office when needed. Please do not request that we make an exception to this procedure; we are bound by law to act in this manner.

Requests for Exemption from Recess/Activities

Your child's health is an important phase of the education program. Children need exercise and fresh air in order to keep healthy and alert. Our supervised playground is a safe and healthy place where your child can participate in a variety of activities. Weather and health permitting, we expect all children to go outside for recess. Children recovering from an illness (no longer in an infectious stage) will be permitted to remain inside at recess time upon written request from parents. If the request is for longer than three days, the school should have a statement from the doctor explaining why the child is well enough to be in school, but is unable to be outside for a short time. In general, it is much better that the children become involved in outside activities rather than to stay in the classroom the entire day.

Immunization

Proof of immunization must be on file in the nurse's office within fourteen (14) days of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a negative TB test or chest x-ray report within the last ninety (90) days and prior to entry to school.

Health Screening

Health Screening done or supervised by the school nurse include:

- Vision-Kindergarten, Grades 1, 3, 5 new students and staff referrals
- Hearing-Kindergarten, Grades 1, 3, 5, new students and staff referrals

Other grade levels may be screened at the discretion of the school nurse.

You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact your school nurse.

Student Insurance

For the coming year, the Board of Education will make available a student insurance policy. For your convenience, claim forms are available at the school office when needed.

PEDICULOSIS PROCEDURE-WORTHINGTON SCHOOLS

Pediculosis or head lice, is a nuisance condition and is not known to transmit infection from person to person. Current positions of national organizations (The National Association of School Nurses, The American Academy of Pediatrics and the Harvard School of Public Health) recommend that schools eliminate their "No Nit" policy. In order to maximize academic achievement, school attendance should not be compromised because of a case of head lice.

1. When a student is found to have an active infestation of pediculosis as defined by presence of live bugs or nits, the parent or guardian will be notified. The nurse will make a professional judgment regarding exclusion arrangements depending on her assessment of the situation. The student may

remain in the classroom and go home at the end of the day if only nits are found. Students will be expected to be checked in by the nurse or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check.

2. Our healthcare staff will educate the parents about head lice treatment and control with verbal and/or written instructions.
3. Teachers will be notified when a student in the classroom has head lice. A letter will be sent to the children's parents/guardians of the affected classroom. The letter will provide recommendations for health care.
4. Upon readmission to school the student will be checked by the school nurse or trained staff person. If the student is found to have continued active infestation (live bugs and/or no progress in nit removal) the parent will be instructed to take the student home for further treatment.
5. Since mass screenings lead to embarrassment, misdiagnosis and unnecessary treatment, the nurse will not routinely screen classmates of the infested student.
6. If the parent or guardian is not compliant with treatment options and the student misses several days Worthington Schools may choose to implement the following measures;
 - a. Conferences
 - b. Referral to outside agency for assistance

Please see the following articles for more information:

American Academy of Pediatrics:

<http://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>

<http://pediatrics.aappublications.org/content/126/2/392.full.pdf>

http://www.nixlice.com/sites/default/files/assets/pdf/american_academy_of_pediatrics_report.pdf

National Association of School Nurses:

<http://www.nasn.org/Portals/0/positions/2011pspediculosis.pdf>

Student Safety and Transportation

Safety

The safety and well-being of every child who attends Worthington City Schools is a concern for all of us. Each child will need to become very familiar with school behavior guidelines for his/her own safety and well-being and that of others. Playground, building and classroom behavior expectations will be explained and discussed with the children during the first week of school and regularly throughout the school year. Every attempt will be made by the entire staff to ensure that these are understood and carried out.

To and From School

The school personnel provide supervision of students on school property during school hours. Children should not arrive at school before designated arrival times and they are to leave the school grounds at dismissal time and/or bus pick-up times unless special provisions have been made by school personnel for a child at school beyond those times. When children are not on school property, as they come to and from school, they are the responsibility of parents. Please make clear to your children the school's (and your) expectations for them in their trip to and from school. Walkers are to stay on sidewalks, to cross streets at designated crosswalks and are to follow behavior and safety rules established by the school in interacting with each other and with Safety Patrols. Bicycle riders need to have a permission form signed by their parents and agree to follow our bicycle policies.

We hope that you will help us in instructing your child on ways to remain safe while walking and bicycling to and from school.

- Be sure your child can recite his/her name, address, and telephone number so if there is an emergency someone can more easily locate you, if necessary.
- Please tell your child to NEVER talk to, accept rides with, or take presents from a stranger. You need not pursue the subject any further than you feel is necessary.
- Check the [Franklin County Sheriff Department](#) website for current information regarding sexual offenders in your area.

Bicycle Policy – NOTE: Slate Hill does not allow bicycles

Only students in grades 4, 5 & 6 who live in the designated walking areas may ride their bicycles to school. All students outside of this attendance area are not permitted to ride bicycles because of the heavy traffic and dangerous roadways they'd encounter enroute to and from school. A permission form must be signed by parents and on file in the school office before a student may ride his/her bicycle. **Roller blades, shoes with wheels, skateboards and scooters are not permitted on school grounds.**

Parents are asked to discuss the following bicycle safety rules with their children before signing the required permission form.

Bicycle Safety Rules:

1. Stop and look both ways before entering the street.
2. Bikes are not to be ridden on sidewalks.
3. Ride in the same direction as traffic.
4. Use hand signals when turning and look in all directions.
5. Obey all traffic signs.
6. Only one bike rider per bike.
7. Always listen to the Safety Patrols and adult crossing guards.
8. Wear a securely fastened bicycle helmet.
9. Dismount bikes at crosswalks and designated entrances to school property. Walk the bikes directly to the bike racks. Once parked, bikes will remain locked in the racks until dismissal time. Bikes will be walked out to the same point after school.

Safe bicycle practices are expected at all times. Bicycle privileges will be revoked if these policies and safety practices are not followed.

Bicycle Permission Forms are available in the school office upon request. A new permission form must be completed each school year for each student before bike riding to and from school can begin.

Dropping Off or Picking Up Children at School

Each of our elementary schools has a traffic pattern specific to their school and community. It is critical to follow the school's plan for dropping off and picking up your child(ren) to ensure the safety of all students and families.

Bus Service and Regulations

Bus service is provided for children who live over 1.5 miles from the school. Bus stops are established by the Transportation Department and are approved by the Worthington Board of Education. The phone number for the Transportation Department is 450-6600.

Drivers are responsible for and shall expect the orderly conduct of students. Students on the bus shall be under the authority of and are directly responsible to the driver. If students do not respond to the driver's request for orderly conduct, the driver shall report this to the principal. Appropriate disciplinary action may be taken as determined by the school principal.

Parents are responsible for the safety of students while going to and from pickup points, until students get on the bus at the bus stops and as soon as students get off the bus in the neighborhood.

Buses operate on a time schedule; this schedule does not permit buses to wait for tardy students.

Regulations For Students Riding School Buses

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. Students riding school busses shall:
 - A. Arrive at the bus stop 5 minutes prior to scheduled pickup time.
 - B. Board, leave, and ride the school bus in an orderly and non-disruptive manner;
 - C. Sit facing forward in his/her seat from the time of boarding until disembarking;
 - D. Refrain from engaging in any conversation or activity (including fighting) which could reasonably interfere with the safety of passengers or with the bus driver's safe operation of the bus;
 - E. Refrain from conduct, conversation or forms of expression which could reasonably offend the ordinary sensibilities of others;
 - F. Do not vandalize or otherwise damage a school bus;
 - G. Do not eat or drink while in a school bus;
 - H. Do not transport animals, dangerous objects or materials;
 - I. Do not throw objects either out of or within the bus and do not extend any part of their body out of a window;
 - J. Make no noise while a school bus is approaching or crossing a railroad crossing or at any other point of danger as specified by the school bus driver;
 - K. Cross all streets at least 10 feet in front of the school bus and remain visible to the driver at all times;
 - L. Board or leave the bus only at assigned stops unless they have parental or administrative written authorization to do otherwise;
 - M. Upon departing the bus in the afternoon students are to proceed to a designated place of safety where they must remain until the bus leaves the stop.

A violation of any of the foregoing rules or of any provision of the student's code of conduct shall constitute disorderly conduct and shall subject the student to suspension or termination of bus privileges, emergency removal, or other discipline, as determined by building principal.

Safety Drills

Fire drills are held periodically to prepare children for an emergency, should one arise. If you are visiting the school during a fire drill, you will notice that the children will exit the building and will remain quietly at a designated location where they will be counted by their teachers. All persons are required to leave the building during a fire drill. The building should be vacated in less than two minutes.

Tornado emergency drills are also practiced. Children go to their shelter location quickly and assume a protected body posture. If a *tornado watch* is in effect at regular dismissal times, students *will be* dismissed as usual. If a *tornado warning* is in effect at regular dismissal times, students *will not* be dismissed unless accompanied by their parent or guardian.

All schools in the Worthington district also conduct safety drills to prepare staff and students for the unlikely event that an intruder, or other emergency situations occur, that necessitate the evacuation or lockdown of the building. These drills are conducted with the support of local first responders, and in accordance with requirements of The Ohio Department of Education, in cooperation with The Department of Homeland Security. All staff received specific training provided by the district to respond when necessary.

Worthington Schools Volunteer Screening

Worthington City Schools welcomes your interest in volunteering in our schools. In order to provide security for our students, Worthington Schools requires that all volunteers who will be working directly with children, chaperoning field trips, etc. complete the following steps:

- Go to the Worthington Education Center at 200 East Wilson Bridge Rd., Worthington 43085. The WEC is open Monday- Friday, 8:00 a.m. – 4:00 p.m.. It may be advisable to call Human Resources, 614-450-6032, prior to going to confirm staff are available to assist you.. Check in at the front desk and the receptionist will direct you to Human Resources.
- You will be required to present a drivers' license or a state identification card.
- If you have been a resident of Ohio for less than five years you will be fingerprinted and an FBI check will be completed.
- You will be photographed for your volunteer picture ID badge.
- Your ID badge will arrive at school in approximately 10 business days. If an FBI check is necessary, it may take up to 30 days to process.

School Visitations

Parents are always welcome to visit our classrooms. The courtesy of a day's notice is requested prior to a visit. **Upon arriving at school, please stop at the office to sign in and pick up a visitor badge.** This will enable us to know who is in the building at all times. When dropping off items, please bring them to the office and school personnel will happily deliver them to your child to lessen classroom disruptions.

Parents/Guardians Visiting Students at Lunch and during Recess

Occasionally, parents/guardians plan to join their child for lunch. In addition to student safety and security, school administration is responsible for accounting for the safety of visiting adults, as well. We welcome parents to share lunch with their student, and ask that the adult follow these steps in order to properly prepare for their visit:

- Notify the office of your intention to visit for lunch in advance
- Upon arrival at the building, stop at the office to sign in and pick up a visitor badge
- Upon completion of lunch, stop at the office to sign out and leave the visitor badge behind

Please note: Parents **are NOT permitted** to accompany their student to the playground during recess. In order to maximize the safety and security of all of our students, the only adults permitted on the playground during recess are our staff members assigned to supervision duty. Most of our school

playgrounds do not contain barriers such as fences that limit access to students at play. This increases the need for vigilance on the part of our adult staff.

By maintaining only school staff on the playground, we limit student exposure to walk-on adults that all students do not know, and maintain an environment in which the only adults your child has contact with are school staff. We appreciate your cooperation with this safety measure.

School Closing

It may be necessary to close school or delay opening school some days because of weather conditions or for other reasons. If this should become necessary, it will be posted on the school website, announced by the local radio and television stations, and posted on the district social media accounts. You will also be contacted via phone, email and/or text message if you've updated your emergency contact information to include your number(s). Your child should have instructions on where he/she should go in the event it becomes necessary to close school after he/she arrives at school and you will not be home. Students in the Care After School Program (CAS) must have a form filled out and on file with the CAS personnel outlining what plan they are to follow if early dismissal is called.

When Bad Weather Strikes

The decision to cancel or delay school will be made as early as possible, but the time will vary due to the weather conditions. It may be the night before in some cases or in the early morning before classes start, if conditions are changing. Our goal will be to make the decision to cancel or delay school **by 5:45 a.m.**

If school is cancelled, all buildings will be closed for routine business during the day, BUT plan on evening school activities to be HELD as scheduled. If weather conditions don't improve in the morning, the district will make the decision to cancel evening activities by 1 p.m. on most days.

The district will communicate event cancellations through the principals and group leaders, the website and social media. Unless you hear otherwise, plan for the following:

- Athletic team practices and/or games will go on as scheduled*
- Extra-curricular group activities and meetings will go on as scheduled
- Planned events like music concerts, drama performances and art shows will go on as scheduled
- Field trips will be determined on a case-by-case basis.
- Care Before & Care After School will be cancelled.

More information on school closing procedures due to winter weather can be found at:

<https://www.worthington.k12.oh.us/winterweatherfaq>

Student Technology Acceptable Use and Safety

The Worthington School District (the "School District") is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, and other new technologies within the School District (collectively, the "Network").

Access to the School District's Network is provided as a privilege and as an educational tool. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, school hallway or other School District property. While the School District may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Computer Network and Internet Acceptable Use Policy for students ("Policy"), and applies to all students who use or otherwise access the Network either on-site or remotely.

Each student is responsible for reading and abiding by this Policy. If you (parent or student) have any questions about the provisions of these policies, you should contact the building principal or the principal's designee. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement if appropriate. The District reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

Reporting Misuse of the Network

In addition to following the terms of this Policy, you must report any misuse of the Network to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property or that constitutes inappropriate conduct.

Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access, at any time, without warning, and for any period of time. By accepting network access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of District equipment, software or connectivity, including but not limited to protections provided by State and Federal law.

Access

Network resources are only for use by authorized users and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If you think someone may know your password, tell a teacher or building administrator immediately. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

Purpose and Use

The School District is providing you access to its Network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must consult with a teacher or building administrator to help decide if a use is appropriate.

Unacceptable Uses

Other prohibited uses and activities include, but are not limited to:

- A. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.
- B. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.
- G. Copying, downloading, uploading or transmitting student information or other confidential information.
- H. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the [District Copyright Policy 2531](#). Any materials used that are covered by Copyright shall be used by permission or through "fair use"; or other allowable methods created by the Copyright Act.
- I. Soliciting political contributions through the Network from any person or entity or conducting any type of campaign business including creating or transmitting information in support of a school levy.
- J. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.
- K. Degrading or disrupting the operation of the Network or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for non-commercial or apparently "harmless"; purposes, they use up limited resources.
- L. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Network equipment, computers or systems. Student

members shall not remove, alter or copy District software for their own personal use or for the use of others.

M. Supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services.

N. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity.

O. Using cellular telephones on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Freedom of Speech

By giving users access to this system, the School District does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the function of the governmental mission of the District, and is operated solely in support of that mission. Neither the public, nor staff, nor students are invited to use the network in expression of their opinion. The District fully supports the right of all students, staff and the public to express their opinion through legitimately established public and limited forums dedicated to that use.

Privacy

Network access is provided as a tool for educational and administrative uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of the School District and you do not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

Web Sites

Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

Failure to Follow Policy

If you violate this Policy, you may be subject to disciplinary action. You may lose your access to the Network, which the School District may refuse to reinstate for the remainder of your time as a student at Worthington Schools. At the maximum, you may be suspended or expelled. You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the

user to criminal or civil investigation and prosecution. It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities.

Warranties and Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files, and the School District shall not be responsible for any loss or deletion of data. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology, and you must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of your information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

© Neola 2017

Personal Communication Devices

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may use PCDs as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, unless restricted by a teacher or administrator.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Camera/recording devices may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See [Policy 5517.01](#) –

Bullying and Other Forms of Aggressive Behavior.

In particular, students are prohibited from using PCDs to:

- 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and
- 2) engage in “sexting” - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student or parent/guardian, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance [with Policy 5771](#) – Search and Seizure.

If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD, in violation of this policy is required to report the violation to the Principal.

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

Note: Although we allow smart phones and other WCDs, the District will not be responsible for WCDs that are lost or stolen. While students are permitted to carry their phones to school, it is the expectation that students having cell phones at school will have them turned off and stored in their backpack during school/class hours.

Email Policies

General Information

Students in grades 2-12 are given a district 'wscloud' email that will be used for student communication only:

- Students 2-12 will have email accounts (ex. js0358@wscloud.org)
- Staff and students MAY have personal email accounts which are unique and separate accounts from those provided by the district.

Uses of Student Email

- Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class
- Students may send emails to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

- Wscloud email system controls whom email messages can be sent to and whom they can be received from.
- HS students can email HS students, MS students can email MS students, and both can email all staff
- HS and MS students cannot email elementary students, anyone outside the school domain
- HS and MS students cannot receive email from outside the school domain
- Elementary students can email other elementary students and all staff
- Elementary students cannot email anyone outside the school domain
- Elementary students cannot receive email from outside the school domain

General Email Guidelines for Students

- Below is a general summary of guidelines related to email.
- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.

- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Student Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Monitoring and Filtering of Email

- Email that is sent within the District is monitored and filtered.
- Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery.

Expectation of Privacy

At any time and without prior notice, the school district reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the school district, no one should have any expectation of privacy regarding such materials.

Parent Access to Student Email

Parents may use the [Parent Account Recovery link](#). If the email the parent enters matches in our security system, the parent's userID and password as well as their child's userID and password are sent to the entered email address. In this way parents may access the student's Google account.

General Information and Procedures

Annual Notification of Rights under FERPA - Worthington School District

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. Those rights include:

- A. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or designee) a written request that identifies the records(s) they wish to inspect. The principal (or designee) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or violate a student’s privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students may informally request that a record be amended if they believe it is inaccurate, misleading, or in violation of the student’s privacy rights. If the matter is not resolved in an informal manner, parents or eligible students should write to the school principal (or designee), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student on request; when the District receives a written request for amendment of a student’s education record; or the District receives a written request for a records hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or security personnel); a person serving on the school board; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility; perform a task related to the student’s education or school-related activities; or perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid. Upon request, the District shall disclose education records without consent to officials of another school, school district, or institution of post-secondary education in which a student seeks or intends to enroll.

The District has designated the following personally identifiable information in a student’s education record as “directory information,” and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

1. The student's name;
2. The student's address;
3. The student's date of birth;
4. The student's participation in officially recognized extracurricular activities or sports;
5. The student's awards or honors; and
6. The student's weight and height, if a member of an athletic team.

Parent(s), guardian(s) or eligible students will have two weeks from the start of school to advise the Superintendent, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information. Please consider that if you choose to deny access to your student's directory information this will prevent ALL third parties (post-secondary organizations, military recruiters, co-curricular and social organizations) from receiving the information.

The District may also disclose student education records without consent of the parents or eligible student under the following circumstances:

1. To authorized federal officials or state or local educational authorities;
 2. The disclosure is in connection with financial aid for which the student has applied or which the student has received;
 3. The disclosure is to State or local officials if a state law adopted prior to November 19, 1974 permitted disclosure;
 4. To organizations conducting studies for, or on behalf of, educational agencies or institutions;
 5. To accrediting organizations to carry out their accrediting functions;
 6. To parents of eligible students if the parents claim the student as a dependent, as defined in the Internal Revenue Code;
 7. To comply with a judicial order or subpoena; or
 8. In a health or safety emergency.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Celebrating Student Birthdays

Recognizing and celebrating the birthday of our students and their unique place in the school community is important to us. The incidence of students with dangerous food allergies and medical conditions such as diabetes has prompted us to rethink food consumption in our elementary schools.

Doing everything we can to ensure our students' health, safety, and well-being is our number one priority!

We welcome parents working with school staff to provide a special recognition of their child's birthday. However, with the beginning of this school year, ***we will not participate in celebrating birthdays with food of any kind***, including cupcakes, packaged sweets or other food or beverage treats.

Building principals will work with their staff to share special recognition of each child's birthday, and parents are encouraged to share reasonable non-food alternatives for celebrating their child with classmates. Non-food alternatives could include:

- Special pencils
- Stickers
- Erasers
- Dollar-store word games or puzzles
- A "class" puzzle or game for students to use in celebration of your child
- A book that could be added to the classroom or school library in honor of your child and his/her birthday. (The book can be shared as part of the celebration day)

As a district, we are confident that all parents can assist us with celebrating each child in ways that do not adversely impact the health, safety, and well-being of the growing number of students for whom food allergens and other conditions are an issue.

Please contact your building principal with any questions you may have.

Changes in Information

Anytime there is a change in telephone number, address, place of employment, marital status, or anything else of which the school should be aware, please contact the school office immediately so our records can be updated. Phone numbers, email addresses and medical information should be updated by the parents through the Worthington School's website, www.worthington.k12.oh.us. To login, click on My Account, the Infinite Campus icon, the Online Registration link in the In Box and proceed through the pages to review and update your child's information.

Child Custody

If you are a divorced parent and have specific custody rights and specifications outlined in your divorce pertaining to your child(ren), please send the building principal a copy of the official divorce decree to be kept on file in the office. The school personnel can't abide by custody specifications unless we are made fully aware of them.

Discipline

Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. The ultimate goal of our discipline philosophy is to develop self-discipline in each child. Self-discipline is nurtured every time a teacher or parent treats a child with civility, dignity, and respect, all within a framework of positive expectations. Each of our elementary schools has a PBIS (Positive Behavior Interventions and Supports) plan specific to their school's needs.

School discipline plans focus on promoting children's safety, developing their self-discipline and appropriate social skills, and creating an environment for learning. We have high expectations for our students' behavior and we will do all we can to help them meet the expectations. Please read the *Code of Conduct for Students*, online and located at the end of this handbook which has been adopted by the Board of Education for all students in the Worthington School District. A complete copy of the district's

Code of Conduct, along with the sections on Due Process, Suspension and Expulsion is available for your review in our school office at any time, as well as on the Worthington School District's website.

There are specific disciplinary procedures that apply to the cumulative total of suspension days beyond 10 for special education students. Specific procedures are also followed when there may be an expulsion of a special education student. The school district must follow these specific procedures for students identified as disabled under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Details and further information related to these specific disciplinary procedures as defined by federal and state laws may be obtained by contacting the school district Director of Special Education Services at 614-450-6020.

Dress Code and Hair Care

We believe that the clothing worn by students should be the choice of the parents and child, knowing that good taste prevails. However, students' dress that becomes disruptive to a learning situation will not be permitted.

The clothing should be practical, i.e., dress according to the activities in which the children normally engage. We encourage children to wear tennis shoes because they provide greater support when they are playing outside at recess. If they do not wear tennis shoes, we ask that they wear shoes with straps on the back of the shoes--again for safety issues. Hats, scarves, and kerchiefs may be worn at recess, but not in the school.

Weather permitting, and when temperatures including wind chill are above 20°F, all children will be expected to go outdoors for recess. Please be sure to remind your child to wear hats, boots, and gloves when they are needed for warmth and protection.

Please be aware of what message is being portrayed on articles of clothing. We ask that children not wear clothing, jewelry, hats, etc., that promote or advertise drugs, alcohol, tobacco, profanity or violence through pictures or words. We know that you're as concerned as we are about the many "messages" our children receive about drugs, alcohol, tobacco, violence, negative attitudes, etc., through radio, television, popular music, magazines, and apparel. It is important that you take this matter seriously and monitor what your children wear to school. Clothing should be neat, clean, fit properly, and be appropriate for current weather conditions.

Student dress that is disruptive to the learning situation will not be permitted (Clarification: This would include clothing that is too tight or too sparse such as t-shirts with spaghetti straps). Mesh shirts and midriff blouses are also viewed as disruptive to the learning environment. Shorts are permitted, but they must be **knuckle length**.

The learning atmosphere can be disrupted when students alter their hair. Therefore, we ask that students refrain from using food coloring, sprays, and other commercial products which temporarily color their hair.

Food Services

The Worthington Schools have recognized the need for helping to meet the nutritional needs of children and serve a well-balanced, nutritious lunch each school day. Lunch is available to all full day students at a cost of \$2.75/\$.40 for a reduced price lunch. Milk can be purchased by the children bringing lunches for 50 cents per carton. Breakfast is also available at all of our elementary schools at a cost of \$1.60 for full price breakfast/\$.30 for a reduced price breakfast. If your child wishes to purchase breakfast, be sure you have deposited money in your student's account. If your child receives free lunch, they receive breakfast and lunch at no cost.

Worthington Schools uses a prepay/debit system that requires our families to put money in an account for their child to use for the purchase of lunch. Each student is given a PIN number that allows access to his/her account. Prepaid lunch money is collected in the classroom first thing in the morning and turned in to the cafeteria manager. Please observe the following to prepay your child's lunch:

1. Write a check payable to the Worthington Board of Education for the amount of lunches you wish to purchase. (for example, \$13.75 for a five-day week; \$27.50 for ten days.) Please write the child's full name with PIN number on the check's memo line.
2. If you choose to pay for more than one child by check, write each child's first and last name and how much each child should receive on the check memo line.
3. Enclose the check in a sealed envelope and write clearly each child's name and teacher's name.
4. If you choose to pay by cash, please follow the same procedure. Please note that we are unable to make change. Any cash you send will be fully credited to your child's account.
5. You may also deposit directly in your child's account at [www.MyPayments Plus.com](http://www.MyPaymentsPlus.com)

Applications for free and reduced lunch prices must be completed at the beginning of each school year. Applications can be found on the Worthington website at www.worthington.k12.oh.us/ Quick Links/ Forms. Annual Menus can also be found on the Worthington website.

Lost and Found

Please clearly label your children's coats, hats, gloves, boots, and other articles of clothing and personal items for quick and easy identification. At the end of each trimester, those items which are unmarked and unclaimed will be given to a charitable organization. Please check with the school office or the lost and found box if your child has lost anything of value.

Open Enrollment Policy

Requests by parents for their children to attend a Worthington School outside of their attendance area may be approved as long as the requested school's capacity and class size limits will not be exceeded and the educational program can be maintained. Parents must also agree to provide transportation for their child as needed.

Application requests for a transfer at the start of the next school year should be submitted to the school of choice no later than March 31. Intra-district open enrollment forms are available in each school's office and at the district's East Wilson Bridge Office. Parents should complete the form and send it to the principal of the school of choice, and forward a copy to the principal of the school in the child's actual attendance area. Parents will be notified in August no later than 10 days before the start of the school year whether or not their children will be able to attend the school of choice. The student's new

school assignment is subject to annual review and may be canceled if space is no longer available at the school of choice. **Reapplication for open enrollment must be done yearly.**

Reporting to Parents

The parent-teacher conference is a very significant part of reporting progress. A study of the reporting form along with participation in the conference should give you complete profile of your child's progress. Conferences are scheduled for the first and second reporting periods.

The progress report will be available to parents on-line three times a year. The report is based upon individual pupil progress. Directions for accessing your child's progress report can be found at the district website.

On our district website, there is an informational brochure titled "[A Parent's Guide to Elementary Progress Reports](#)" that can be accessed by putting that title into the search box. This document provides a full explanation of our elementary progress report process.

School Fees

The fee schedule for consumable materials at the elementary level is:

Kindergarten	\$24.00
Grades 1-3	\$42.00
Grades 4-6	\$36.00

Fees are for student workbooks and other consumables in the various curricular areas. These include materials and supplies for reading/language arts, art, science, handwriting, music and math. Fees are non-refundable. Fees for students enrolling during the second semester will be adjusted to one half the scheduled rate. Fees can be paid through www.MyPaymentsPlus.com or by check during registration at the beginning of the school year. Any student not participating in free or reduced-price lunch programs is expected to pay student fees. Any student approved for the free lunch program will pay no fees (with a signed waiver form). Any student approved for the reduced-price lunch program will pay half of the assessed fee (with a signed waiver form).

Special Education and Section 504

Students may be identified handicapped and eligible for special education services under Section 504 of the Rehabilitation Act. A student identified as handicapped under Section 504 may qualify for services if he or she has a physical or mental impairment which substantially limits learning. Thus, depending upon the severity of the handicap, a student may or may not qualify for services. If you feel your child may be handicapped under Section 504, please contact the building principal.

Child Find

Worthington Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, other health impairment and developmental delay (preschool only). If you know of a child who is suspected to have a disability, please call the Director of Special Education at 450-6020 or contact your building principal for more information.

Parent Mentor

Worthington Schools has a parent mentor to assist parents of students who are referred for a special education evaluation or who are eligible for special education services. The Parent Mentor can support parents as they move through the processes associated with special education or can serve as a resource for information related to special education. If you would like more information regarding the services of the parent mentor, please call the parent mentor at 450-6020.

Board Policy – Student Information

Student Conduct

Grounds for Suspension, Expulsion, Emergency Removal or Other Disciplinary Action

Violation on the part of a student of any one or more of the following rules shall constitute misconduct and may result in the suspension, expulsion, emergency removal, or other discipline of a student.

These Student Code of Conduct regulations are applicable to conduct while school is in session, at school-sponsored activities or events whether on or off school premises, at events in which the District participates whether on or off school premises, off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the District, or at any time the student is subject to the authority of the Board or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other conduct directed toward school personnel and/or toward school personnel's property, during school or nonschool hours, regardless of where it occurs.

Student attendance at after school co-curricular events is a privilege. Any pupil may be removed from such events for engaging in disruptive conduct, for violation of the student code of conduct or for conduct posing a danger to persons or property. Any student removed from co-curricular events may be barred from attendance at future events for the remainder of the school year.

1. Alcoholic Beverages and Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit or be under the influence of any alcoholic beverage or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (hereafter, Prohibited Substances) or otherwise violate Board Policy "Drug and Alcohol Abuse by Students". "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any prohibited substance is present. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless such students remove themselves immediately and/or report the offense at the earliest possible time. A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials which depict or infer drugs or alcohol.

1A – Use or Possession

1st Violation – 5 day out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after school co-curricular events and activities, and driving privileges. Police Report.

2nd Violation – 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving

privileges. Police Report.

3rd Violation – 10 day out of school suspension with recommendation for expulsion. Police Report.

**Special Note: See Discipline Action Chart for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.

3B – Selling or Distributing

Violation – 10 day out of school suspension with possible recommendation for expulsion. When the sale or distribution are especially egregious and pose a greater safety threat to students, administration reserves the right to determine a lengthier suspension or recommends expulsion based on the facts of the case. Loss of privileges for 45 days after the suspension or expulsion, including attendance at after school co-curricular events and activities and driving privileges. Police Report.

3C – Failure to Remove and/or Report

These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at the earliest possible time when prohibited substances are in possession of students. Failure to remove and or report may result in level two disciplinary consequences which include Saturday Detention, Alternative Learning Site or Out of School Suspension.

2. Assault

A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

3. Cheating and Plagiarism (Academic Dishonesty)

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his/her own (or provide to another student, teacher or parent) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments.

A student shall not use the written work of any other person or parts or passages of such other person's writings, or ideas of such other person and hold them out as or represent them to be the product of his/her own mind.

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials." Secure test materials include test booklets, English and Foreign Language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by invalidation of test scores, suspension, expulsion and/or prosecution.

4. Conduct on Buses

A student shall not violate Board Policy regarding conduct on school buses.

5. Damage to Private Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

6. Damage to School Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with State law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

7. Dangerous Weapons

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit or conceal a dangerous weapon, firearm, knife, explosive ordnance, stun gun, taser gun, other dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance or dangerous instrument. "Look-alike" weapons, firearms, knives, ordnance or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing or stabbing: this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades and buck knives.

Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling or removing a student in accordance with Ohio law for otherwise possessing, transmitting or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.

- 8. Disruption**
A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance or any other conduct, the substantial and material disruption of obstruction of any lawful mission, process or function of the educational process of the school district, but not limited to, curricular and extracurricular activities.
- 9. Disruptive Demonstration**
A student shall not violate [Board policy 5520 Student Demonstrations and Strikes](#).
- 10. Dress and Expression**
A student shall not violate [Board Policy and Regulation 5511 "Student Dress Code"](#).
- 11. Fighting**
A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward another person which leads or, under the circumstances could lead, to harm to such person or bystander. Spectators are subject to disciplinary action if they are viewed to instigate, prolong or heighten a situation.
- 12. Frightening or Intimidating Acts**
A student shall not engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, intimidate, bully, harass, or otherwise cause harm to the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person.
- 13. Gambling**
A student shall not engage in any form of gambling.
- 14. Insubordination**
A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.
- 15. Leaving School Premises**
A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of the principal, assistant principal or school nurse or their designee. In addition, a student shall not be in an improper area of the school away from proper supervision.

16. Misrepresentation and Forgery (Nonacademic Dishonesty)

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official or other person acting in an official and lawful capacity.

18. Theft

A student shall not take or receive or attempt to take or receive into his/her possession property of the District or property of another student, teacher, visitor or employee of the District without privilege to do so.

19. Unauthorized Sale or Distribution

A student shall not sell, distribute or attempt to sell or distribute any object or substance which has not been properly authorized by the Superintendent, principal or their designee for sale or distribution to any person on school premises.

20. Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants including but not limited to Pepper Spray, Mace and Others.

A student shall not cause any flame, spark or other form of fire or propellant without the authorization to do so.

21. Use of Profane, Vulgar or Abusive Language or Gestures

A student shall not use profane, vulgar, abusive, obscene or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

22. Use or Possession of Tobacco

A student shall not use or possess tobacco or tobacco products in any form or otherwise violate [Board policy 5512 "Use of Tobacco"](#) This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.

23. Violation of Law

A student shall not violate any law or ordinance.

24. Other Conduct

In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the Superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

25. Repeated Violations or Other Circumstances

These guidelines do not restrict school personnel from using judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set.

26. Expulsion for One Calendar Year

A student who brings a firearm, as defined in Board policy, to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel, shall be expelled from school for one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Student Discipline

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

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;

- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board. The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the [Student Code of Conduct/Student Discipline Code and Board Policy 5611](#) – Due Process Rights.

R.C. 3313.20, 3313.66, 3313.661, 3315.07, 3327.041

A.C. 3301-35-03(G), 3301-83-08

© Neola 2000

Emergency Removal of Students

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 school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities 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, as soon as practicable. No prior notice or hearing is required for any removal under this policy.

In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) 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 due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the

Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the [Policy5611](#) – Due Process Rights. The person who ordered or requested the removal will be present at the hearing. If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

*R.C. Chapter 2506, 3313.66, 3313.661, 3313.662
© Neola 2000*

Suspension of Bus Riding/Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct.

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

*R.C. 3319.41, 3327.01, 3327.014
A.C. 3301-83-08*

(Note: This policy must be posted in a central location in each school building and made available to students upon request in order to be effective, i.e. to take advantage of the ability to suspend students from bus privileges for more than ten (10) days without the full panoply of rights otherwise available under 3313.66. Furthermore, this policy and any guidelines should be incorporated into student handbooks.)

Due Process Rights

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

Appeal to the Court

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

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.03 – Emergency Removal](#).

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.01 – Permanent Exclusion of Nondisabled Students](#).

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined [in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges](#).

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661
© Neola 2007

NO SMOKING/TOBACCO USE ON DISTRICT PROPERTY

Smoking and the use of tobacco products are prohibited at all times in all buildings owned and/or operated by the Board and on all grounds, including athletic fields and stadiums, owned and/or operated by the Board.

The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. school grounds, athletic facilities or parking lots.

Tobacco Use Prohibited

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the

international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board’s policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

This policy shall be posted at all of the entryways of the District buildings and grounds.

PROHIBITION OF SMOKING, USE OF TOBACCO AND ELECTRONIC CIGARETTES

The Board recognizes its responsibility to create and maintain an environment which sustains and enhances the general health and well-being of its employees, students and visitors. Since the growing body of technical and medical research indicates the serious health risks to smokers and side-stream smoke for nonsmokers, and since the Surgeon General classifies nicotine as an addictive substance, smoking and the use of tobacco and tobacco products are prohibited in all Board-owned and/or operated property, including all buildings and vehicles, and on all grounds, including stadiums and athletic fields, owned and/or operated by the Board.

The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

Tobacco Use Prohibited

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice

of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

Enforcement

Disciplinary measures for violations of this policy comply with the requirements of State law, related District policies and regulations.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education has adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

The administration shall take steps to ensure that this policy is communicated effectively to all employees and visitors.

Anti-Harassment General Policy

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems.

The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, “School District community” means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, District employees, coaches, or other persons in authority.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one’s supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school or work performance or participation; and may involve:

- A. teasing;

- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
 - B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
 - C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history,

or remarks about one's own sexual activities or sexual history.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual Battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below.

Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her [Policy 5517.01](#) investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the [Policy5517](#) investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers"

The names, titles, and contact information of these individuals will be published annually on the School District's web site. The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School

District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee.

All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution. The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns.

Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. ([See Policy8310](#) and [Policy8330](#))

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented. A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant" may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at

another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days. Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer. Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent" that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy.

The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days. Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent. If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent. During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While

observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s).

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery" If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with [Policy 8141](#), suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the

implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May, 2008

© Neola 2013