Dear Parents,

Welcome to Evamere Elementary School where we believe that all students are unique and that our community is enriched by individual differences. All students will be challenged to reach their potential through an educational program that is designed to meet the needs of each student. We believe in fostering a safe, nurturing environment by providing engaging and challenging opportunities for all students.

The staff believes that building strong relationships with our families and the community is vital, and we will work hard to continue the legacy of success established at Evamere. It is our goal to work together to support the emotional, physical, and academic needs of each individual student. The staff at Evamere will provide the students the best opportunities in preparing each student to be world class citizens ready to master the challenges of the 21st century.

We welcome parental involvement and encourage you to get involved in your child’s classroom or through our numerous parent groups. Parents play a key role in the education of children. Your words of encouragement, a hug at the end of the day, your interest in your child’s work, and open communication with the school staff are all vital to your child’s success in school. The Evamere staff welcomes your input on new and innovative ideas to help our school meet the needs of every child. We believe it is essential for parents and schools to collaborate together to help each child reach his or her full potential.

“Children are the world’s most valuable resource and its best hope for the future.”
John F. Kennedy

I am looking forward to a great year!

Sincerely,

Beth Trivelli
Beth Trivelli, Evamere Principal
Evamere Elementary School
Quick Reference

Telephone Numbers
Any questions or concerns can be directed to the specific department of staff indicated.

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Attendance Line</td>
<td>330-653-1300</td>
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<td>330-653-1226</td>
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<td>Guidance Office</td>
<td>330-653-1182</td>
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<td>Clinic</td>
<td>330-653-1239</td>
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<td>330-653-1203</td>
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<td>Safe Schools Helpline</td>
<td>800-418-6423 EXT. 359</td>
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Office Hours
7:30 – 4:15

Evamere Elementary Daily School Schedule
Students enter the building when the bell rings at 8:50 a.m. and go directly to their homerooms. Classes begin at 9:00 a.m. Students who arrive tardy (after the 9:00 a.m. bell) need to have their parents sign them in at the office. Students who arrive after 11:00 a.m. or leave before 2:00 p.m. are considered absent for half a day. For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school.

All Day KG/1st Grade
8:50 a.m. Students may enter the building
9:00 a.m. Tardy bell rings - Classes begin
3:45 p.m. Dismissal

Half Day Kindergarten
9:00 a.m. – 11:45 a.m. 1:00 p.m. – 3:45 p.m.

Parent Pick-Up and Drop-Off Procedures
In order to make the environment safe and orderly for our students, we will continue to utilize specific procedures for the drop-off and pick-up of students.

Drop-Off
There is a specific area for students to be dropped off in the morning. Enter the driveway farthest from the building. Students are to be dropped off at the side doors of
the building. You may have to wait in line to drop your child off. We ask that you please be patient. Please do not drop off your child earlier than 8:50 a.m. If your child is in the afternoon kindergarten program, please do not drop them off until 12:55 p.m. You may enter the driveway where the buses are dropping off afternoon kindergarten students AFTER the buses have entered. Someone will come to your car to collect your child. Thanks for being patient and helping us keep your child safe.

**Pick-Up**
At approximately 11:45 a.m. for morning kindergarten and 3:45 p.m. for afternoon kindergarten, all day kindergarten, and first grade, students who are walking/biking with a parent or being picked up by parents are dismissed from the classroom. Please enter the driveway farthest from the building and proceed to the back doors. Please park and walk to the back door with the Evamere Blue Car Tag displaying your child’s name. All walkers and bike riders must be signed out by a parent/guardian before leaving the school.

Students who normally travel home on the bus each day must have a written note from a parent each time another arrangement for going home is necessary. All changes must be in writing and given to the Office by 3:00 p.m. to ensure your child’s safety.

We appreciate your cooperation in these procedures and ask for your understanding, as we may have to approach you to remind you of these policies.

**Responsibility for Child**
The school’s responsibility for supervision begins at 9:00 a.m. when the students may enter the building and ends when the students are dismissed at the end of the day, as well as on bus transportation to and from school. Students on school grounds before 9:00 a.m. or after dismissal should be under the direct supervision of their parent, coach, club supervisor, or other adult.

Please notify the school in writing in advance of a change in a student’s arrival or departure time due to medical or dental appointments. Students will be called to the office to meet their parents when they have an appointment. *Students always need a note for a change in their after school routine.*
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HUDSON CITY SCHOOL DISTRICT

District Vision

The Hudson School Community will unite to empower our students to achieve uncharted levels of success.

Mission

We provide an educational program that maximizes the intellectual, physical, social, and emotional development of each child in a safe, nurturing, and diverse environment.
Building Level Information

Absences
Anytime a student is absent or late to school, it is necessary to call 330-653-1300. This attendance line is in operation 24 hours a day, 7 days a week. Please state the following: child’s name, parent’s name, teacher’s name, date of absence, and a brief reason for the absence. Requests for make-up work cannot be made on the attendance line. Please contact the school office to arrange make-up work. The absences of afternoon kindergarten students can be reported on the Attendance Line BEFORE 10:00 a.m., after which parents need to contact the Office directly.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, we urge you to make appointments, do personal errands, etc., outside of school hours as much as reasonably possible. Because attendance is important to us, we will be sending attendance letters home to those students who are absent frequently.

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. In accordance with this 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. House Bill 410 is new legislation (April, 2017) about how school districts keep track of and report absences. In addition to HB410, the elementary schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

Birthdays
Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers, and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.), and are non-nutritious, only non-food items may be used for birthday treats. Some options could be:

- Please feel free to arrange a time with the classroom teacher to read your child’s favorite book (or send the book in for the teacher to read if you are unavailable).
- Provide each student in the class with a small party favor like pencils, erasers, stickers, etc.
• Donate a ball or jump rope which can be used by the classroom for outdoor recess or a board game for indoor recess.

We ask that you do not send invitations to parties at your home unless you are inviting the entire class or all of the boys or all of the girls.

Thank you for helping your child celebrate his or her special day while following these guidelines. This will help us keep kids safe and will reinforce healthy habits that you teach at home. This information is also posted on the K-8 building websites at www.hudson.k12.oh.us > Parent Resources.

Broadcast Alert
District and building news is shared through the BroadcastAlert system. Once you register on the district website and select your subscriptions, you will begin to receive links to emailed announcements, news, and other important information about what is going on in our District, buildings, and classrooms. Hudson schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

Character Program
Citizenship, respect, and concern for individual rights of children as well as adults within Evamere School are encouraged through the Evamere Cares Program. The significance of the “CARES” program is derived from the words which are associated with each letter:

C - Cooperation
A - Appreciation
R - Responsibility and Respect
E - Effort
S - Sharing

Classroom Parties
Room parents work with the teacher to organize three holiday parties each year: Halloween, Winter, and Valentine’s Day. All elementary buildings will follow the same menu for each party. The items on the menu follow the Nut-Free Snack List and are the only food items allowed into classroom parties. When planning games and/or prizes, please make sure food items are not part of the activity. This will help eliminate any food allergy issues.

Delayed Start
A 2-hour delayed start for schools may be used when appropriate. The decision will be
made based on the extended forecast for the day and police/city road advisories. By allowing snow crews extra time for clearing roads, the District may decide to hold a shortened school day, which does not count as a calamity day. The school district will use the same notification system for the 2-hour delayed start as is used to cancel school; this includes the school phone system and TV and radio station announcements. We will also post the information on our website.

Should school be delayed by 2 hours, elementary school students, K-3, will be served a no-choice lunch due to limited preparation and reduced delivery time. Students with allergies will receive the appropriate foods. Typical lunches will be available at East Woods. We are encouraging parents to make plans now in order to be adequately prepared should the district announce a 2-hour delayed school start for weather. Please take into consideration any advanced childcare arrangements that may be needed.

HCER before school childcare (Explorer Zone) will not be held on a 2-hour delayed start day.

2-hour Delay of School Start Time Schedule:

<table>
<thead>
<tr>
<th>School</th>
<th>Delayed Start Time</th>
<th>End Time (no change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evamere All Day K and 1st</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Evamere AM K</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Evamere PM K</td>
<td>No delay, 1:00 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth 2nd Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth AM PS</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Ellsworth PM PS</td>
<td>No delay, 1:00 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>McDowell</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>East Woods</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
</tbody>
</table>

**Dress Code**

Students should wear appropriate clothing for an educational setting. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. Additionally, student clothing should not create a distraction. Specific examples of necessary guidelines include:

- Length of shorts and skirts should not be above finger-tip length
- No thin or “spaghetti straps” on tops
- Hats or head coverings are not to be worn inside, unless for religious reasons

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

We try to go outside for recess on a daily basis. On cold weather days, please make sure
your child has a hat, gloves, and coat. When it snows, boots and snow pants are important. Please plan on your child going outside every day.

Emergency School Closing Information
If conditions occur that force the closing of school, an announcement will first be posted on [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us). You will then receive a phone call notifying your family of the closing. Most local radio and T.V. stations also announce school closings. Please do not call the school. In lieu of closing for the day, the HCSD may participate in a 2-hour delayed start (please see more information under Delayed Start).

Extended Care Program
Hudson Community Education and Recreation (HCER) Program offers a before and after-care program: Explorer Zone. The hours of operation are from 6:45 a.m. to 8:55 a.m. for the before school day session and 3:55 p.m. until 6:00 p.m. for the after school session. Breakfast is available through Food Service in the morning, and transportation to and from all elementary buildings is provided. Registration materials are available at the HCER office located on Hudson-Aurora Road or the website [www.hudson.k12.oh.us/hcer](http://www.hudson.k12.oh.us/hcer).

Family Vacations
We discourage school absences for the purpose of family vacations. Each day of absence will count toward the 10 allotted days of "parent notes" to excuse the absence. Our curriculum involves a great deal of collaborative work, hands-on experiments, and the use of manipulative materials. In addition, much discussion occurs in the classroom regarding the thinking process. It is very difficult to duplicate these experiences at home or on vacation. However, if a family chooses to take a vacation during the school year, please contact your child’s teacher as soon as possible. A written note explaining the absence will be required. Depending on what is occurring in the classroom during the absence, we cannot guarantee that homework will be provided.

Field Trips
Field trips are used to supplement classroom experiences. Before each trip, activities are planned to help prepare the students for the trip. After each trip, there are follow-up activities and discussions. Students and parents are notified well in advance so necessary preparations can be made. Written parental permission must be obtained before a student may go on the field trip. If there is no written parental permission, a child must remain at school.

Homework
The purpose of homework is to reinforce learning that is taught during the school day.
Students are also able to begin to develop good study habits and organization of learning materials. We also believe that students should have time to play and have fun with their family and friends. As a general rule, homework should not exceed 10-15 minutes per night. If your child consistently spends more than 15 minutes on homework a night, please contact the teacher.

**Leader in Me Program**
The Hudson City Schools are committed to providing character development through the Leader in Me Program in Grades K-5. It is the hope of the Evamere staff that the 7 Habits outlined in this program will encourage and promote such qualities as respect, responsibility, and readiness among all students. The 7 Habits are as follows: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, and Sharpen the Saw. Every staff member is committed to the goal of having all students achieve these qualities. Consequently, there will be student leadership opportunities, activities, and recognition integrated with the Leader in Me Program throughout the school year.

**Lost and Found**
The best guarantee of finding lost items is to have everything labeled with students’ names (lunch boxes, jackets, hats, gloves, etc.). All items are delivered to the Lost and Found area of the school. Periodically throughout the year, all unclaimed items are donated to charity. Please check early and frequently when something is missing. To avoid an item being lost or stolen, please have your child refrain from bringing valuable property to school.

**Lunch Program**
Students may buy a hot lunch or bag lunch which includes milk or may bring a lunch and buy only the milk. Hudson Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students use their student ID to record what they are buying that day. Parents may put money on their child’s account by either sending cash or a check to the school made payable to Hudson City Schools Food Service. Please include the student’s name and ID number on the check or envelope. Parents can also make deposits online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) for a small fee. The lunch program begins the first day of school for all students. If you have any questions about food service, please contact them at 330-653-1203. Menus and free and reduced lunch applications can be found at [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us). If your child has a low lunch balance, automated phone calls will be made. Please be mindful to have your child’s lunch account current.

When students bring their lunch to school, we would appreciate that they be as nutritious as possible. We discourage fast food and pop or sugary beverages. Thank
you for your cooperation regarding our efforts for a healthy mind and healthy body.

**Lunch/Recess Expectations**
Specific procedures have been developed to make our time in the cafeteria and on the playground a positive experience for all children.

During lunch, the students are expected to follow these procedures:
- Stay in your seat unless given permission to do otherwise.
- Clean up after yourself.
- Use a quiet voice to speak.

On the playground, students are expected to:
- Be prepared to go outside during snowy weather at 20 degrees or above. Students will need boots and snow pants in order to leave the blacktop area.
- Snowballs are not to be thrown at school.
- Only school balls or Nerf balls may be used.
- Students are not to go into the parking lot.
- Demonstrate kindness and respect toward others.
- Do nothing to hurt another person physically or verbally.

**Media Center Information**
A complete library is part of the building. A weekly library period is provided for each child. Our focus is to promote literacy for our students through their library experience. Introduction to literature and basic library organization and use are developed during these visits. Technology literacy is introduced through the use of author websites, our online catalog, and use of The World Book Encyclopedia, online edition. Children are permitted to borrow one book at a time for a two week period. In kindergarten, books are kept in their classrooms. In order to maintain an adequate collection, students must cooperate to see that materials are returned promptly and in good condition. If materials are damaged or lost, students will be charged the current replacement cost. The cost for missing books will remain on student records until resolved.

The online media center is open 24 hours a day, 7 days a week. By going to the library website, [http://www.hudson.k12.us.oh](http://www.hudson.k12.us.oh), students and parents may use the online catalog to look for a book from home, and can access librarian created pathfinders and INFOhio databases including World Book Kids and Searchasaurus. Students must type in a User Name & Password when using INFOhio databases from home. Pathfinders include links to guide students to online resources about specific research topics.

INFOhio passwords (including Discovery Portal option from the online catalog)
USERNAME: learn

PASSWORD: infohio

**Nut-Free Classrooms**
All K-5 elementary classrooms are nut-free. **ALL** classroom food, including snacks, must be peanut-free as specified on the Nut-Free Snack List which can be found on our building’s and the district’s websites. *Most fresh bakery items like donuts, cupcakes, and cookies are prohibited because bakeries are using nut products somewhere in the bakery.*

**Parent Contact Information**
Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information.

**Parent/Guardian Classroom Visits**
Parents wishing to visit the classroom to observe their children are asked to contact the teacher in advance in order to avoid conflicts with special subjects and other programs when children may not be in the classroom. To ensure the integrity of the instructional program, 24-hour notice for classroom visitation is recommended. Visitation is considered based on the welfare of our students and staff along with maintaining the instructional program. All visitors to schools must report to the school office when entering to receive authorization before visiting elsewhere in the building. Since young students are easily distracted, please do not bring other children when this type of visit is made. *All visitors must sign in at the office and get a visitor badge.*

**Parent Involvement**
The partnership of the school, the home, and the community is vital to the success of each of our students. We welcome the involvement of parents in our school. Several opportunities for both during the school day and outside of the day exist. We encourage regular, two-way meaningful communication involving student academic learning and other school activities that ensure parents play an integral role in assisting their child’s learning and realizing that parents are full partners in their child’s education. We seek ways in which parents can participate in decision-making and advisory committees to assist in the education of their child.

The VIP (Vitally Interested Persons) organization coordinates parent volunteers in the school. These parents help with a variety of activities from assistance in the lunchroom to assistance within the classroom. These volunteers are an important part of the daily operation of the school. Volunteer forms are available online.
Parents can also participate in PTO. This organization actively supports the school and provides support to parents whose children are of school age.

Our website will include information about other opportunities offered by the school and by the school district for parents to join with us in conversation about the education of our children. We value your role in making a difference in the lives of the children of Hudson.

**REACH Services**

Hudson meets the diverse needs and abilities of students through curriculum differentiation. Gifted services formally begin in grade 3. In grades K-2, classroom teachers plan and design enrichment lessons and assignments to provide appropriate educational experiences for all students.

Students are identified as gifted and talented through a variety of approved assessments in Ohio. Hudson uses the iReady assessments, Terra Nova, and InView Cognitive Screener for gifted identification.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).

The Ohio Department of Education mandates the identification of gifted learners. It is the responsibility of each individual district to develop its own service plan. The Hudson City Schools adopted a new tiered service model beginning with the 2017-2018 school year.

**Tier I** services superior cognitive gifted learners with a Cognitive Skills Index (CSI) of 137+ OR a CSI of 132-136 and a gifted reading identification (95th percentile or higher). These students receive direct services in Reading/Language Arts from a Gifted Intervention Specialist in grades 3-8. This Gifted Intervention Specialist teacher serves as the "teacher of record" for reading in grades 3-5 and as the English teacher for these students in grades 6-8. The Gifted Intervention Specialists at the elementary levels may also provide some math enrichment. The amount of this additional service varies according to the number of students being serviced.

**Tier II** services superior cognitive gifted learners with a CSI of 128-131 OR a CSI of 132-136 but no gifted reading identification. These students are clustered together with teachers who receive ongoing professional development on the social-emotional and
academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner.

**Tier III** services gifted learners who are identified in reading and/or math, but do not have a superior cognitive identification. These students are also clustered together with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner.

There are opportunities for advanced programming in grades 9-12 through Advanced Placement and honors courses and College Credit Plus options.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).

**Reporting Student Progress to Parents**
There are three reporting periods and two scheduled parent-teacher conferences per year for elementary students. Report cards are issued at the close of each trimester. A hard copy of the report card will be sent home for the first and third grading periods. Parents can access the report card online through Home Access Center for all grading periods including the second trimester. Evaluation of each student’s progress is based upon his/her day-to-day achievement. Student work habits and effort is also noted on the formal report card.

**Response to Intervention (R.T.I.)**
The team is comprised of a group of professionals at the building level. When a child is having difficulty learning and needs support through the Response to Intervention (RTI) process or has not responded to interventions through the RTI process, the intervention team assembles to review and analyze academic and behavioral information and brainstorm additional interventions to help the child be more successful. The focus of this team is intervention. However, during the process, more information may need to be obtained to make the best educational decisions for a student.

**Safety Drills**
Safety drills are conducted for possible emergency situations on a regular basis. Students, staff, and parent volunteers are instructed to follow procedures appropriate
for these situations. The school is in regular contact with the community safety services that help us monitor the quality of these drills. For your well-being and the safety of our students, if you attempt to pick your child up from school in the event of a real emergency (e.g. fire, tornado, intruder, etc.) you will be asked to participate in the prescribed safety drill procedures until it is deemed safe by school officials and/or local authorities for children to be excused.

**School Guards**
School guards direct traffic before and after school at various locations on the school grounds. Please follow their directions to insure a safe and orderly traffic flow.

**School Rules**
In order to ensure that all of our students experience a nurturing and safe environment, we have established an umbrella of three basic expectations of Be Respectful, Be Responsible, and Be Ready. In addition, students are expected to:

- Show respect to one another at all times.
- Keep hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Do nothing to hurt another person physically or verbally.
- Walk in the hallways and to and from buses.

These rules apply at school, at school events, and while riding the transportation system to and from school.

Consequences for misbehavior may include the following:

- Conference with the student/parent
- Removal of privileges
- Time-out in the office
- Community service (in school)
- In-school suspension
- Out-of-school suspension
- Expulsion

**Speed Limit**
All drivers should limit their speed to 10 mph on Evamere property for the safety of the students.

**Technology**
As the “Internet of Things” continues to evolve and revolutionize, wearable technology is becoming increasingly popular. Smart watches that incorporate activity trackers and have the ability to make phone calls and send messages are perhaps the most notable among wearables. Gizmos watches, popular among younger students, help them stay
connected to their parents in a safe, more controlled way. Hudson City Schools permits students to wear Gizmos watches and other wearables as long as they do not cause a distraction and are used appropriately. We recommend that parents turn off all games during the school day. Also, students should not use a wearable during school hours to call home. If a student is ill or has a concern, he or she should go to his or her teacher or trusted adult, and the adult will take care of the student. Our goal remains to support student use of technology responsibly.

Testing and Assessment
The state of Ohio requires all students in grades 3-8 to take assessments in reading and math (annually) and science and social studies (in identified grade levels). As with every other Ohio school district we must follow the state requirements in regards to assessment. Any changes regarding testing at the state level will be communicated to families on the District website and other modes of communication. The following are the subject areas tested in each grade level:

Grade 3:
Ohio State Tests (OST) in English/Language Arts which includes reading and writing:
October/November and March/April
OST Mathematics Assessment: April/May
- **Students MUST take a third grade reading assessment to be promoted to fourth grade unless determined by the student’s IEP or 504. This is part of the Third Grade Reading Guarantee.**

Grade 4:
OST Assessment in English/Language Arts which includes reading and writing:
March/April
OST Mathematics Assessment: April/May

Grade 5:
OST Assessment in English/Language Arts which includes reading and writing:
March/April
OST Mathematics and Science Assessment: April/May

Gifted Testing
The district also participates in nationally normed tests in grades 2, 4, and 6. The purpose of these tests is to identify our Gifted and Talented students and to monitor our progress as a district when compared to other students across the nation. A "cognitive screener" will be administered to recommended students in first grade. This first grade assessment is not to identify students as gifted but to make informed instructional plans. The following are the areas tested in late January/early February for the following grades:
Grade 1: Cognitive Screening (not used for gifted identification)
Grade 2: Cognitive Assessment/Cognitive Skills
Index Reading and Mathematics
Grade 4: Cognitive Assessment/Cognitive Skills
Index Reading and Mathematics, Science, and Social Studies

Transportation
Hudson’s transportation provider, Petermann, has developed a phone and web browser application that will allow parents and guardians to securely view the location of all their child(ren)’s bus locations in relationship to their assigned bus stop. This application enables parents and guardians to view the estimated arrival time for each stop. Use of the application is voluntary. You can get more information, sign-up, and create your secure login to use the application on your smart phone or web browser in several ways. Specifically, you can go to:

- [https://m.petermannbustracker.com/secure/login](https://m.petermannbustracker.com/secure/login)
- For technical support, please contact support@petermannbustracker.com

In order to view the bus location and follow the route, parents and guardians will need to:

- Create an account by clicking on “need a login”
- Enter the state and then the city of your child’s Petermann School Services customer service center
  - Your assigned customer service center is 6400
- Enter your child’s school issued ID number
- Enter your child’s last name
- Use the + sign to add additional children who use Petermann’s charter services

If you have any questions regarding this application or any transportation questions, please contact the bus garage at 330-653-3355.

Visitors to the Building
In keeping with our common concern about the safety of our students while at school, we have developed a number of security measures designed to protect students during the school day. All visitors to the building will enter through the front entrance. Visitors are to enter the office and identify themselves to the secretary. All other doors are locked during the school day. According to the Ohio Revised Code, all visitors to a school building must report immediately to the office before going anywhere else in the building. When a visitor arrives in the office, we ask that you sign in, present photo identification, and wear a visitors’ tag that will identify you in the building. All staff members are alerted to question anyone without a visitor’s tag. We appreciate your
patience if we ask you to return to the office and sign in. Upon leaving the building, all visitors should return to the office to sign out and to drop off their visitor’s tag. All students will be called to the office if they are leaving early for the day. Please do not go directly to your child’s classroom. For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school.

Walkers and Bike Riders
Students who walk or ride bikes are dismissed at 3:45 p.m. Students are to go home immediately after school. For safety reasons, bike riders must walk their bikes on all sidewalk areas on school grounds. Students are not permitted to use rollerblades or skateboards upon arrival to or dismissal from school. Evamere students MUST be accompanied by an adult if they walk or ride their bike to school.

Pupil Services

Medical Services
Medical services for our students are provided. A nurse or medical assistant is in our building every day. School health services provide emergency care, sick childcare, conduct routine health screenings, and dispense medications. They also serve as consultants to classroom teachers concerning the health needs of their students.

If your child needs to receive medication at school, we must have the proper forms on file. We cannot dispense any medications without these forms on file. Please contact the school health staff for additional information.

School Guidance Counselor
The school guidance counselor is available to children, parents, and staff. All students become acquainted with the services of the school guidance counselor during fall orientation. Students may request to see the school guidance counselor or may be referred by parents or teachers to help solve problems or to teach new skills. Support groups are also offered to provide support for students concerned about things like changing families or friendship. The school guidance counselor also serves as a consultant for teachers, administrators, and parents.

School Psychologist
The primary function of the school psychologist is to assist school personnel and parents in providing an environment most conducive to growth in social, emotional, academic, and intellectual skills. Emphasis is placed on the development of a strong self-concept through positive interaction with the school environment. The primary function of the school psychologist is to provide professional assistance in the assessment and placement of students. Among the various responsibilities of the school psychologist
are assisting in the development of Individual Education Plans, participation on the Intervention Assistance Team, participation on the Response to Intervention Team, individual testing of students, counseling, and teacher and parent consultation.

**Special Education Services**
Hudson City Schools provides services for students with disabilities as mandated by the federal law Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and Ohio’s Operating Standards. Students must meet state and federal criteria to be eligible for special education services under IDEA. A team, consisting of the parents, regular education and special education teachers, school psychologist, administrator (usually the Principal or Assistant Principal) considers evaluation and testing information and determines if students meet the criteria to be eligible for services based on 13 different disability categories. Once a student qualifies for special education services based on state and federal criteria then an Individualized Educational Plan or IEP is developed for that child to meet his or her individual needs. There are mandated timelines that must be followed for each step in this process.

Public schools are also governed by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 which outline protections for qualified students with disabilities. Section 504 requires that school districts provide a free appropriate public education to qualified students who have a physical or mental impairment that substantially limits one or more major life activities. These laws provide protections and services to eligible students.
District/Board of Education Policies

The Board of Education Policies which appear in the Student/Parent Handbook and opening folder are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents in the Handbook since it was printed in summer. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures.

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE (5530)

Overview
No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use
When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:
A. monitoring of the student's progress and behaviors will continue;  
B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

Use and Possession
The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.
B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.
C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.
D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.
E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.
F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team.
The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

**Sales, Transmission and/or Distribution**

The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.

B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.

C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.

D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team.
The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program
The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the
concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of Pupil Services and is responsible for Districtwide and community prevention, intervention and awareness strategies and programming.

Student and Parent Notification
At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

Adopted 8/1/09
Revised 1/4/10

ANTI-HARASSMENT (5517)
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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

**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 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:

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.

**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 harassment/ancestry 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 as soon as possible after the conduct occurs.

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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.

**Anti-Harassment Compliance Officers**

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

Phillip T. Herman
Superintendent
2400 Hudson-Aurora Road
Hudson, OH 44236
330-653-1216
hermanp@hudson.edu

Kelly Kempf
Director of Pupil Services
2400 Hudson-Aurora Road
Hudson, OH 44236
330-653-1426
kempfk@hudson.edu

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school’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; (3) 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 Policy 8310 and Policy 8330)

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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned
party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.  
42 U.S.C. 2000e et seq.  
42 U.S.C. 1983  
National School Boards Association Inquiry and Analysis – May, 2008

Adopted 8/1/09  
Revised 4/28/14

**ATTENDANCE (5200)**

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.

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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

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 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.
**Intervention Strategies**
In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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 school official 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 absence intervention process shall commence upon 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 absence intervention team 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 a 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 excessive 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 an 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 Summit County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

The Superintendent shall develop administrative guidelines.
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (5517.01)

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or
bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in
prompt and appropriate remedial and/or disciplinary action. This may include
suspension or up to expulsion for students, up to discharge for employees, exclusion for
parents, guests, volunteers, and contractors, and removal from any official position
and/or a request to resign for Board members. Individuals may also be referred to law
enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other
aggressive behavior for the purpose of getting someone in trouble is similarly prohibited
and will not be tolerated. Deliberately making false reports may result in disciplinary
action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or
other person from new or additional harassment, intimidation, or bullying and from
retaliation following such a report.
This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

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

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

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

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

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

**Education and Training**

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board’s policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.  
R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)
DRESS AND GROOMING (5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;
B. materially interfere with school work, create disorder, or disrupt the educational program;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Such guidelines shall establish the dress requirements for members of the athletic
teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

R.C. 3313.20, 3313.60, 3313.661, 3313.665

Adopted 8/1/09

DUE PROCESS RIGHTS – (5611)
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 reason(s) for the suspension, the length and dates of the suspension, and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; and the right to be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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

The student who is eighteen (18) or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision shall be sent by the Superintendent to the student’s parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student’s parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent's appeal decision.

B. Students subject to expulsion:

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are set forth in the student code of conduct. The Superintendent may expel a student. Expulsion is the removal of a student from more than ten (10) days, but not more than one (1) year, unless the expulsion is extended in accordance with Ohio law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

1. The Superintendent will give the student and the 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 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 the 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 the 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; 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, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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 to the Treasurer of the Board. 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.

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent’s decision to expel with the Treasurer of the Board.

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. Community Service

The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

D. 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.

E. 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.

F. 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 noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Adopted 8/1/09
Revised 6/13/11
Revised 7/28/14

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EMERGENCY MEDICAL AUTHORIZATION (5341)

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible
file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

R.C. 2133.21 - .26, 3313.712
Adopted 8/1/09

**HEALTH SERVICES (5310)**

The Board of Education may require students of the District to submit to health examinations to:

A. protect the school community from the spread of communicable disease;

B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

A. general physical examinations for athletics;
B. dental examinations;
C. tests for communicable disease;
D. vision and/or audiometric screening;
E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition
of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)

Adopted 8/1/09

**PERSONAL COMMUNICATION DEVICES (5136)**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.
Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.
Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student’s PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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, sexual orientation, 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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's parent/guardian after the student complies with any other disciplinary consequences that are imposed, 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 building 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.

Adopted 05/09/13
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Truncated Policy- the complete policy is available on the district website:
www.hudson.edu

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (5630.01)
The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only
when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

**DEFINITIONS**

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).
Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;

B. preventative assessments

C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

The Superintendent shall develop emergency procedures for the District.

SECLUSION
If Student Personnel use seclusion, they must:

A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as
quickly as possible;

C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:
A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:
Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

A. for the convenience of staff;
B. as a substitute for an educational program;
C. as a form of discipline or punishment;
D. as a substitute for less restrictive alternatives;
E. as a substitute for inadequate staffing;
F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
G. as a means to coerce, retaliate, or in a manner that endangers a student; or

H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may
be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

**RERAINT**

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;

C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

**Prohibited Restraint Practices**

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
B. physical restraint that restricts the airway of a student or obstructs the student’s ability to breathe;
C. physical restraint that impacts the student's primary mode of communication;
D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
E. restraint that deprives the student of basic needs;
F. restraint that unduly risks serious harm or needless pain to the student
G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES
The following practices are prohibited under all circumstances, including emergency safety situations:

A. corporal punishment;
B. child endangerment as defined in Ohio Revised Code 2919.22; and
C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.
TRAINING AND PROFESSIONAL DEVELOPMENT
The District shall provide training as follows:

A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training. Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES
The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING
Each use of restraint or seclusion shall be:

A. documented in writing;

B. reported to the building administration immediately;
C. reported to the parent immediately; and
D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.


**PUBLIC RECORDS (8310)**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.
The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District’s public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request
B. an estimated cost if copies are requested
C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.
If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District’s public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.
Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26, R.C. 3319.32, 3319.321
20 U.S.C. 1232g

Adopted 8/1/09

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS (5610)
The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student
Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

C. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

D. "Expulsion" shall be the exclusion of a student from the schools of this District for
a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.
A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case
basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

or

2. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational
needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

E. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s
expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child’s grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child’s grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student’s suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

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

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C),3327.014
18 U.S.C. Section 921

Adopted 8/1/09
Revised 6/13/11
Revised 5/22/17
Revised 10/22/18

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SEARCH AND SEIZURE (5771)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or
devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20
U.S. Constitution, 4th Amendment
Adopted 8/1/09

**STUDENT CODE OF CONDUCT (5500)**

An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students.

Students in the Hudson City Schools are expected to:

A. conform to reasonable standards of behavior;

B. respect the rights, person and property of others;

C. preserve and maintain the degree of order necessary for a positive climate for learning; and
D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs 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 and Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in the school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act adversely affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, in school suspension, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Any act or seriously-threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another;

B. Any possession or use of a weapon including look-alike or counterfeit weapons;

C. Any act of arson or attempted arson and related offenses;

D. Any act of theft, deliberate destruction of property or participation in any activity at any time which results in damage to school property or to property of others on school property;

E. Possession, sale use, concealment, transmission or consumption of intoxicating substances, or drugs, or counterfeit or look-alike drugs or
intoxicating beverages, or attendance at school-sponsored activities while under the influence of such substances. This includes the prohibition of any Prescription drug or medication which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school District grounds;

F. Illegal occupation of school property;

G. Chronic misconduct;

H. Sexual activity;

I. Harassment on the basis of race, sex, national origin, handicap, age, or ethnicity including verbal, physical, or mental harassment;

J. Commission of any criminal act;

K. Possession or use of tobacco products in the school building, school grounds, school property and at school functions;

L. Truancy-chronic tardiness or absenteeism;

M. Profane, indecent, obscene, abusive or vulgar language;

N. Insubordination, including intentional interference with the teacher's conducting of the class;

O. Failure to accept discipline or punishment or similar violations of discipline;

P. Extortion - (infringing on personal rights);

Q. False alarms;

R. Possession or use of fireworks, explosives or other such instruments;

S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft or school property or property of others;

T. Assault, assault and battery or threat thereof;
U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;

V. Aiding and abetting a violation of a student discipline code;

W. Gambling;

X. Disruption of school including the use of same to incite others toward acts of disruption;

Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;

Z. Violation of Federal or State statutes or rules;

AA. Insubordination or disobedience of school personnel;

BB. Fighting;

CC. Cheating;

DD. Plagiarism;

EE. Hazing and intimidation;

FF. Possession of a knife or firearm;

GG. Immorality;

HH. Violation of school policies pertaining to dress and appearance;

II. Violation of policy prohibiting pocket pagers and other electronic communications devices;

JJ. The acts or violations listed in the Board Policy governing permanent exclusion;

KK. Any other form of behavior which is detrimental to a proper school
activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned;

LL. Other prohibited acts which may result in student discipline which appear in the student handbook of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building;

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

**STUDENT CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

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

C. has consequences that are fair, and developmentally appropriate;

D. considers the student and the circumstances of the situation; and

E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.
Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661 Adopted 8/1/09

STUDENT CONDUCT ON SCHOOL BUSES (5610.04)
The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

A. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;

B. be on time at the bus stop in order to permit the bus to follow the time schedule;

C. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);

D. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;

E. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone’s duty to help ensure safety;

F. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;

G. refrain from loud talking or laughing (unnecessary confusion diverts the driver’s attention and might result in a serious accident);

H. keep head, arms, hands, and all materials inside the bus at all times;
I. be courteous to fellow students, to the bus driver, and to motorists;

J. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden); and

K. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

**Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

A. Drivers shall deal with minor infractions by riders of bus safety rules and expectations firmly by oral instructions and reprimands. More serious infractions or repeated misconduct shall be made a matter of record by the driver issuing to the rider a card indicating the type of unsatisfactory conduct. This card must be returned with a parent or guardian's signature acknowledging its receipt on the next day the rider is transported.

B. The most serious infractions of safety rules or a pattern of lesser infractions result in the suspension, expulsion or immediate removal of a rider from the bus. When in the judgment of the driver such action is warranted, a notice of intention to suspend will be given to the rider with a copy provided to the transportation coordinator for follow-up action. The Superintendent, Superintendent's designees, principals and assistant or unit principals are authorized to suspend or remove riders from bus riding privileges using guidelines established by the Superintendent. Suspension of riding privileges for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed ten (10) days. Such suspension shall be in accordance with Section 3313.66 of the Ohio revised code related to due process.
C. Immediate removal from bus ridership is authorized when the rider's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The parents of a rider removed immediately from transportation must be given notice as soon as practicable of the right to a hearing which must be held within seventy-two (72) hours of the removal. The notice shall include the reason for removal. Length of time removed from ridership shall be in relation to the seriousness of the infraction, but not more than ten (10) days.

D. Suspension or immediate removal of disabled riders may require modification of the above procedures and shall be accomplished in accordance with law.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)**

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.)
Adopted 8/1/09

**STUDENT DISCIPLINE (5600)**

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
Adopted 8/1/09
STUDENT FEES, FINES, AND CHARGES (6152)

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid at the beginning of the school year or semester.

Fees
For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extra-curricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees
8. school records fees
B. "School fees" do not include:

1. library fines and other charges made for the loss, misuse, or destruction of school property;

2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;

3. charges for optional travel undertaken by a school club or group of students outside of school hours;

4. charges for admission to school dances, athletic events, or other social events;

5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer/CFO with an accurate accounting of all transactions.

Fines
When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person’s place of residence.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer/CFO to take the student and/or his/her parents to Small Claims Court for collection. Under no
circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district’s or school’s request for those records pursuant to R.C. 3313.672, or a juvenile judge’s order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child’s custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 2151.272, 3313.642, 9.38
Adopted 8/1/09
Revised 4/28/14

**STUDENT HAZING (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer.
of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661
Adopted 8/1/09

STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY (7540.03)
Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services (“Educational Technology” or “Ed-Tech”).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of the their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services (“Educational Technology” or “Ed-Tech”).
The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such
disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including
interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Educational Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Educational Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Educational Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
18 U.S.C. 1460
In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.
The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational
interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. the parent or eligible student, upon request, receives a copy of the record; and

2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

G. request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.
The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION
Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student’s name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent’s annual public notice.
In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be
scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information
contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.
USE OF MEDICATIONS – (5330)

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the
persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer’s packaging for the child’s age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.
For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprofen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. administrator
B. teacher
C. school nurse or medical assistant
D. building secretary
E. aide
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.
Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Adopted 1/26/09
Revised 1/4/10
Revised 6/4/12
Revised 4/22/13
Revised 11/17/14
Revised 9/24/18

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USE OF MOTOR VEHICLES
The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others -- and an assumption of liability on the part of those students and their parent(s).

The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

R.C. 3313.20

Adopted 8/1/09

USE OF TOBACCO (5512)
The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco
use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
Adopted 8/1/09
Revised 3/26/12
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WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS (6152.01)

The Hudson City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by
the students after completion of the course.

**Eligibility Standards**

Students eligible for a waiver of school fees include, but are not limited to, the following:

A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).

B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.

C. Other good and just reasons as determined by the Superintendent.

D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.

E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

**Notification to Parents**

A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

B. The first bill or notice sent to parents or guardians who owe fees shall state:

1. The District will waive fees for persons unable to afford them in accordance with its policy.

2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

**Procedures for Resolution of Disputes**

A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:
1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.

C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

R.C. 3313.642
Adopted 8/1/09
Revised 8/27/12
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WEAPONS (5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
Dear Parents,

Welcome to Ellsworth Hill Elementary School where it is our goal to foster the individual learning styles of our students. We are here to provide a learning environment that nurtures student enthusiasm and helps to prepare them for life in the 21st century. Hopefully, it will be evident each and every day how much your child is enjoying school!

The family handbook has been prepared to communicate with parents about the policies and procedures that govern the operation of our school. This guide covers those aspects of Ellsworth Hill Elementary School, which seem to be of the most concern to parents. If you have questions about any aspect of the school, please do not hesitate to contact your child’s teacher or me. We are committed to working as partners to continually improve student learning through open communication, shared beliefs and active involvement among students, their families, businesses and the Hudson community.

I look forward to working with you and your child this school year!

Fondly,

Jennifer Filomena

Jennifer Filomena
Principal
Ellsworth Hill Elementary School
Quick Reference

Telephone Numbers
Any questions or concerns can be directed to the specific department or staff indicated.

- Attendance Line: 330-653-1300
- Office/Principal: 330-653-1236
- Guidance Office: 330-653-1233
- Clinic: 330-653-1237
- Media Center: 330-653-1232
- Transportation/Bus Garage: 330-653-3355
- Food Service: 330-653-1203
- Safe Schools Helpline: 800-418-6423 ext. 397

Office Hours
7:30 – 4:30

Ellsworth Hill Elementary School’s Daily Schedule
Students enter the building when the bell rings at 8:45 a.m. and go directly to their homerooms. Classes begin at 9:00 a.m. Students who arrive tardy (after the 9:00 a.m. bell) need to have their parents sign them in at the office. Students who arrive after 11:00 a.m. or leave before 2:00 p.m. are considered absent for half a day. For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school.

2nd Grade
- 8:45 a.m. Students may enter the building
- 9:00 a.m. Tardy bell rings - Classes begin
- 3:45 p.m. Dismissal

Preschool
- 9:00 a.m. – 11:35 a.m.
- 1:10 p.m. – 3:45 p.m.
**Parent Pick-Up and Drop-Off Procedures**

In order to make the environment safe and orderly for our students, we will continue to utilize specific procedures for the drop-off and pick-up of students.

**Drop-Off**

Students should be dropped off in the front of the building (Stow Road) no earlier than 8:45 a.m. Students should exit the vehicle from the car door nearest the main entrance. Please stay in the car line until the car in front of yours moves forward. Please be patient as the students get out of their cars. This is crucial for the safety of our students.

**Pick-Up**

At 3:45 p.m., children will be sent to the front entrance of Ellsworth Hill (Stow Road). To keep the line flowing, please pull forward to the sign that indicates “Parent Pick-up Stop Here.” Students should enter the vehicle using the car door nearest the main entrance. Please stay in the car line until the car in front of yours moves forward. This is crucial for the safety of our students.

Students who normally travel home on the bus each day must have a written note from a parent each time another arrangement for going home is necessary.

**Responsibility for Child**

The school’s responsibility for supervision begins at 8:45 a.m. when the students may enter the building and ends when the students are dismissed at the end of the day, as well as on bus transportation to and from school. Students on school grounds before 8:45 a.m. or after dismissal should be under the direct supervision of their parent, coach, club supervisor or other adult.

Please notify the school in writing in advance of a change in a student’s arrival or departure time due to medical or dental appointments. Students will be called to the office to meet their parents when they have an appointment. Students always need a note for a change in their after-school routine.
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HUDSON CITY SCHOOL DISTRICT

District Vision

The Hudson School Community will unite to empower our students to achieve uncharted levels of success.

Mission

We provide an educational program that maximizes the intellectual, physical, social, and emotional development of each child in a safe, nurturing, and diverse environment.
Building Level Information

Absences/Attendance
Any time a student is absent or late to school, it is necessary to call 330-653-1300. This attendance line is in operation 24 hours a day, 7 days a week. Please state the following: child’s name, parent’s name, teacher’s name, date of absence, and a brief reason for the absence. Requests for make-up work cannot be made on the attendance line. Please contact the school office to arrange make-up work.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, we urge you to make appointments, do personal errands, etc., outside of school hours, as much as reasonably possible. Because attendance is important to us, we will be sending attendance letters home to those students who are absent frequently.

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. In accordance with this 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. House B410 is new legislation (April, 2017) about how school districts keep track of and report absences. In addition to HB410, the elementary schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

Birthdays
Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.), and are non-nutritious, only non-food items may be used for birthday treats. Some options could be:

- Please feel free to arrange a time with the classroom teacher to read your child’s favorite book (or send the book in for the teacher to read if you are unavailable).
- Provide each student in the class with a small party favor like pencils, erasers, stickers, etc.
- Donate a ball or jump rope which can be used for classroom for outdoor recess or a board game for indoor recess.
We ask that you do not send invitations to parties at your home unless you are inviting the entire class or all of the boys or all of the girls.

Thank you for helping your child celebrate his or her special day while following these guidelines. This will help us keep kids safe and will reinforce healthy habits that you teach at home. This information is also posted on the K-8 building websites at [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us) > Parent Resources.

**Broadcast Alert**

District and building news is shared through the BroadcastAlert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms.

Hudson Schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

**Classroom Parties**

Room parents work with the teacher to organize three holiday parties each year: Halloween, Winter, and Valentine’s Day. All elementary buildings will follow the same menu for each party. The items on the menu follow the Nut-Free Snack List and are the only food items allowed into classroom parties. When planning games and/or prizes, please make sure food items are not part of the activity. This will help eliminate any food allergy issues.

**Delayed Start**

A 2-hour delayed start for schools may be used when appropriate. The decision will be made based on the extended forecast for the day and police/city road advisories. By allowing snow crews extra time for clearing roads, the District may decide to hold a shortened school day, which does not count as a calamity day.

The school district will use the same notification system for the 2-hour delayed start as is used to cancel school; this includes the school phone system, and TV and radio station announcements. We will also post the information on our web site.

Should school be delayed by 2 hours, elementary school students, K-3, will be served a no-choice lunch due to limited preparation and reduced delivery time. Students with allergies will receive the appropriate foods. Typical lunches will be available at East Woods.
We are encouraging parents to make plans now in order to be adequately prepared should the district announce a 2-hour delayed school start for weather. Please take into consideration any advanced childcare arrangements that may be needed.

HCER before school childcare (Explorer Zone) will not be held on a 2-hour delay start day.

2-hour Delay of School Start Time Schedule:

<table>
<thead>
<tr>
<th>School</th>
<th>Delayed Start Time</th>
<th>End Time (no change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evamere All Day K/1st Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Evamere AM K</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Evamere PM K</td>
<td>No delay, 1:00 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth 2nd Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth AM PS</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Ellsworth PM PS</td>
<td>No delay, 1:10 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>McDowell</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>East Woods</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
</tbody>
</table>

**Dress Code**

Students should wear appropriate clothing for an educational setting. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. Additionally, student clothing should not create a distraction. Specific examples of necessary guidelines include:

- Length of shorts and skirts should not be above finger-tip length
- No thin or “spaghetti straps” on tops
- Hats or head coverings are not to be worn inside unless for religious reasons

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

We try to go outside for recess on a daily basis. On cold weather days, please make sure your child has a hat, gloves, and coat. When it snows, boots and snow pants are important. Please plan on your child going outside every day.

**Emergency School Closings**

If conditions occur that force the closing of school, an announcement will first be posted on [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us). You will then receive a phone call notifying your family of the closing. Most local radio and T.V. stations also announce school closings. Please do not call the school. In lieu of closing for the day, the HCSD may participate in a 2-hour delayed start (please see more information under Delayed Start).
Extended Care Program
Hudson Community Education and Recreation (HCER) Program offers a before and after-care program: Explorer Zone. The hours of operation are from 6:45 A.M. to 8:55 A.M. for the before school day session and 3:55 P.M. until 6:00 P.M. for the after school session. Breakfast is available through Food Service in the morning and transportation to and from all elementary buildings is provided. Registration materials are available at the HCER office located on Hudson-Aurora Road or the website www.hudson.k12.oh.us/hcer

Family Vacations
We discourage school absences for the purpose of family vacations. Each day of absence will count toward the 10 allotted days of "parent notes" to excuse the absence. Our curriculum involves a great deal of collaborative work, hands-on experiments, and the use of manipulative materials. In addition, much discussion occurs in the classroom regarding the thinking process. It is very difficult to duplicate these experiences at home or on vacation. However, if a family chooses to take a vacation during the school year, please contact your child’s teacher as soon as possible. A written note explaining the absence will be required. Depending on what is occurring in the classroom during the absence, we cannot guarantee that homework will be provided.

Field Trips
Field trips are used to supplement classroom experiences. Before each trip, activities are planned to help prepare the students for the trip. After each trip, there are follow-up activities and discussions. Students and parents are notified well in advance so necessary preparations can be made. Written parental permission must be obtained before a student may go on the field trip. If there is no written parental permission, a child must remain at school.

Homework
The purpose of homework is to reinforce learning taught during the school day. Students are also able to begin to develop good study habits and the organization of learning materials. We also believe students should have time to play and have fun with their family and friends. As a general rule homework should not exceed 20-30 minutes per night. If your child consistently spends more than 30 minutes on homework a night, please contact the teacher.

Leader in Me Program
The Hudson City Schools are committed to providing character development through the Leader in Me Program in Grades K-5. We believe the 7 Habits outlined in this program will encourage and promote such qualities as respect, responsibility, and readiness among all students. The 7 Habits are as follows: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be
Understood, Synergize, and Sharpen the Saw. Every staff member is committed to the goal of having all students achieve these qualities. Consequently, there will be student leadership opportunities, activities, and recognition integrated with the Leader in Me throughout the school year.

Lost and Found
The best guarantee of finding lost items is to have everything labeled with students’ names (lunch boxes, jackets, hats, gloves, etc.). All items are delivered to the Lost and Found area of the school. Periodically throughout the year all unclaimed items are donated to charity. Please check early and frequently when something is missing. To avoid an item being lost or stolen, please have your child refrain from bringing valuable property to school.

Lunch Program
Students may buy a hot lunch or bag lunch which includes milk or may bring a lunch and buy only the milk. Hudson Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students will use their student ID to record what they are buying that day. Parents may put money on their child’s account by either sending cash or a check to the school made payable to Hudson City Schools Food Service. Please include the students’ name and ID number on the check or envelope. Parents can also make deposits online at www.MyPaymentsPlus.com for a small fee. The lunch program begins the first day of school for all students. If you have any questions about food service, please contact them at 330-653-1203.

Low lunch balance automatic phone calls will made. Please be mindful to have your child’s lunch account current. Menus and free and reduced lunch applications can be found at www.hudson.k12.oh.us.

When students bring their lunch to school, we would appreciate that they be as nutritious as possible. We discourage fast food and pop or sugary beverages. Thank you for your cooperation regarding our efforts for a healthy mind and healthy body.

Lunch/Recess Expectations
Specific procedures have been developed to make our time in the cafeteria and on the playground a positive experience for all children.

During lunch, the students are expected to follow these procedures:
• Stay in your seat unless given permission to do otherwise.
• Clean up after yourself.
• Use a quiet voice to speak.
On the playground, students are expected to:

- Be prepared to go outside during snowy weather at 20 degrees or above.
- Students will need boots and snow pants in order to leave the blacktop area.
- Snowballs are not to be thrown at school.
- Only school balls or nerf balls may be used.
- Students are not to go in the parking lot.
- Demonstrate kindness and respect toward others.
- Do nothing to hurt another person physically or verbally.

**Media Center Information**

A complete library is part of the building. A weekly library period is provided for each child. Our focus is to promote literacy for our students through their library experience. Introduction to literature, basic library organization and use are developed during these visits. Technology literacy is introduced through the use of author websites, our online catalog and use of The World Book Encyclopedia, online edition. Children are permitted to borrow one book at a time for a two-week period. In order to maintain an adequate collection, students must cooperate to see that materials are returned promptly and in good condition. If materials are damaged or lost, students will be charged the current replacement price. The cost for missing books will remain on student records until resolved.

The online media center is open 24 hours a day, 7 days a week. By going to the library web site, [http://www.hudson.k12.oh.us](http://www.hudson.k12.oh.us), students and parents may use the online catalog to look for a book from home, and can access librarian created pathfinders and INFOhio databases including World Book Kids and Searchasaurus. Students must type in a User Name & Password when using INFOhio databases from home. Pathfinders include links to guide students to online resources about specific research topics.

INFOhio passwords (including Discovery Portal option from the online catalog)

USERNAME: learn

PASSWORD: infohio

**Nut-Free Classrooms**

All K-5 elementary classrooms are nut-free. **ALL** classroom food, including snacks, must be peanut-free as specified on the Nut-Free Snack List which can be found on our building’s and the district’s websites. *Most fresh bakery items like donuts, cupcakes, cookies are prohibited because bakeries are using nut products somewhere in the bakery.*
**Parent Contact Information**

Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information.

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**Parent/Guardian Classroom Visits**

Parents wishing to visit the classroom to observe their children are asked to contact the teacher in advance in order to avoid conflicts with special subjects and other programs when children may not be in the classroom. To ensure the integrity of the instructional program, 24-hour notice for classroom visitation is recommended. Visitation is considered based on the welfare of our students and staff along with maintaining the instructional program. All visitors to schools must report to the school office when entering to receive authorization before visiting elsewhere in the building. Since young students are easily distracted, please do not bring other children when this type of visit is made. **All visitors must sign in at the office and get a visitor badge.**

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**Parent Involvement**

The partnership of the school, the home, and the community is vital to the success of each of our students. We welcome the involvement of parents in our school; opportunities exist during and outside the school day. We encourage regular, two-way meaningful communication involving student academic learning and other school activities to ensure parents play an integral role in assisting their child’s learning. We seek ways in which parents can participate in decision-making and advisory committees to assist in the education of their child.

The VIP (Vitally Interested Persons) organization coordinates parent volunteers in the school. These parents help with a variety of activities from assistance in the lunchroom to assistance within the classroom. These volunteers are an important part of the daily operation of the school. Volunteer forms can be found in the school office.

Parents can also participate in PTO. PTO actively supports the school and provides support to families.

Our website will include information about other opportunities offered by the school and by the school district for parents to join with us in conversation about the education of our children. We value your role in making a difference in the lives of the children of Hudson.

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**REACH Services**

Hudson meets the diverse needs and abilities of students through curriculum differentiation. Gifted services formally begin in grade 3. In grades K-2, classroom teachers plan and design enrichment lessons and assignments to provide appropriate educational experiences for all students.
Students are identified as gifted and talented through a variety of approved assessments in Ohio. Hudson uses the iReady assessments, Terra Nova, and InView Cognitive Screener for gifted identification.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).

**Reporting Student Progress to Parents**

There are three reporting periods and two scheduled parent-teacher conferences per year for elementary students. Report cards are issued at the close of each trimester. A hard copy of the report card will be sent home for the first and third grading periods. Parents can access the report card online through Home Access Center for all grading periods including the second trimester. Evaluation of each student’s progress is based upon his/her day-to-day achievement. Student work habits and effort is also noted on the formal report card.

**Response To Intervention (RTI)**

The team is comprised of a group of professionals at the building level. When a child is having difficulty learning and needs support through the Response to Intervention (RTI) process or has not responded to interventions through the RTI process, the intervention team assembles to review and analyze academic and behavioral information and brainstorm additional interventions to help the child be more successful. The focus of this team is intervention. However, during the process, more information may need to be obtained to make the best educational decision for a student.

**Safety Drills**

Safety drills are conducted for possible emergency situations on a regular basis. Students, staff and parent volunteers are instructed to follow procedures appropriate for these situations. The school is in regular contact with the community safety services that help us monitor the quality of these drills. For your well-being and the safety of our students, if you attempt to pick your child up from school in the event of a real emergency (e.g. fire, tornado, intruder, etc.), you will be asked to participate in the prescribed safety drill procedures until it is deemed safe by school officials and/or local authorities for children to be excused.
School Rules

In order to ensure that all of our students experience a nurturing and safe environment, we have established an umbrella of three basic expectations: Be Respectful, Be Responsible, and Be Ready. In addition, students are expected to:

- Show respect to one another at all times.
- Keep hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Do nothing to hurt another person physically or verbally.
- Walk in the hallways and to and from busses.

These rules apply at school, at school events, and while riding the transportation system to and from school.

Consequences for misbehavior may include the following:
- Conference with the student/parent
- Removal of privileges
- Time-out in the office
- Community service (in school)
- In-school suspension
- Out-of-school suspension
- Expulsion

Speed Limit

All drivers should limit their speed to 10 m.p.h. on Ellsworth Hill property for the safety of the students.

Technology

As the “Internet of Things” continues to evolve and revolutionize, wearable technology is becoming increasingly popular. Smart watches that incorporate activity trackers and have the ability to make phone calls and send messages are perhaps the most notable among wearables. Gizmos watches, popular among younger students, help them stay connected to their parents in a safe, more controlled way. Hudson City Schools permits students to wear Gizmos watches and other wearables as long as they do not cause a distraction and are used appropriately. We recommend that parents turn off all games during the school day. Also, students should not use a wearable during school hours to call home. If a student is ill or has a concern, he or she should go to his or her teacher or trusted adult, and the adult will take care of the student. Our goal remains to support student use of technology responsibly.
Testing and Assessment

The state of Ohio requires all students in grades 3-8 to take assessments in reading and math (annually) and science and social studies (in identified grade levels). Ohio’s assessments are developed by Ohio educators and a research firm, Ohio State Tests (OST). Ohio has been using OST for over fifteen years.

As with every other Ohio school district we must follow the state requirements in regards to assessment. Any changes regarding testing at the state level will communicated to families on the District website and other modes of communication. The following are the subject areas tested in each grade level:

Grade 3:
Ohio OST Assessment in English/Language Arts which includes reading and writing:
October/November and March/April
Ohio OST Mathematics Assessment: April/May
- Students MUST take a third grade reading assessment to be promoted to fourth grade unless determined by the student’s IEP or 504. This is part of the Third Grade Reading Guarantee.

Grade 4:
Ohio OST Assessment in English/Language Arts which includes reading and writing:
March/April
Ohio OST Mathematics Assessment: April/May

Grade 5:
Ohio OST Assessment in English/Language Arts which includes reading and writing:
March/April
Ohio OST Mathematics and Science Assessment: April/May

Gifted Testing
The district also participates in nationally normed tests in grades 2, 4, and 6. The purpose of these tests is to identify our Gifted and Talented students and to monitor our progress as district when compared to other students across the nation. A "cognitive screener" will be administered to recommended students in first grade. This first grade assessment is not to identify students as gifted but to make informed instructional plans. The following are the areas tested in late January/early February for the following grades:

Grade 1: Cognitive Screening (not used for gifted identification)
Grade 2: Cognitive Assessment/Cognitive Skills Index, Reading and Mathematics,
Grade 4: Cognitive Assessment/Cognitive Skills Index Reading and Mathematics, Science, and Social Studies
Transportation
Hudson’s transportation provider, Petermann, has developed a phone and web browser application that will allow parents and guardians to securely view the location of all of their child(ren)’s bus locations in relationship to their assigned bus stop. This application enables parents and guardians to view the estimated arrival time for each stop. Use of the application is voluntary.

You can get more information, sign-up and create your secure login, to use the application on your smart phone or web browser, in several ways. Specifically you can go to:

- [http://www.petermannbus.com/Pages/PetermannBusTracker.aspx](http://www.petermannbus.com/Pages/PetermannBusTracker.aspx)
- [https://m.Petermannbustracker.com/secure/login](https://m.Petermannbustracker.com/secure/login)
- For technical support, please contact support@Petermannbustracker.com

In order to view the bus location and follow the route, parents and guardians will need to:

- Create an account by clicking on “Need a Login”;
- Enter the state and then the city of your child’s Petermann School Services’ customer service center:
  - Your assigned customer service center is: **6400**
- Enter your child’s school issued ID number;
- Enter your child’s last name; and
- Use the plus sign to add additional children who use Petermann’s Charter services.

If you have any questions regarding this application or any transportation questions, please contact the bus garage at 330-653-3355

Visitors to the Building
In keeping with our common concern about the safety of our students while at school, we have developed a number of security measures designed to protect students during the school day. All doors are locked during the school day. All visitors to the building will enter through the front entrance. According to the Ohio Revised Code, all visitors to a school building must report immediately to the office before going anywhere else in the building. When a visitor arrives in the office, we ask that you sign in, present photo identification, and wear a visitors’ tag that will identify you in the building. All staff members are alerted to question anyone without a visitor’s tag. We appreciate your patience if we ask you to return to the office and sign in. Upon leaving the building, all visitors should return to the office to sign out.

For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school. All students will be called to the office if they are leaving early for the day. Please do not go to your child’s classroom.
Walkers and Riders
Students who walk or ride bikes are dismissed at 3:45 p.m. Students are to go home immediately after school. For safety reasons, bike riders must walk their bikes on all sidewalk areas on school grounds. Students are not permitted to use rollerblades or skateboards upon arrival to or dismissal from school.

Pupil Services

Medical Services
Medical services for our students are provided. A nurse or medical assistant is in our building every day. School health services provide emergency care, sick childcare, conduct routine health screenings, and dispense medications. They also serve as consultants to classroom teachers concerning the health needs of their students.

If your child needs to receive medication at school, we must have the proper forms on file. We cannot dispense any medications without these forms on file. Please contact the school health staff for additional information.

School Counselor
The counselor is available to children, parents, and staff. All students become acquainted with the services of the counselor during fall orientation. Students may request to see the counselor or may be referred by parents or teachers to help solve problems or to teach new skills. Support groups are also offered to provide support for students concerned about things like changing families or friendship. The counselor also serves as a consultant for teachers, administrators and parents.

School Psychologist
The function of the school psychologist is to assist school personnel and parents in providing an environment most conducive to growth in social, emotional, academic, and intellectual skills. Emphasis is placed on the development of a strong self-concept through positive interaction with the school environment. The primary function of the school psychologist is to provide professional assistance in the assessment and placement of students. Among the various responsibilities of the school psychologist are assisting in the development of Individual Education Plans, participation on the Intervention Team, participation on the Response to Intervention Team, individual testing of students, counseling, and teacher and parent consultation.

Special Education Services
Hudson City Schools provides services for students with disabilities as mandated by the federal law Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and Ohio’s Operating Standards. Students must meet state and federal criteria to be eligible
for special education services under IDEA. A team, consisting of the parents, regular education and special education teachers, school psychologist, administrator (usually the Principal or Assistant Principal) considers evaluation and testing information and determines if students meet the criteria to be eligible for services based on 13 different disability categories. Once a student qualifies for special education services based on state and federal criteria, an Individualized Educational Plan or IEP is developed for that child to meet his or her individual needs. Mandated timelines must be followed for each step in this process.

Public schools are also governed by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 which outline protections for qualified students with disabilities. Section 504 requires school districts provide a free, appropriate public education to qualified students who have a physical or mental impairment, substantially limiting one or more major life activities. These laws provide protections and services to eligible students.
District/Board of Education Policies

The Board of Education Policies which appear in the Student/Parent Handbook and opening folder are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents in the Handbook since it was printed in summer. You may access all current Board of Education policies at [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us) by clicking on the BOE and selecting Policies/Procedures.

**ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE (5530)**

**Overview**

No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

**Suspected Use**

When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:
A. monitoring of the student's progress and behaviors will continue;

B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

**Use and Possession**

The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.

B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.

C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.

D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local
law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Sales, Transmission and/or Distribution
The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.

B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.

C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.

D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary,
recommend appropriate educational programming in accordance with the law.

Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program
The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of
Pupil Services and is responsible for Districtwide and community prevention, intervention and awareness strategies and programming.

**Student and Parent Notification**

At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

Adopted 8/1/09
Revised 1/4/10

**ANTI-HARASSMENT (5517)**

**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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School
District community at school-related events/activities (whether on or off School District property).

**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 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:

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.

**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 harassment/ancestry 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 as soon as possible after the conduct occurs.

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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.

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

Phillip T. Herman
Kelly Kempf
The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school’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; (3) 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 Policy 8310 and Policy 8330)

**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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
National School Boards Association Inquiry and Analysis – May, 2008

Adopted 8/1/09
Revised 4/28/14
ATTENDANCE (5200)

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.

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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.
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 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.

**Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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 school official 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 absence intervention process shall commence upon 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 absence intervention team 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 a 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 excessive 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 an 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 Summit County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

The Superintendent shall develop administrative guidelines.

Revised 10/12/09
Revised 6/13/11
Revised 3/26/12
Revised 4/25/16
Revised 5/22/17
Revised 9/24/18

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

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (5517.01)**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic
events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed
with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.
If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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

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

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

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

**Complaints**

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**
The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

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

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

**Notification**

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

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

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

**Education and Training**

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board’s policy, including a written or verbal discussion of the consequences for violations of the policy.

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

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.
The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.
R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

Adopted 8/1/09
Revised 6/13/11
Revised 6/4/12
Revised 4/28/14

**DRESS AND GROOMING (5511)**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;

B. materially interfere with school work, create disorder, or disrupt the educational program;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or
the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

R.C. 3313.20, 3313.60, 3313.661, 3313.665

Adopted 8/1/09

DUE PROCESS RIGHTS – (5611)
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 reason(s) for the suspension, the length and dates of the suspension, and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; and the right to be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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

The student who is eighteen (18) or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision shall be sent by the Superintendent to the student's parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student's parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent's appeal decision.

B. Students subject to expulsion:

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are set forth in the student code of conduct. The Superintendent may expel a student. Expulsion is the removal of a student from more than ten (10) days, but not more than one (1) year, unless the expulsion is extended in accordance with Ohio law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

1. The Superintendent will give the student and the 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 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 the 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 the 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; 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, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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 to the Treasurer of the Board. 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.

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent’s decision to expel with the Treasurer of the Board.

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. **Community Service**

The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

D. **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.

E. **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.

F. **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 noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661
EMERGENCY MEDICAL AUTHORIZATION (5341)

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the
Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

R.C. 2133.21-.26, 3313.712
Adopted 8/1/09

HEALTH SERVICES (5310)
The Board of Education may require students of the District to submit to health examinations to:

A. protect the school community from the spread of communicable disease;

B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

A. general physical examinations for athletics;
B. dental examinations;
C. tests for communicable disease;
D. vision and/or audiometric screening;
E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)
PERSONAL COMMUNICATION DEVICES (5136)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student’s PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.
The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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, sexual orientation, 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, 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 building 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.

Adopted 05/09/13
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Truncated Policy- the complete policy is available on the district website:
www.hudson.k12.oh.us

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (5630.01)
The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State’s Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.
This Policy shall be made available to parents annually and shall be published on the District's website.

**DEFINITIONS**

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

**Positive Behavior Intervention and Supports ("PBIS")** means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**Seclusion** means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.
PBIS shall include:

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;

B. preventative assessments

C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

The Superintendent shall develop emergency procedures for the District.

**SECLUSION**

If Student Personnel use seclusion, they must:

A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;

C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

**Requirements for a room or area used for seclusion:**

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

**Additional prohibited seclusion practices:**

Seclusion shall never be used as a punishment or to force compliance.
Seclusion shall not be used:

A. for the convenience of staff;
B. as a substitute for an educational program;
C. as a form of discipline or punishment;
D. as a substitute for less restrictive alternatives;
E. as a substitute for inadequate staffing;
F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
G. as a means to coerce, retaliate, or in a manner that endangers a student; or
H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child’s age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT
There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;
C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student’s behavioral needs; and
E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices
The following restraint practices are prohibited under all circumstances, including emergency safety situations:

A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");

B. physical restraint that restricts the airway of a student or obstructs the student’s ability to breathe;

C. physical restraint that impacts the student's primary mode of communication;

D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;

E. restraint that deprives the student of basic needs;

F. restraint that unduly risks serious harm or needless pain to the student

G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or

H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES
The following practices are prohibited under all circumstances, including emergency safety situations:
A. corporal punishment;

B. child endangerment as defined in Ohio Revised Code 2919.22; and

C. aversive behavioral interventions.

**FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN** If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

**TRAINING AND PROFESSIONAL DEVELOPMENT**
The District shall provide training as follows:

A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training. Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

**MONITORING AND COMPLAINT PROCEDURES**
The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.
Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING
Each use of restraint or seclusion shall be:

A. documented in writing;
B. reported to the building administration immediately;
C. reported to the parent immediately; and
D. documented in a written report.

A copy of the written report shall be made available to the student’s parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.


PUBLIC RECORDS (8310)
The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document
the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District’s public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request
B. an estimated cost if copies are requested
C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District’s public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.
The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26, R.C. 3319.32, 3319.321
20 U.S.C. 1232g

Adopted 8/1/09

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS (5610)

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.
No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

C. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.
D. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.
A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.
The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

or

2. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the
student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

E. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the
other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

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

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C),3327.014
18 U.S.C. Section 921

Adopted 8/1/09
Revised 6/13/11
Revised 5/22/17
Revised 10/22/18

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SEARCH AND SEIZURE (5771)
The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them
against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately
threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20
U.S. Constitution, 4th Amendment
Adopted 8/1/09

**STUDENT CODE OF CONDUCT (5500)**

An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students.

Students in the Hudson City Schools are expected to:

A. conform to reasonable standards of behavior;

B. respect the rights, person and property of others;

C. preserve and maintain the degree of order necessary for a positive climate for learning; and

D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs 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 and Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the District,
attending or otherwise participating in any curricular program provided in the school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act adversely affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, in school suspension, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Any act or seriously-threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another;

B. Any possession or use of a weapon including look-alike or counterfeit weapons;

C. Any act of arson or attempted arson and related offenses;

D. Any act of theft, deliberate destruction of property or participation in any activity at any time which results in damage to school property or to property of others on school property;

E. Possession, sale use, concealment, transmission or consumption of intoxicating substances, or drugs, or counterfeit or look-alike drugs or intoxicating beverages, or attendance at school-sponsored activities while under the influence of such substances. This includes the prohibition of any Prescription drug or medication which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school District grounds;

F. Illegal occupation of school property;

G. Chronic misconduct;

H. Sexual activity;

I. Harassment on the basis of race, sex, national origin, handicap, age, or ethnicity including verbal, physical, or mental harassment;
J. Commission of any criminal act;
K. Possession or use of tobacco products in the school building, school grounds, school property and at school functions;
L. Truancy—chronic tardiness or absenteeism;
M. Profane, indecent, obscene, abusive or vulgar language;
N. Insubordination, including intentional interference with the teacher's conducting of the class;
O. Failure to accept discipline or punishment or similar violations of discipline;
P. Extortion - (infringing on personal rights);
Q. False alarms;
R. Possession or use of fireworks, explosives or other such instruments;
S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft or school property or property of others;
T. Assault, assault and battery or threat thereof;
U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;
V. Aiding and abetting a violation of a student discipline code;
W. Gambling;
X. Disruption of school including the use of same to incite others toward acts of disruption;
Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;
Z. Violation of Federal or State statutes or rules;
AA. Insubordination or disobedience of school personnel;
BB. Fighting;
CC. Cheating;
DD. Plagiarism;
EE. Hazing and intimidation;
FF. Possession of a knife or firearm;
GG. Immorality;
HH. Violation of school policies pertaining to dress and appearance;
II. Violation of policy prohibiting pocket pagers and other electronic communications devices;
JJ. The acts or violations listed in the Board Policy governing permanent exclusion;
KK. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned;
LL. Other prohibited acts which may result in student discipline which appear in the student handbook of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building;

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

**STUDENT CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.
Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661 Adopted 8/1/09

**STUDENT CONDUCT ON SCHOOL BUSES (5610.04)**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

A. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
B. be on time at the bus stop in order to permit the bus to follow the time schedule;

C. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);

D. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;

E. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone’s duty to help ensure safety;

F. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;

G. refrain from loud talking or laughing (unnecessary confusion diverts the driver’s attention and might result in a serious accident);

H. keep head, arms, hands, and all materials inside the bus at all times;

I. be courteous to fellow students, to the bus driver, and to motorists;

J. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden); and

K. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

**Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

A. Drivers shall deal with minor infractions by riders of bus safety rules and expectations firmly by oral instructions and reprimands. More
serious infractions or repeated misconduct shall be made a matter of record by the driver issuing to the rider a card indicating the type of unsatisfactory conduct. This card must be returned with a parent or guardian's signature acknowledging its receipt on the next day the rider is transported.

B. The most serious infractions of safety rules or a pattern of lesser infractions result in the suspension, expulsion or immediate removal of a rider from the bus. When in the judgment of the driver such action is warranted, a notice of intention to suspend will be given to the rider with a copy provided to the transportation coordinator for follow-up action. The Superintendent, Superintendent's designees, principals and assistant or unit principals are authorized to suspend or remove riders from bus riding privileges using guidelines established by the Superintendent. Suspension of riding privileges for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed ten (10) days. Such suspension shall be in accordance with Section 3313.66 of the Ohio revised code related to due process.

C. Immediate removal from bus ridership is authorized when the rider's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The parents of a rider removed immediately from transportation must be given notice as soon as practicable of the right to a hearing which must be held within seventy-two (72) hours of the removal. The notice shall include the reason for removal. Length of time removed from ridership shall be in relation to the seriousness of the infraction, but not more than ten (10) days.

D. Suspension or immediate removal of disabled riders may require modification of the above procedures and shall be accomplished in accordance with law.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)**

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.)
Adopted 8/1/09

STUDENT DISCIPLINE (5600)
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
Adopted 8/1/09

STUDENT FEES, FINES, AND CHARGES (6152)
The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid at the beginning of the school year or semester.

Fees
For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials

2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)

3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs

5. charges to participate in extra-curricular activities

6. charges for supplies required for a particular class or for gym uniforms

7. graduation fees

8. school records fees

B. "School fees" do not include:

1. library fines and other charges made for the loss, misuse, or destruction of school property;

2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;

3. charges for optional travel undertaken by a school club or group of students outside of school hours;

4. charges for admission to school dances, athletic events, or other social events;

5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer/CFO with an accurate accounting of all transactions.

Fines
When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.
A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person’s place of residence.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer/CFO to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district’s or school’s request for those records pursuant to R.C. 3313.672, or a juvenile judge’s order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child’s custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 2151.272, 3313.642, 9.38
Adopted 8/1/09
Revised 4/28/14

**STUDENT HAZING (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.
Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661
Adopted 8/1/09

STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY (7540.03)
Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones,
smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Educational Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of the their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services ("Educational Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as
defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.
Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Educational Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Educational Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Educational Technology.

P.L. 106-554, Children’s Internet Protection Act of 2000
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
76 F.R. 56295, 560303

Adopted 8/1/09
Revised 1/4/10
Revised 6/4/12
Revised 8/10/15
Revised 5/22/17

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**STUDENT RECORDS (8330)**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student’s name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.
The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.
The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. the parent or eligible student, upon request, receives a copy of the record; and

2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the
study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

G. request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).
Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

**DIRECTORY INFORMATION**

Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for
the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment
B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.
The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908

Adopted 8/1/09
Revised 1/4/10
Revised 8/23/10
Revised 6/4/12
Revised 4/22/13
Revised 4/28/14
Revised 8/24/15

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USE OF MEDICATIONS – (5330)
The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer's packaging for the child's age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)
However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3. For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprophen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.
With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:
A. administrator
B. teacher
C. school nurse or medical assistant
D. building secretary
E. aide
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the health clinic office and administered in accord with this policy and policy 5336. The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Adopted 1/26/09
Revised 1/4/10
Revised 6/4/12
Revised 4/22/13
Revised 11/17/14
Revised 9/24/18

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USE OF MOTOR VEHICLES
The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others -- and an assumption of liability on the part of those students and their parent(s).
The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

R.C. 3313.20

Adopted 8/1/09

**USE OF TOBACCO (5512)**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
Adopted 8/1/09
Revised 3/26/12
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WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS (6152.01)

The Hudson City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extracurricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).

B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.

C. Other good and just reasons as determined by the Superintendent.

D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.

E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents

A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

B. The first bill or notice sent to parents or guardians who owe fees shall state:

1. The District will waive fees for persons unable to afford them in accordance with its policy.
2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:

1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.

C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.
**Nondiscrimination**

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

R.C. 3313.642
Adopted 8/1/09
Revised 8/27/12
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**WEAPONS (5772)**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.
The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
Dear Parents:

Welcome to McDowell Elementary. As you may or may not know, McDowell Elementary is a very unique school in the Hudson District. How are we unique? Well, for one thing, McDowell serves only one grade level. Everything at McDowell caters exclusively to the needs of third graders. Our library is full of books aimed at the varying interests and abilities of third graders. On the playground, in the classrooms: all is third grade!

Admittedly with a little bias, the McDowell staff is one of the finest around. With a blend of unique personalities, varied experiences and a wide range of ages, McDowell cultivates and achieves a family type atmosphere.

One goal is to challenge all students to reach their potential. This is done with a challenging curriculum based on the individual needs of your children. In conjunction with the challenging curriculum, is the analysis of how each child is succeeding in a particular unit of study. For example, on a regular basis a team of your children’s teachers (Pods) meet and examine student results on various and sundry academic endeavors. During this examination, data is explored in a formative manner to ascertain the degree to which children have mastered a particular area of study. At that point, decisions are made and programming is adjusted to meet the needs of your children. For example, after a unit on number sense, some students will have mastered the material and are ready for more in-depth and challenging activities related to number sense. Others may struggle with the concepts in the unit and need some remediation. The staff then formulates a plan to meet these various needs. This illustrates one way McDowell attempts to meet the needs of individual children. However, this cannot be done satisfactorily without the support of you, the parents. McDowell is a family of dedicated staff members in a joint effort with parents to promote learning for all the children in the school.

Sincerely,

McDowell Staff
McDowell Elementary School
Quick Reference

Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Office</td>
<td>330-653-1213</td>
</tr>
<tr>
<td>Clinic</td>
<td>330-653-1292</td>
</tr>
<tr>
<td>Media Center</td>
<td>330-653-1242</td>
</tr>
<tr>
<td>Transportation/Bus Service</td>
<td>330-653-3355</td>
</tr>
<tr>
<td>Food Service</td>
<td>330-653-1203</td>
</tr>
</tbody>
</table>

Office Hours - 7:30 – 4:30

McDowell Elementary School’s Daily Schedule
Students enter the building when the bell rings at 8:40 a.m. and go directly to their homerooms. Classes begin at 8:55 a.m. Students who arrive tardy (after the 8:55 a.m. bell) need to have their parents sign them in at the office. Students who arrive after 11:00 a.m. or leave before 2:00 p.m. are considered absent for half a day. For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school.

3rd Grade
8:40 a.m. Students may enter the building
8:55 a.m. Tardy bell rings – Classes begin
3:40 p.m. Dismissal

Parent Pick-Up and Drop-Off Procedures
In order to make the environment safe and orderly for our students, we will continue to utilize specific procedures for the drop-off and pick-up of students. These procedures are outlined in your child’s opening day folder.

Drop-Off
Students should be dropped off at the front door of McDowell Elementary. They can enter the building through the front doors at 8:40 a.m. If you are dropping your child off after the start of the school day (8:55 a.m.), it will be necessary to come in to the office to sign in your child.

Pick-Up
At 3:40 PM, students who are walking, riding their bikes, or who are being picked up by someone, are dismissed from the classroom to the front doors. The parent pick-up line will form in the McDowell circle.

Students who normally travel home on the bus each day must have a written note from a parent each time another arrangement for going home is necessary.
Responsibility for Child
The school’s responsibility for supervision begins at 8:40 a.m. when the students may enter the building and ends when the students are dismissed at the end of the day, as well as on bus transportation to and from school. Students on school grounds before 8:40 a.m. or after dismissal should be under the direct supervision of their parent, coach, club supervisor or other adult.

Please notify the school in writing in advance of a change in a student’s arrival or departure time due to medical or dental appointments. Students will be called to the office to meet their parents when they have an appointment. Students always need a note for a change in their after school routine.
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HUDSON CITY SCHOOL DISTRICT

District Vision

The Hudson School Community will unite to empower our students to achieve uncharted levels of success.

Mission

We provide an educational program that maximizes the intellectual, physical, social, and emotional development of each child in a safe, nurturing, and diverse environment.
General Information

Absences
Any time a student is absent or late to school, it is necessary to call 330-653-1300. This attendance line is in operation 24 hours a day, 7 days a week. Please state the following: child’s name, parent’s name, teacher’s name, date of absence, and a brief reason for the absence. Requests for make-up work cannot be made on the attendance line. Please contact the school office to arrange make-up work.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, we urge you to make appointments, do personal errands, etc., outside of school hours, as much as reasonably possible. Because attendance is important to us, we will be sending attendance letters home to those students who are absent frequently.

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. In accordance with this 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. HB410 is new legislation (April, 2017) about how school districts keep track of and report absences. In addition to HB410, the elementary schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

Birthdays
Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.), and are non-nutritious, only non-food items may be used for birthday treats. Some options could be:
• Please feel free to arrange a time with the classroom teacher to read your child’s favorite book (or send the book in for the teacher to read if you are unavailable).
• Provide each student in the class with a small party favor like pencils, erasers, stickers, etc.
• Donate a ball or jump rope which can be used for classroom for outdoor recess or a board game for indoor recess.
We ask that you do not send invitations to parties at your home unless you are inviting the entire class or all of the boys or all of the girls.

Thank you for helping your child celebrate his or her special day while following these guidelines. This will help us keep kids safe and will reinforce healthy habits that you teach at home. This information is also posted on the K-8 building websites at www.hudson.k12.oh.us > Parent Resources.

**Broadcast Alert**
District and building news is shared through the BroadcastAlert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms. Hudson Schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

**Classroom Parties**
Room parents work with the teacher to organize three holiday parties each year: Halloween, Winter, and Valentine’s Day. All elementary buildings will follow the same menu for each party. The items on the menu follow the Nut-Free Snack List and are the only food items allowed into classroom parties. When planning games and/or prizes, please make sure food items are not part of the activity. This will help eliminate any food allergy issues.

**Delayed Start**
A 2-hour delayed start for schools may be used when appropriate. The decision will be made based on the extended forecast for the day and police/city road advisories. By allowing snow crews extra time for clearing roads, the District may decide to hold a shortened school day, which does not count as a calamity day. The school district will use the same notification system for the 2-hour delayed start as is used to cancel school; this includes the school phone system, and TV and radio station announcements. We will also post the information on our web site.

Should school be delayed by 2 hours, elementary school students, K-3, will be served a no-choice lunch due to limited preparation and reduced delivery time. Students with allergies will receive the appropriate foods. Typical lunches will be available at East Woods.
We are encouraging parents to make plans now in order to be adequately prepared should the district announce a 2-hour delayed school start for weather. Please take into consideration any advanced childcare arrangements that may be needed. HCER before school childcare (Explorer Zone) will not be held on a 2-hour delay start day.

2-hour Delay of School Start Time Schedule:

<table>
<thead>
<tr>
<th>School</th>
<th>Delayed Start Time</th>
<th>End Time (no change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evamere All Day K/1st Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Evamere AM K</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Evamere PM K</td>
<td>No delay, 1:00 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth 2nd Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth AM PS</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Ellsworth PM PS</td>
<td>No delay, 1:10 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>McDowell</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>East Woods</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
</tbody>
</table>

**Dress Code**

Students should wear appropriate clothing for an educational setting. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. Additionally, student clothing should not create a distraction. Specific examples of necessary guidelines include:

- Length of shorts and skirts should not be above finger-tip length
- No thin or “spaghetti straps” on tops
- Hats or head coverings are not to be worn inside unless for religious reasons

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

We try to go outside for recess on a daily basis. On cold weather days, please make sure your child has a hat, gloves, and coat. When it snows, boots and snow pants are important. Please plan on your child going outside every day.

**Emergency School Closings**

If conditions occur that force the closing of school, an announcement will first be posted on www.hudson.k12.oh.us. You will then receive a phone call notifying your family of the closing. Most local radio and T.V. stations also announce school closings. Please do not call the school. In lieu of closing for the day, the HCSD may participate in a 2-hour delayed start (please see more information under Delayed Start).

**Extended Care Program**

Hudson Community Education and Recreation (HCER) Program offers a before and after-care program: Explorer Zone. The hours of operation are from 6:45 A.M. to 8:55 A.M. for the before school day session and 3:55 P.M. until 6:00 P.M. for the after school
session. Breakfast is available through Food Service in the morning and transportation to and from all elementary buildings is provided. Registration materials are available at the HCER office located on Hudson-Aurora Road or the website www.hudson.k12.oh.us/hcer.

**Family Vacations**
We discourage school absences for the purpose of family vacations. Each day of absence will count toward the 10 allotted days of “parent notes” to excuse the absence. Our curriculum involves a great deal of collaborative work, hands-on experiments, and the use of manipulative materials. In addition, much discussion occurs in the classroom regarding the thinking process. It is very difficult to duplicate these experiences at home or on vacation. However, if a family chooses to take a vacation during the school year, please contact your child’s teacher. A written note explaining the absence will be required. Depending on what is occurring in the classroom during the absence, we cannot guarantee that homework will be provided.

**Field Trips**
Field trips are used to supplement classroom experiences. Before each trip, activities are planned to help prepare the students for the trip. After each trip, there are follow-up activities and discussions. Students and parents are notified well in advance so necessary preparations can be made. Written parental permission must be obtained before a student may go on the field trip. If there is no written parental permission, a child must remain at school.

**Homework**
The purpose of homework is to reinforce learning taught during the school day. Students are also able to begin to develop good study habits and the organization of learning materials. We also believe students should have time to play and have fun with their family and friends. As a general rule homework should not exceed 20-30 minutes per night. If your child consistently spends more than 30 minutes on homework a night, please contact the teacher.

**Leader in Me Program**
The Hudson City Schools are committed to providing character development through the Leader in Me Program in Grades K-5. We believe the 7 Habits outlined in this program will encourage and promote such qualities as respect, responsibility, and readiness among all students. The 7 Habits are as follows: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, and Sharpen the Saw. Every staff member is committed to the goal of having all students achieve these qualities. Consequently, there will be student leadership opportunities, activities, and recognition integrated with the Leader in Me throughout the school year.
Lost and Found
The best guarantee of finding lost items is to have everything labeled with students’ names (lunch boxes, jackets, hats, gloves, etc.). All items are delivered to the Lost and Found area of the school. Periodically throughout the year all unclaimed items are donated to charity. Please check early and frequently when something is missing. To avoid an item being lost or stolen, please have your child refrain from bringing valuable property to school.

Lunch Program
Students may buy a hot lunch or bag lunch which includes milk or may bring a lunch and buy only the milk. Hudson Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students will use their student ID to record what they are buying that day. Parents may put money on their child’s account by either sending cash or a check to the school made payable to Hudson City Schools Food Service. Please include the students’ name and ID number on the check or envelope. Parents can also make deposits online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) for a small fee. The lunch program begins the first day of school for all students. If you have any questions about food service, please contact them at 330-653-1203.

Low lunch balance automatic phone calls will made. Please be mindful to have your child’s lunch account current. Menus and free and reduced lunch applications can be found at [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us).

When students bring their lunch to school, we would appreciate that they be as nutritious as possible. We discourage fast food and pop or sugary beverages. Thank you for your cooperation regarding our efforts for a healthy mind and healthy body.

Lunch/Recess Expectations
Specific procedures have been developed to make our time in the cafeteria and on the playground a positive experience for all children.

During lunch, the students are expected to follow these procedures:
- Stay in your seat unless given permission to do otherwise.
- Clean up after yourself.
- Use a quiet voice to speak.

On the playground, students are expected to:
- Be prepared to go outside during snowy weather at 20 degrees or above.
- Students will need boots and snow pants in order to leave the blacktop area.
- Snowballs are not to be thrown at school.
- Only school balls or nerf balls may be used.
- Students are not to go in the parking lot.
• Demonstrate kindness and respect toward others.
• Do nothing to hurt another person physically or verbally.

Media Center Information
A complete library is part of the building. A weekly library period is provided for each child. Our focus is to promote literacy for our students through their library experience. Introduction to literature, basic library organization and use are developed during these visits. Technology literacy is introduced through the use of author websites, our online catalog and use of The World Book Encyclopedia, online edition. Children are permitted to borrow one book at a time for a two-week period. In order to maintain an adequate collection, students must cooperate to see that materials are returned promptly and in good condition. If materials are damaged or lost, students will be charged the current replacement price. The cost for missing books will remain on student records until resolved.

The online media center is open 24 hours a day, 7 days a week. By going to the library web site, http://www.hudson.k12.oh.us, students and parents may use the online catalog to look for a book from home, and can access librarian created pathfinders and INFOhio databases including World Book Kids and Searchasaurus. Students must type in a User Name & Password when using INFOhio databases from home. Pathfinders include links to guide students to online resources about specific research topics.

INFOhio passwords (including Discovery Portal option from the online catalog)

USERNAME: learn
PASSWORD: infohio

Nut-Free Classrooms
All K-5 elementary classrooms are nut-free. ALL classroom food, including snacks, must be peanut-free as specified on the Nut-Free Snack List which can be found on our building’s and the district’s websites. Most fresh bakery items like donuts, cupcakes, cookies are prohibited because bakeries are using nut products somewhere in the bakery.

Parent Contact Information
Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information.

Parent/Guardian Classroom Visits
Parents wishing to visit the classroom to observe their children are asked to contact the teacher in advance in order to avoid conflicts with special subjects and other programs when children may not be in the classroom. To ensure the integrity of the instructional program, 24-hour notice for classroom visitation is recommended. Visitation is
considered based on the welfare of our students and staff along with maintaining the instructional program. All visitors to schools must report to the school office when entering to receive authorization before visiting elsewhere in the building. Since young students are easily distracted, please do not bring other children when this type of visit is made. All visitors must sign in at the office and get a visitor badge.

Parent Involvement
The partnership of the school, the home, and the community is vital to the success of each of our students. We welcome the involvement of parents in our school; opportunities exist during and outside the school day. We encourage regular, two-way meaningful communication involving student academic learning and other school activities to ensure parents play an integral role in assisting their child’s learning. We seek ways in which parents can participate in decision-making and advisory committees to assist in the education of their child.

The VIP (Vitally Interested Persons) organization coordinates parent volunteers in the school. These parents help with a variety of activities from assistance in the lunchroom to assistance within the classroom. These volunteers are an important part of the daily operation of the school. Volunteer forms can be found in the school office.

Parents can also participate in PTO. PTO actively supports the school and provides support to families.

Our website will include information about other opportunities offered by the school and by the school district for parents to join with us in conversation about the education of our children. We value your role in making a difference in the lives of the children of Hudson.

REACH Services
Hudson meets the diverse needs and abilities of students through curriculum differentiation. Gifted services formally begin in grade 3. In grades K-2, classroom teachers plan and design enrichment lessons and assignments to provide appropriate educational experiences for all students.

Students are identified as gifted and talented through a variety of approved assessments in Ohio. Hudson uses the iReady assessments, Terra Nova, and InView Cognitive Screener for gifted identification.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).
The Ohio Department of Education mandates the identification of gifted learners. It is the responsibility of each individual district to develop its own service plan. The Hudson City Schools adopted a new tiered service model beginning with the 2017-2018 school year.

**Tier I** services superior cognitive gifted learners with a Cognitive Skills Index (CSI) of 137+ **OR** a CSI of 132-136 **and** a gifted reading identification (95th percentile or higher). These students receive direct services in Reading/Language Arts from a Gifted Intervention Specialist in grades 3-8. This Gifted Intervention Specialist teacher serves as the "teacher of record" for reading in grades 3-5 and as the English teacher for these students in grades 6-8. The Gifted Intervention Specialists at the elementary levels may also provide some math enrichment. The amount of this additional service varies according to the number of students being serviced.

**Tier II** services superior cognitive gifted learners with a CSI of 128-131 **OR** a CSI of 132-136 but no gifted reading identification. These students are clustered together with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner.

**Tier III** services gifted learners who are identified in reading and/or math, but do not have a superior cognitive identification. These students are also clustered together with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner. There are opportunities for advanced programming in grades 9-12 through Advanced Placement and honors courses and College Credit Plus options.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).

**Reporting Student Progress to Parents**
There are three reporting periods and two scheduled parent-teacher conferences per year for elementary students. Report cards are issued at the close of each trimester. A hard copy of the report card will be sent home for the first and third grading periods. Parents can access the report card online through Home Access Center for all grading periods including the second trimester. Evaluation of each student’s progress is based upon his/her day-to-day achievement. Student work habits and effort is also noted on the formal report card.
Response to Intervention (RTI)
The team is comprised of a group of professionals at the building level. When a child is having difficulty learning and needs support through the Response to Intervention (RTI) process or has not responded to interventions through the RTI process, the intervention team assembles to review and analyze academic and behavioral information and brainstorm additional interventions to help the child be more successful. The focus of this team is intervention. However, during the process, more information may need to be obtained to make the best educational decision for a student.

Safety Drills
Safety drills are conducted for possible emergency situations on a regular basis. Students, staff, and parent volunteers are instructed to follow procedures appropriate for these situations. The school is in regular contact with the community safety services that help us monitor the quality of these drills. For your well-being and the safety of our students, if you attempt to pick your child up from school in the event of a real emergency (e.g. fire, tornado, intruder, etc.), you will be asked to participate in the prescribed safety drill procedures until it is deemed safe by school officials and/or local authorities for children to be excused.

School Rules
In order to ensure that all of our students experience a nurturing and safe environment, we have established an umbrella of three basic expectations: Be Respectful, Be Responsible, and Be Ready. In addition, students are expected to:

- Show respect to one another at all times.
- Keep hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Do nothing to hurt another person physically or verbally.
- Walk in the hallways and to and from busses.

These rules apply at school, at school events, and while riding the transportation system to and from school.

Consequences for misbehavior may include the following:
- Conference with the student/parent
- Removal of privileges
- Time-out in the office
- Community service (in school)
- In-school suspension
- Out-of-school suspension
- Expulsion
**Speed Limit**
All drivers should limit their speed to 10 MPH on McDowell Elementary property for the safety of the students.

**Technology**
As the “Internet of Things” continues to evolve and revolutionize, wearable technology is becoming increasingly popular. Smart watches that incorporate activity trackers and have the ability to make phone calls and send messages are perhaps, the most notable among wearables. Gizmos watches, popular among younger students, help them stay connected to their parents in a safe, more controlled way. Hudson City Schools permits students to wear Gizmos watches and other wearables as long as they do not cause a distraction and are used appropriately. We recommend that parents turn off all games during the school day. Also, students should not use a wearable during school hours to call home. If a student is ill or has a concern, he or she should go to his or her teacher or trusted adult, and the adult will take care of the student. Our goal remains to support student use of technology responsibly.

**Testing and Assessment**
The state of Ohio requires all students in grades 3-8 to take assessments in reading and math (annually) and science and social studies (in identified grade levels).

As with every other Ohio school district we must follow the state requirements in regards to assessment. Any changes regarding testing at the state level will be communicated to families on the District website and other modes of communication. The following are the subject areas tested in each grade level:

**Grade 3:**
Ohio State Tests (OST) in English/Language Arts which includes reading and writing:
October/November and March/April
OST Mathematics Assessment: April/May
- **Students MUST take a third grade reading assessment to be promoted to fourth grade unless determined by the student’s IEP or 504. This is part of the Third Grade Reading Guarantee.**

**Grade 4:**
OST Assessment in English/Language Arts which includes reading and writing:
March/April
OST Mathematics Assessment: April/May

**Grade 5:**
OST Assessment in English/Language Arts which includes reading and writing:
March/April
OST Mathematics and Science Assessment: April/May
Gifted Testing
The district also participates in nationally normed tests in grades 2, 4, and 6. The purpose of these tests is to identify our Gifted and Talented students and to monitor our progress as district when compared to other students across the nation. A "cognitive screener" will be administered to recommended students in first grade. This first grade assessment is not to identify students as gifted but to make informed instructional plans. The following are the areas tested in late January/early February for the following grades:

Grade 1: Cognitive Screening (not used for gifted identification)
Grade 2: Cognitive Assessment/Cognitive Skills Index, Reading and Mathematics,
Grade 4: Cognitive Assessment/Cognitive Skills Index Reading and Mathematics,
Science, and Social Studies

Transportation
Hudson’s transportation provider, Petermann, has developed a phone and web browser application that will allow parents and guardians to securely view the location of all of their child(ren)’s bus locations in relationship to their assigned bus stop. This application enables parents and guardians to view the estimated arrival time for each stop. Use of the application is voluntary.

You can get more information, sign-up and create your secure login, to use the application on your smart phone or web browser, in several ways. Specifically you can go to:
- [http://www.petermannbus.com/Pages/PetermannBusTracker.aspx](http://www.petermannbus.com/Pages/PetermannBusTracker.aspx)
- [https://m.Petermannbustracker.com/secure/login](https://m.Petermannbustracker.com/secure/login)
- For technical support, please contact support@Petermannbustracker.com

In order to view the bus location and follow the route, parents and guardians will need to:
- Create an account by clicking on “Need a Login”;
- Enter the state and then the city of your child’s Petermann School Services’ customer service center:
  - Your assigned customer service center is: **6400**
- Enter your child’s school issued ID number;
- Enter your child’s last name; and
- Use the plus sign to add additional children who use Petermann’s Charter services.

If you have any questions regarding this application or any transportation questions, please contact the bus garage at 330-653-3355
Visitors to the Building
In keeping with our common concern about the safety of our students while at school, we have developed a number of security measures designed to protect students during the school day. All doors are locked during the school day. All visitors to the building will enter through the front entrance. According to the Ohio Revised Code, all visitors to a school building must report immediately to the office before going anywhere else in the building. When a visitor arrives in the office, we ask that you sign in, present photo identification, and wear a visitors’ tag that will identify you in the building. All staff members are alerted to question anyone without a visitor’s tag. We appreciate your patience if we ask you to return to the office and sign in. Upon leaving the building, all visitors should return to the office to sign out.

For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school. All students will be called to the office if they are leaving early for the day. Please do not go to your child’s classroom.

Walkers and Riders
Students who walk or ride bikes are dismissed at 3:40 p.m. Students are to go home immediately after school. For safety reasons, bike riders must walk their bikes on all sidewalk areas on school grounds. Students are not permitted to use rollerblades or skateboards upon arrival to or dismissal from school.

Pupil Services

Medical Services
Medical services for our students are provided. A nurse or medical assistant is in our building every day. School health services provide emergency care, sick childcare, conduct routine health screenings, and dispense medications. They also serve as consultants to classroom teachers concerning the health needs of their students.

If your child needs to receive medication at school, we must have the proper forms on file. We cannot dispense any medications without these forms on file. Please contact the school health staff for additional information.

School Counselor
The counselor is available to children, parents, and staff. All students become acquainted with the services of the counselor during fall orientation. Students may request to see the counselor or may be referred by parents or teachers to help solve problems or to teach new skills. Support groups are also offered to provide support for students concerned about things like changing families or friendship. The counselor also serves as a consultant for teachers, administrators and parents.
School Psychologist
The function of the school psychologist is to assist school personnel and parents in providing an environment most conducive to growth in social, emotional, academic, and intellectual skills. Emphasis is placed on the development of a strong self-concept through positive interaction with the school environment. The primary function of the school psychologist is to provide professional assistance in the assessment and placement of students. Among the various responsibilities of the school psychologist are assisting in the development of Individual Education Plans, participation on the Intervention Team, participation on the Response To Intervention Team, individual testing of students, counseling, and teacher and parent consultation.

Special Education Services
Hudson City Schools provides services for students with disabilities as mandated by the federal law Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and Ohio’s Operating Standards. Students must meet state and federal criteria to be eligible for special education services under IDEA. A team, consisting of the parents, regular education and special education teachers, school psychologist, administrator (usually the Principal or Assistant Principal) considers evaluation and testing information and determines if students meet the criteria to be eligible for services based on 13 different disability categories. Once a student qualifies for special education services based on state and federal criteria, an Individualized Educational Plan or IEP is developed for that child to meet his or her individual needs. Mandated timelines must be followed for each step in this process.

Public schools are also governed by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 which outline protections for qualified students with disabilities. Section 504 requires school districts provide a free, appropriate public education to qualified students who have a physical or mental impairment, substantially limiting one or more major life activities. These laws provide protections and services to eligible students.
District/Board of Education Policies

The Board of Education Policies which appear in the Student/Parent Handbook and opening folder are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents in the Handbook since it was printed in summer. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures.

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE (5530)

Overview
No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use
When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:

A. monitoring of the student's progress and behaviors will continue;
B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.
**Use and Possession**

The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.

B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.

C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.

D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.
Sales, Transmission and/or Distribution
The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.

B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.

C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.

D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational programming in accordance with the law.
Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program
The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of Pupil Services and is responsible for Districtwide and community prevention, intervention and awareness strategies and programming.
**Student and Parent Notification**

At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

Adopted 8/1/09
Revised 1/4/10

**ANTI-HARASSMENT (5517)**

**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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).
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 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:

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.

**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 harassment/ancestry 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 disbling condition, such as negative comments about speech patterns, movement, physical impairments or defects/apparances, 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 as soon as possible after the conduct occurs.

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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.

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

Phillip T. Herman  
Superintendent  
2400 Hudson-Aurora Road  
Hudson, OH  44236  
330-653-1216  
hermanp@hudson.edu

Kelly Kempf  
Director of Pupil Services  
2400 Hudson-Aurora Road  
Hudson, OH  44236  
330-653-1426  
kempfk@hudson.edu
The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school’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; (3) 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 Policy 8310 and Policy 8330)
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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
National School Boards Association Inquiry and Analysis – May, 2008

Adopted 8/1/09
Revised 4/28/14

**ATTENDANCE – (5200)**
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.

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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

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 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.

**Intervention Strategies**
In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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 school official 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 absence intervention process shall commence upon 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 absence intervention team 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 a 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 excessive 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 an 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 Summit County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

The Superintendent shall develop administrative guidelines.

Revised 10/12/09
Revised 6/13/11
Revised 3/26/12
Revised 4/25/16
Revised 5/22/17
Revised 9/24/18

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (5517.01)
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.
Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.
All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.
This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

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

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

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

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

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

**Education and Training**

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Adopted 8/1/09
Revised 6/13/11
Revised 6/4/12Revised 4/28/14
DRESS AND GROOMING (5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;

B. materially interfere with school work, create disorder, or disrupt the educational program;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;
Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

R.C. 3313.20, 3313.60, 3313.661, 3313.665

 Adopted 8/1/09

DUE PROCESS RIGHTS – (5611)
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 reason(s) for the suspension, the length and dates of the suspension, and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; and the right to be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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**

The student who is eighteen (18) or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision
shall be sent by the Superintendent to the student's parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student's parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent's appeal decision.

B. Students subject to expulsion:

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are set forth in the student code of conduct. The Superintendent may expel a student. Expulsion is the removal of a student from more than ten (10) days, but not more than one (1) year, unless the expulsion is extended in accordance with Ohio law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

1. The Superintendent will give the student and the 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 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 the 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 the 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; 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, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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 to the Treasurer of the Board. 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.

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent’s decision to expel with the Treasurer of the Board.

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. Community Service**

The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.
D. 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.

E. 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.

F. 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
Adopted 8/1/09
Revised 6/13/11
Revised 7/28/14
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**EMERGENCY MEDICAL AUTHORIZATION (5341)**

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.
When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

R.C. 2133.21 -.26, 3313.712
Adopted 8/1/09

**HEALTH SERVICES (5310)**

The Board of Education may require students of the District to submit to health examinations to:
A. protect the school community from the spread of communicable disease;

B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

A. general physical examinations for athletics;
B. dental examinations;
C. tests for communicable disease;
D. vision and/or audiometric screening;
E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)

Adopted 8/1/09

**PERSONAL COMMUNICATION DEVICES (5136)**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.
For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student’s PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. 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, sexual orientation, 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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's parent/guardian after the student complies with any other disciplinary consequences that are imposed, 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 building 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.

Adopted 05/09/13
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POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (5630.01)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

DEFINITIONS

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to:
A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS
Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
B. preventative assessments
C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

The Superintendent shall develop emergency procedures for the District.
**SECLUSION**
If Student Personnel use seclusion, they must:

A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;

C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

**Requirements for a room or area used for seclusion:**
A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

**Additional prohibited seclusion practices:**
Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

A. for the convenience of staff;

B. as a substitute for an educational program;

C. as a form of discipline or punishment;

D. as a substitute for less restrictive alternatives;

E. as a substitute for inadequate staffing;

F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;

G. as a means to coerce, retaliate, or in a manner that endangers a student; or
H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT
There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;

C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices
The following restraint practices are prohibited under all circumstances, including emergency safety situations:

A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a
face-down position for an extended period of time");
B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
C. physical restraint that impacts the student's primary mode of communication;
D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
E. restraint that deprives the student of basic needs;
F. restraint that unduly risks serious harm or needless pain to the student
G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES
The following practices are prohibited under all circumstances, including emergency safety situations:

A. corporal punishment;
B. child endangerment as defined in Ohio Revised Code 2919.22; and
C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT
The District shall provide training as follows:
A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education’s Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building’s principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training. Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES
The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent’s complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING
Each use of restraint or seclusion shall be:

A. documented in writing;
B. reported to the building administration immediately;
C. reported to the parent immediately; and
D. documented in a written report.
A copy of the written report shall be made available to the student’s parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.


**PUBLIC RECORDS (8310)**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District’s public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested,
the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request
B. an estimated cost if copies are requested
C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District’s public records upon payment of a fee. A person who requests a copy of a public record may request to have said record
duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District’s organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.
Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26, R.C. 3319.32, 3319.321
20 U.S.C. 1232g

Adopted 8/1/09

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS (5610)

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that,
regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

C. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

D. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled,
or operated by the Board, to an interscholastic competition, an extra- 
curricular event, or to any other school program or activity that is not 
located in a school or on property that is owned or controlled by the Board, 
except that the Superintendent may reduce this period on a case-by-case 
basis in accordance with this policy. Similarly, the Superintendent may expel 
a student from school for a period of one (1) year for possessing a firearm or 
knife capable of causing serious bodily injury at school or on any other 
property (including a school vehicle) owned, controlled, or operated by the 
Board, at interscholastic competition, an extra-curricular event, or at any 
other school program or activity that is not located in a school or on 
property that is owned or controlled by the Board, except the 
Superintendent may reduce this period on a case-by-case basis in 
accordance with this policy. The expulsion may extend, as necessary, into 
the school year following the school year in which the incident that gives 
rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon 
to school to the criminal justice or juvenile delinquency system serving the 
District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm 
muffler or silencer, or any destructive device. A destructive device, includes, 
but is not limited to any explosive, incendiary, or poison gas, bomb, 
grenade, rocket having a propellant charge of more than four (4) ounces, 
missile having an explosive or incendiary charge of more than one-quarter 
(1/4) ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade 
fastened to a handle; a razor blade; or any similar device (including sharp, 
metal martial arts weapons such as ninja throwing stars) that is used for, or 
is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or 
reduce such expulsion in writing, to a period of less than one (1) year, on a 
case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students 
with disabilities (for example, where the incident involves a student 
with a disability and the misconduct is determined by a group of 
persons knowledgeable about the child to be a manifestation of the 
student’s disability);
b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

or

2. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including
the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

E. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and
his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student’s behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student’s behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child’s grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child’s grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student’s suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.
The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921

Adopted 8/1/09
Revised 6/13/11
Revised 5/22/17
Revised 10/22/18

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SEARCH AND SEIZURE (5771)
The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.
This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.
R.C. 3313.20
U.S. Constitution, 4th Amendment
Adopted 8/1/09

**STUDENT CODE OF CONDUCT (5500)**

An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students.

Students in the Hudson City Schools are expected to:

A. conform to reasonable standards of behavior;

B. respect the rights, person and property of others;

C. preserve and maintain the degree of order necessary for a positive climate for learning; and

D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs 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 and Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in the school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act adversely affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, in school suspension, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.
A. Any act or seriously-threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another;

B. Any possession or use of a weapon including look-alike or counterfeit weapons;

C. Any act of arson or attempted arson and related offenses;

D. Any act of theft, deliberate destruction of property or participation in any activity at any time which results in damage to school property or to property of others on school property;

E. Possession, sale use, concealment, transmission or consumption of intoxicating substances, or drugs, or counterfeit or look-alike drugs or intoxicating beverages, or attendance at school-sponsored activities while under the influence of such substances. This includes the prohibition of any Prescription drug or medication which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school District grounds;

F. Illegal occupation of school property;

G. Chronic misconduct;

H. Sexual activity;

I. Harassment on the basis of race, sex, national origin, handicap, age, or ethnicity including verbal, physical, or mental harassment;

J. Commission of any criminal act;

K. Possession or use of tobacco products in the school building, school grounds, school property and at school functions;

L. Truancy-chronic tardiness or absenteeism;

M. Profane, indecent, obscene, abusive or vulgar language;

N. Insubordination, including intentional interference with the teacher's conducting of the class;
O. Failure to accept discipline or punishment or similar violations of discipline;

P. Extortion - (infringing on personal rights);

Q. False alarms;

R. Possession or use of fireworks, explosives or other such instruments;

S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft or school property or property of others;

T. Assault, assault and battery or threat thereof;

U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;

V. Aiding and abetting a violation of a student discipline code;

W. Gambling;

X. Disruption of school including the use of same to incite others toward acts of disruption;

Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;

Z. Violation of Federal or State statutes or rules;

AA. Insubordination or disobedience of school personnel;

BB. Fighting;

CC. Cheating;

DD. Plagiarism;

EE. Hazing and intimidation;

FF. Possession of a knife or firearm;
GG. Immorality;

HH. Violation of school policies pertaining to dress and appearance;

II. Violation of policy prohibiting pocket pagers and other electronic communications devices;

JJ. The acts or violations listed in the Board Policy governing permanent exclusion;

KK. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned;

LL. Other prohibited acts which may result in student discipline which appear in the student handbooks of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building;

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

**STUDENT CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

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

C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and

E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661 Adopted 8/1/09

**STUDENT CONDUCT ON SCHOOL BUSES (5610.04)**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

A. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;

B. be on time at the bus stop in order to permit the bus to follow the time schedule;

C. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);

D. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;

E. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone’s duty to help ensure safety;
F. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;

G. refrain from loud talking or laughing (unnecessary confusion diverts the driver’s attention and might result in a serious accident);

H. keep head, arms, hands, and all materials inside the bus at all times;

I. be courteous to fellow students, to the bus driver, and to motorists;

J. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden); and

K. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

**Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator’s decision is final.

When discipline problems with individual students arise, use the following guidelines.

A. Drivers shall deal with minor infractions by riders of bus safety rules and expectations firmly by oral instructions and reprimands. More serious infractions or repeated misconduct shall be made a matter of record by the driver issuing to the rider a card indicating the type of unsatisfactory conduct. This card must be returned with a parent or guardian's signature acknowledging its receipt on the next day the rider is transported.

B. The most serious infractions of safety rules or a pattern of lesser infractions result in the suspension, expulsion or immediate removal of a rider from the bus. When in the judgment of the driver such action is warranted, a notice of intention to suspend will be given to the rider with a copy provided to the transportation coordinator for follow-up action. The Superintendent, Superintendent's designees, principals and assistant or unit principals are authorized to suspend or remove riders from bus riding privileges using guidelines established by the Superintendent. Suspension of riding privileges for rule
violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed ten (10) days. Such suspension shall be in accordance with Section 3313.66 of the Ohio revised code related to due process.

C. Immediate removal from bus ridership is authorized when the rider's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The parents of a rider removed immediately from transportation must be given notice as soon as practicable of the right to a hearing which must be held within seventy-two (72) hours of the removal. The notice shall include the reason for removal. Length of time removed from ridership shall be in relation to the seriousness of the infraction, but not more than ten (10) days.

D. Suspension or immediate removal of disabled riders may require modification of the above procedures and shall be accomplished in accordance with law.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)**

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.)
Adopted 8/1/09

**STUDENT DISCIPLINE (5600)**

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
Adopted 8/1/09
STUDENT FEES, FINES, AND CHARGES (6152)

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid at the beginning of the school year or semester.

Fees
For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extra-curricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees
8. school records fees

B. "School fees" do not include:
1. library fines and other charges made for the loss, misuse, or destruction of school property;

2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;

3. charges for optional travel undertaken by a school club or group of students outside of school hours;

4. charges for admission to school dances, athletic events, or other social events;

5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer/CFO with an accurate accounting of all transactions.

**Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person’s place of residence.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer/CFO to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been
adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district’s or school’s request for those records pursuant to R.C. 3313.672, or a juvenile judge’s order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child’s custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 2151.272, 3313.642, 9.38
Adopted 8/1/09
Revised 4/28/14

**STUDENT HAZING (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.
The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661
Adopted 8/1/09

**STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY (7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services (“Educational Technology” or “Ed-Tech”).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services (“Educational Technology” or “Ed-Tech”).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).
The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the
Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering
for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Educational Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Educational Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Educational Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
76 F.R. 56295, 560303

Adopted 8/1/09
Revised 1/4/10
Revised 6/4/12
Revised 8/10/15
Revised 5/22/17

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STUDENT RECORDS (8330)
In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student’s name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance
representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. the parent or eligible student, upon request, receives a copy of the record; and

2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the
record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.
F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION
Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized
activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.
The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other
statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;
B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908

Adopted 8/1/09
Revised 1/4/10
Revised 8/23/10
Revised 6/4/12
Revised 4/22/13
Revised 4/28/14
Revised 8/24/15

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USE OF MEDICATIONS (5330)
The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a
student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer's packaging for the child's age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the
Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprophen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staffs are authorized to administer medication and treatment to students:
A. administrator  
B. teacher  
C. school nurse or medical assistant  
D. building secretary  
E. aide  
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Adopted 1/26/09
Revised 1/4/10
Revised 6/4/12
Revised 4/22/13
Revised 11/17/14
Revised 9/24/18

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USE OF MOTOR VEHICLES
The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others -- and an assumption of liability on the part of those students and their parent(s).
The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

R.C. 3313.20

Adopted 8/1/09

**USE OF TOBACCO (5512)**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
Adopted 8/1/09
Revised 3/26/12
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WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS (6152.01)

The Hudson City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).

B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.

C. Other good and just reasons as determined by the Superintendent.

D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.

E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents

A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

B. The first bill or notice sent to parents or guardians who owe fees shall state:

1. The District will waive fees for persons unable to afford them in accordance with its policy.
2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:

1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.

C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.
Nondiscrimination
The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.
R.C. 3313.642
Adopted 8/1/09
Revised 8/27/12
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WEAPONS (5772)
The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.
The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
Welcome to East Woods School! The goal of the East Woods staff is that all students and parents know that East Woods is your school! We are here to ensure your child has safe and productive year while developing as a whole child. Every day at East Woods, we are:

**Celebrating Differences. Growing as a Team. Developing Leaders.**

All students at East Woods will be challenged to reach their potential through an educational program that is designed to meet the needs of each individual child. Our committed faculty will provide opportunities with a challenging and relevant curriculum, which will assist children in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our ever changing world.

Just like you, we want the best for your child. In order to be the best, East Woods needs the commitment from all stakeholders. This includes our committed staff, our committed community, and our committed parents. There will be ample opportunities for parents to volunteer and support our school. We encourage you to be actively involved with your child’s homeroom, PTO, and VIP program. There will be various times throughout the year we may call on you to support your children - in and out of the building. Your time, energy, and enthusiasm are always welcomed at East Woods.

Your child will leave East Woods with a love of learning and the ability to problem solve, in conjunction with mastery of the state content standards. We look forward to working with all of you to support your child and celebrate their accomplishments.

Thank you,

Michael J. Sedlak
Principal
East Woods School
Quick Reference

Telephone Numbers
Any questions or concerns can be directed to the specific department or staff indicated.

- Attendance Line: 330-653-1300
- Office/Principal: 330-653-1256
- Guidance Office: 330-653-1251
- Clinic: 330-653-1255
- Natatorium: 330-653-1264
- Media Center: 330-653-1252
- Transportation/Bus Garage: 330-653-3355
- Food Service: 330-653-1203
- Safe Schools Helpline: 800-418-6423 ext. 397

Office Hours
7:30 to 4:30

East Woods School’s Daily School Schedule
Students enter the building when the bell rings at 8:35 a.m. and go directly to their homerooms. Classes begin at 8:55 a.m. Students who arrive tardy (after the 8:55 a.m. bell) need to have their parents sign them in at the office. Students who arrive after 11:00 a.m. or leave before 2:00 p.m. are considered absent for half a day. For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school.

4th & 5th Grade
- 8:35 a.m. Students may enter the building
- 8:55 a.m. Tardy bell rings - Classes begin
- 3:40 p.m. First dismissal bell for busses, walkers and bike riders.
- 3:45 p.m. Students for parent pick-up will be escorted to McDowell Elementary School for pick-up
Parent Pick-Up and Drop-Off Procedures
In order to make the environment safe and orderly for our students, we will continue to utilize specific procedures for the drop-off and pick-up of students.

Drop-Off
Before 8:45 a.m. - McDowell School
After 8:45 a.m. - East Woods use the north parking lot (by the tennis courts).

Pick-Up
In the afternoon, parent pick-up students will be escorted to McDowell for pick-up at 3:45 p.m.

For the safety of our students cars are not permitted to enter the school driveway when busses are loading or unloading children. (3:30 - 4:00 p.m.)

Students who normally travel home on the bus each day must have a written note from a parent each time another arrangement for going home is necessary.

Responsibility for Child
The school’s responsibility for supervision begins at 8:35 a.m. when the students may enter the building and ends when the students are dismissed at the end of the day, as well as on bus transportation to and from school. Students on school grounds before 8:35 a.m. or after dismissal should be under the direct supervision of their parent, coach, club supervisor or other adult.

Please notify the school in writing in advance of a change in a student’s arrival or departure time due to medical or dental appointments. Students will be called to the office to meet their parents when they have an appointment. Students always need a note for a change in their after school routine.
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HUDSON CITY SCHOOL DISTRICT

District Vision

The Hudson School Community will unite to empower our students to achieve uncharted levels of success.

Mission

We provide an educational program that maximizes the intellectual, physical, social, and emotional development of each child in a safe, nurturing, and diverse environment.
Building Level Information

Absences
Anytime a student is absent or late to school, it is necessary to call 330-653-1300. This attendance line is in operation 24 hours a day 7 days a week. Please state the following: child’s name, parent’s name, teacher’s name, date of absence, and a brief reason for the absence. Requests for make-up work cannot be made on the attendance line. Please contact the school office to arrange make-up work.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, we urge you to make appointments, do personal errands, etc., outside of school hours, as much as reasonably possible. Because attendance is important to us, we will be sending attendance letters home to those students who are absent frequently.

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. In accordance with this 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. House B410 is new legislation (April, 2017) about how school districts keep track of and report absences. In addition to HB410, the elementary schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

Birthdays
Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.), and are non-nutritious, only non-food items may be used for birthday treats. Some options could be:

- Please feel free to arrange a time with the classroom teacher to read your child’s favorite book (or send the book in for the teacher to read if you are unavailable).
- Provide each student in the class with a small party favor like pencils, erasers, stickers, etc.
- Donate a ball or jump rope which can be used for classroom for outdoor recess or a board game for indoor recess.

We ask that you do not send invitations to parties at your home unless you are inviting the entire class or all of the boys or all of the girls.
Thank you for helping your child celebrate his or her special day while following these guidelines. This will help us keep kids safe and will reinforce healthy habits that you teach at home. This information is also posted on the K-8 building websites at www.hudson.k12.oh.us > Parent Resources.

Broadcast Alert
District and building news is shared through the BroadcastAlert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms. Hudson Schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

Classroom Parties
Room parents work with the teacher to organize three holiday parties each year: Halloween, Winter, and Valentine’s Day. All elementary buildings will follow the same menu for each party. The items on the menu follow the Nut-Free Snack List and are the only food items allowed into classroom parties. When planning games and/or prizes, please make sure food items are not part of the activity. This will help eliminate any food allergy issues.

Delayed Start
A 2-hour delayed start for schools may be used when appropriate. The decision will be made based on the extended forecast for the day and police/city road advisories. By allowing snow crews extra time for clearing roads, the District may decide to hold a shortened school day, which does not count as a calamity day.

The school district will use the same notification system for the 2-hour delayed start as is used to cancel school; this includes the school phone system, and TV and radio station announcements. We will also post the information on our web site.

Should school be delayed by 2 hours, elementary school students, K-3, will be served a no-choice lunch due to limited preparation and reduced delivery time. Students with allergies will receive the appropriate foods. Typical lunches will be available at East Woods.

We are encouraging parents to make plans now in order to be adequately prepared should the district announce a 2-hour delayed school start for weather. Please take into consideration any advanced childcare arrangements that may be needed.

HCER before school childcare (Explorer Zone) will not be held on a 2-hour delay start day.
2-hour Delay of School Start Time Schedule:

<table>
<thead>
<tr>
<th>School</th>
<th>Delayed Start Time</th>
<th>End Time (no change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evamere All Day K/1st Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Evamere AM K</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Evamere PM K</td>
<td>No delay, 1:10 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth 2nd Grade</td>
<td>11:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Ellsworth AM PS</td>
<td>No school</td>
<td>---</td>
</tr>
<tr>
<td>Ellsworth PM PS</td>
<td>No delay, 1:10 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>McDowell</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>East Woods</td>
<td>10:55 a.m.</td>
<td>3:40 p.m.</td>
</tr>
</tbody>
</table>

**Dress Code**

Students should wear appropriate clothing for an educational setting. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. Additionally, student clothing should not create a distraction. Specific examples of necessary guidelines include:

- Length of shorts and skirts should not be above finger-tip length
- No thin or “spaghetti straps” on tops
- Hats or head coverings are not to be worn inside unless for religious reasons

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

We try to go outside for recess on a daily basis. On cold weather days, please make sure your child has a hat, gloves, and coat. When it snows, boots and snow pants are important. Please plan on your child going outside every day.

**East Woods Excellence Award**

The East Woods Excellence Award is given to a student for academic improvement, excellence or an act of outstanding citizenship. A staff member nominates the student to the principal/assistant principal to receive the award. The principal or assistant principal presents the award, congratulate the student and calls the student’s parents to inform them of their child’s excellent behavior.

**Emergency School Closing Information**

If conditions occur that force the closing of school, an announcement will first be posted on [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us). You will then receive a phone call notifying your family of the closing. Most local radio and T.V. stations also announce school closings. Please do not call the school. In lieu of closing for the day, the HCSD may participate in a 2 hour delayed start (please see more information under Delayed Start).
Extended Care Program
Hudson Community Education and Recreation (HCER) Program offers a before and after-care program: Explorer Zone. The hours of operation are from 6:45 A.M. to 8:55 A.M. for the before school day session and 3:55 P.M. until 6:00 P.M. for the after school session. Breakfast is available through Food Service in the morning and transportation to and from all elementary buildings is provided. Registration materials are available at the HCER office located on Hudson-Aurora Road or the website www.hudson.k12.oh.us/hcer

Family Life Education
Family Life Education is taught in the fifth grade by registered nurses. The material is presented by using a family centered approach. The course was written for the comprehension and understanding of children at the fifth grade level. The course provides information to the early adolescent about the emotional and physical perplexities of puberty.

Family Vacations
We discourage school absences for the purpose of family vacations. Each day of absence will count toward the 10 allotted days of "parent notes" to excuse the absence. Our curriculum involves a great deal of collaborative work, hands-on experiments, and the use of manipulative materials. In addition, much discussion occurs in the classroom regarding the thinking process. It is very difficult to duplicate these experiences at home or on vacation. However, if a family chooses to take a vacation during the school year, please contact your child’s teacher as soon as possible. A written note explaining the absence will be required. Depending on what is occurring in the classroom during the absence, we cannot guarantee that homework will be provided.

Field Trips
Field trips are used to supplement classroom experiences. Before each trip, activities are planned to help prepare the students for the trip. After each trip, there are follow-up activities and discussions. Students and parents are notified well in advance so necessary preparations can be made. Written parental permission must be obtained before a student may go on the field trip. If there is no written parental permission, a child must remain at school.

Homework
The purpose of homework is to reinforce learning taught during the school day. Students are also able to begin to develop good study habits and organization of learning materials. We also believe students should have time to play and have fun with their family and friends. As a general rule homework should not exceed an hour per night. If your child consistently spends more than an hour on homework please contact the teacher.
Leader in Me Program
The Hudson City Schools are committed to providing character development through the Leader in Me Program in Grades K-5. We believe the 7 Habits outlined in this program will encourage and promote such qualities as respect, responsibility, and readiness among all students. The 7 Habits are as follows: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, and Sharpen the Saw. Every staff member is committed to the goal of having all students achieve these qualities. Consequently, there will be student leadership opportunities, activities, and recognition integrated with the Leader in Me throughout the school year.

Lockers
Student lockers are located near the homerooms. We stress the importance of respecting private property; therefore, students will not be permitted to place locks on their lockers.

Lost and Found
The best guarantee of finding lost items is to have everything labeled with students’ names (lunch boxes, jackets, hats, gloves, etc.). All items are delivered to the Lost and Found area of the school. Periodically throughout the year all unclaimed items are donated to charity. Please check early and frequently when something is missing. To avoid an item being lost or stolen, please have your child refrain from bringing valuable property to school.

Lunch Program
Students may buy a hot lunch or bag lunch which includes milk or may bring a lunch and buy only the milk. Hudson Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students use their Student ID # to record what they are buying that day. Parents may put money on their child’s account by either sending cash or a check to the school made payable to Hudson City Schools Food Service. Please include the students’ name and ID number on the check or envelope. Parents can also make deposits online at www.MyPaymentsPlus.com for a small fee. The lunch program begins the first day of school for all students. If you have any questions about food service, please contact them at 330-653-1203. Menus can be found at https://www.hudson.k12.oh.us/site/Default.aspx?PageID=1870

When students bring their lunch to school, we would appreciate that they be as nutritious as possible. We discourage fast food and pop or sugary beverages. Thank you for your cooperation regarding our efforts for a healthy mind and healthy body.

Lunch/Recess Expectations
Specific procedures have been developed to make our time in the cafeteria and on the playground a positive experience for all children.
During lunch, the students are expected to follow these procedures:

- Stay in your seat unless given permission to do otherwise.
- Clean up after yourself.
- Use a quiet voice to speak.

On the playground, students are expected to:

- Be prepared to go outside during snowy weather at 20 degrees or above. Students will need boots and snow pants in order to leave the blacktop area.
- Snowballs are not to be thrown at school.
- Only school balls or nerf balls may be used.
- Students are not to go in the parking lot.
- Demonstrate kindness and respect toward others.
- Do nothing to hurt another person physically or verbally.

**Media Center Information**

A complete library is part of the building. A weekly library period is provided for each child. Our focus is to promote literacy for our students through their library experience. Introduction to literature, basic library organization and use are developed during these visits. Technology literacy is introduced through the use of author websites, our online catalog and use of The World Book Encyclopedia, online edition. Children are permitted to borrow one book at a time for a two week period. In order to maintain an adequate collection, students must cooperate to see that materials are returned promptly and in good condition. If materials are damaged or lost, students will be charged the current replacement price. The cost for missing books will remain on the student’s records until resolved.

The online media center is open 24 hours a day, 7 days a week. By going to the library web site, [http://www.hudson.k12.oh.us](http://www.hudson.k12.oh.us), students and parents may use the online catalog to look for a book from home, and can access librarian created pathfinders and INFOhio databases including World Book Kids and Searchasaurus. Students must type in a User Name & Password when using INFOhio databases from home. Pathfinders include links to guide students to online resources about specific research topics.

**INFOhio passwords (including Discovery Portal option from the online catalog)**

USERNAME: learn
PASSWORD: infohio

**Nut-Free Classrooms**

All K-5 elementary classrooms are nut-free. **ALL** classroom food, including snacks, must be peanut-free as specified on the Nut-Free Snack List which can be found on our building’s and
the district’s websites. *Most fresh bakery items like donuts, cupcakes, cookies are prohibited because bakeries are using nut products somewhere in the bakery.*

**Parent Contact Information**
Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information. All updates will be within Home Access Center including our auto-call system for families to receive calls regarding important information which includes announcements and school closings.

**Parent/Guardian Classroom Visits**
Parents wishing to visit the classroom to observe their children are asked to contact the teacher in advance in order to avoid conflicts with special subjects and other programs when children may not be in the classroom. To ensure the integrity of the instructional program, 24-hour notice for classroom visitation is recommended. Visitation is considered based on the welfare of our students and staff along with maintaining the instructional program. All visitors to schools must report to the school office when entering to receive authorization before visiting elsewhere in the building. Since young students are easily distracted, please do not bring other children when this type of visit is made. *All visitors must sign in at the office and get a visitor badge.*

**Parent Involvement**
The partnership of the school, the home, and the community is vital to the success of each of our students. We welcome the involvement of parents in our school; opportunities exist during and outside the school day. We encourage regular, two-way meaningful communication involving student academic learning and other school activities to ensure parents play an integral role in assisting their child’s learning. We seek ways in which parents can participate in decision-making and advisory committees to assist in the education of their child.

The VIP (Vitally Interested Persons) organization coordinates parent volunteers in the school. These parents help with a variety of activities from assistance in the lunchroom to assistance within the classroom. These volunteers are an important part of the daily operation of the school. Volunteer forms can be found in the school office and on the building website.

Parents can also participate in PTO and PTA. Both organizations actively support the school and provide support to parents whose children are of school age.

Our website will include information about other opportunities offered by the school and by the school district for parents to join with us in conversation about the education of our children. We value your role in making a difference in the lives of the children of Hudson.
REACH Services
Hudson meets the diverse needs and abilities of students through curriculum differentiation. Gifted services formally begin in grade 3. In grades K-2, classroom teachers plan and design enrichment lessons and assignments to provide appropriate educational experiences for all students.

Students are identified as gifted and talented through a variety of approved assessments in Ohio. Hudson uses the iReady assessments, Terra Nova, and InView Cognitive Screener for gifted identification.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).

The Ohio Department of Education mandates the identification of gifted learners. It is the responsibility of each individual district to develop its own service plan. The Hudson City Schools has adopted a new tiered service model beginning with the 2017-2018 school year. **Tier I** services superior cognitive gifted learners with a Cognitive Skills Index (CSI) of 137+ or a CSI of 132-136 and a gifted reading identification (95th percentile or higher). These students receive direct services in Reading/Language Arts from a Gifted Intervention Specialist in grades 3-8. This Gifted Intervention Specialist teacher serves as the "teacher of record" for reading in grades 3-5 and as the English teacher for these students in grades 6-8. The Gifted Intervention Specialists at the elementary levels may also provide some math enrichment. The amount of this additional service varies according to the number of students being serviced.

**Tier II** services superior cognitive gifted learners with a CSI of 128-131 or a CSI of 132-136 but no gifted reading identification. These students are clustered together with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner.

**Tier III** services gifted learners who are identified in reading and/or math, but do not have a superior cognitive identification. These students are also clustered together with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a "pullout program." These students are serviced within the classroom setting by their general education teacher who has extended professional development to meet the needs of the gifted learner.

There are opportunities for advanced programming in grades 9-12 through Advanced Placement and honors courses and College Credit Plus options.

In grades 3-8, a gifted intervention specialist is assigned to service students who are eligible for gifted services in Hudson. Eligibility for direct REACH services taught by a Gifted Intervention Specialist is determined by cognitive and specific academic reading test scores. More information can be provided on the District website (About Us, Departments, Assistant Superintendent).
Reporting Student Progress to Parents
There are three reporting periods and two scheduled parent-teacher conferences per year for elementary students. Report cards are issued at the close of each trimester. A hard copy of the report card will be sent home for the first and third grading periods. Parents can access the report card online through Home Access Center for all grading periods including the second trimester. Evaluation of each student’s progress is based upon his/her day-to-day achievement. Student work habits and effort is also noted on the formal report card.

Response To Intervention (RTI)
The RTI team is comprised of a group of professionals at the building level. When a child is having difficulty learning and needs support through the Response to Intervention (RTI) process or has not responded to interventions through the RTI process, the intervention team assembles to review and analyze academic and behavioral information and brainstorm additional interventions to help the child be more successful. The focus of this team is intervention. However, during the process, more information may need to be obtained to make the best educational decision for a student.

Safety Drills
Safety drills are conducted for possible emergency situations on a regular basis. Students, staff and parent volunteers are instructed to follow procedures appropriate for these situations. The school is in regular contact with the community safety services that help us monitor the quality of these drills. For your well-being and the safety of our students, if you attempt to pick your child up from school in the event of a real emergency (e.g. fire, tornado, intruder, etc.), you will be asked to participate in the prescribed safety drill procedures until it is deemed safe by school officials and/or local authorities for children to be excused.

School Guards
School guards direct traffic before and after school at various locations on the school grounds. Please follow their directions to insure a safe and orderly traffic flow.

School Rules
In order to ensure that all of our students experience a nurturing and safe environment, we have established an umbrella of three basic expectations: Be Respectful, Be Responsible, and Be Ready. In addition, students are expected to:
Show respect to one another at all times.
  • Keep hands, feet, and objects to yourself.
  • Follow directions the first time they are given.
  • Do nothing to hurt another person physically or verbally.
  • Walk in the hallways and to and from busses.
These rules apply at school, at school events, and while riding the transportation system to and from school.
Consequences for misbehavior may include the following:

- Conference with the student/parent
- Removal of privileges
- Time-out in the office
- Community service (in school)
- In-school suspension
- Out-of-school suspension
- Expulsion

**Special Subjects and Activities**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Grades 4 &amp; 5</td>
</tr>
<tr>
<td>General Music</td>
<td>Grades 4 &amp; 5</td>
</tr>
<tr>
<td>Physical Education (includes swimming)</td>
<td>Grades 4 &amp; 5</td>
</tr>
<tr>
<td>Family Living</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Strings</td>
<td>Grades 4 &amp; 5</td>
</tr>
<tr>
<td>Band</td>
<td>Grade 5</td>
</tr>
<tr>
<td>East Woods Choir</td>
<td>Grades 4 &amp; 5</td>
</tr>
</tbody>
</table>

**Speed Limit**

All drivers should limit their speed to 10 m.p.h. on East Woods property for the safety of the students.

**Technology**

As the “Internet of Things” continues to evolve and revolutionize, wearable technology is becoming increasingly popular. Smart watches that incorporate activity trackers and have the ability to make phone calls and send messages are perhaps the most notable among wearables. Gizmos watches, popular among younger students, help them stay connected to their parents in a safe, more controlled way. Hudson City Schools permits students to wear Gizmos watches and other wearables as long as they do not cause a distraction and are used appropriately. We recommend that parents turn off all games during the school day. Also, students should not use a wearable during school hours to call home. If a student is ill or has a concern, he or she should go to his or her teacher or trusted adult, and the adult will take care of the student. Our goal remains to support student use of technology responsibly.

**Testing and Assessment**

The state of Ohio requires all students in grades 3-8 to take assessments in reading and math (annually) and science and social studies (in identified grade levels). Ohio’s assessments are developed by Ohio educators and a research firm, Ohio State Tests(OST). Ohio has been using Ohio State Tests(OST) for over fifteen years.

As with every other Ohio school district we must follow the state requirements in regards to assessment. Any changes regarding testing at the state level will communicated to families on the
District website and other modes of communication. The following are the subject areas tested in each grade level:

Grade 3:
Ohio State Tests (OST) in English/Language Arts which includes reading and writing: October/November and March/April
Ohio State Tests (OST) in Mathematics Assessment: April/May

- **Students MUST take a third grade reading assessment to be promoted to fourth grade unless determined by the student’s IEP or 504. This is part of the Third Grade Reading Guarantee.**

Grade 4:
Ohio State Tests (OST) in English/Language Arts which includes reading and writing: March/April
Ohio State Tests (OST) in Mathematics: April/May

Grade 5:
Ohio State Tests (OST) in English/Language Arts which includes reading and writing: March/April
Ohio State Tests (OST) in Mathematics and Science Assessment: April/May

Gifted Testing
The district also participates in nationally normed tests in grades 2, 4, and 6. The purpose of these tests is to identify our Gifted and Talented students and to monitor our progress as district when compared to other students across the nation. A "cognitive screener" will be administered to recommended students in first grade. This first grade assessment is not to identify students as gifted but to make informed instructional plans. The following are the areas tested in late January/early February for the following grades:

Grade 1: Cognitive Screening (not used for gifted identification)
Grade 2: Cognitive Assessment/Cognitive Skills Index, Reading and Mathematics,
Grade 4: Cognitive Assessment/Cognitive Skills Index Reading and Mathematics, Science, and Social Studies

Transportation
There is a transportation handbook that refers to procedures, services and contact numbers. If you do not have this handbook, please contact 330-653-3355 or the school office.

Visitors to the Building
In keeping with our common concern about the safety of our students while at school, we have developed a number of security measures designed to protect students during the school day. All other doors are locked during the school day. All visitors to the building will enter through the front entrance. According to the Ohio Revised Code, all visitors to a school building must report immediately to the office before going anywhere else in the building. When a visitor arrives in the office, we ask that you sign in, present photo identification, and wear a visitors’ tag that will identify you in the building. All staff members are alerted to question anyone
without a visitor’s tag. We appreciate your patience if we ask you to return to the office and sign in. Upon leaving the building, all visitors should return to the office to sign out.

For safety and security reasons, please be prepared to show photo identification if you are picking up a child from school. All students will be called to the office if they are leaving early for the day. Please do not go to your child’s classroom.

**Walkers and Riders**
Students who walk or ride bikes are dismissed at 3:40 p.m. Students are to go home immediately after school. For safety reasons, bike riders must walk their bikes on all sidewalk areas on school grounds. Students are not permitted to use rollerblades or skateboards upon arrival to or dismissal from school.

**Pupil Services**

**Medical Services**
Medical services for our students are provided. A nurse or medical assistant is in our building every day. School health services provide emergency care, sick childcare, conduct routine health screenings, and dispense medications. They also serve as consultants to classroom teachers concerning the health needs of their students.

If your child needs to receive medication at school, we must have the proper forms on file. We cannot dispense any medications without these forms on file. Please contact the school health staff for additional information.

**School Counselor**
The guidance counselor is available to children, parents, and staff. All students become acquainted with the services of the counselor during fall orientation. Students may request to see the counselor or may be referred by parents or teachers to help solve problems or to teach new skills. Support groups are also offered to provide support for students concerned about things like changing families or friendship. The counselor also serves as a consultant for teachers, administrators and parents.

**School Psychologist**
The function of the school psychologist is to assist school personnel and parents in providing an environment most conducive to growth in social, emotional, academic, and intellectual skills. Emphasis is placed on the development of a strong self-concept through positive interaction with the school environment. The primary function of the school psychologist is to provide professional assistance in the assessment and placement of students. Among the various responsibilities of the school psychologist are assisting in the development of Individual Education Plans, participation on the Intervention Team, participation on the Response to Intervention Team, individual testing of students, counseling, and teacher and parent consultation.
Special Education Services
Hudson City Schools provides services for students with disabilities as mandated by the federal law Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and Ohio’s Operating Standards. Students must meet state and federal criteria to be eligible for special education services under IDEA. A team, consisting of the parents, regular education and special education teachers, school psychologist, administrator (usually the Principal or Assistant Principal) considers evaluation and testing information and determines if students meet the criteria to be eligible for services based on 13 different disability categories. Once a student qualifies for special education services based on state and federal criteria, an Individualized Educational Plan or IEP is developed for that child to meet his or her individual needs. Mandated timelines must be followed for each step in this process.

Public schools are also governed by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 which outline protections for qualified students with disabilities. Section 504 requires school districts provide a free, appropriate public education to qualified students who have a physical or mental impairment, substantially limiting one or more major life activities. These laws provide protections and services to eligible students.
ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE (5530)

Overview
No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use
When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:

A. monitoring of the student's progress and behaviors will continue;

B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

Use and Possession
The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.

B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.

C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.

D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student’s education team. The team will review the student’s current educational program, the relationship between the student’s behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Sales, Transmission and/or Distribution
The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.
B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.

C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.

D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student’s education team. The team will review the student’s current educational program, the relationship between the student’s behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.
Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program

The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of Pupil Services Services and is responsible for Districtwide and community prevention, intervention and awareness strategies and programming.

Student and Parent Notification

At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

Adopted 8/1/09
Revised 1/4/10

ANTI-HARASSMENT (5517)
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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

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 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:
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.

**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 harassment/ancestry 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 as soon as possible after the conduct occurs.

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 5517.01 investigation to await the Compliance Officer’s written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.
Anti-Harassment Compliance Officers

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

Phillip T. Herman  Kelly Kempf
Superintendent  Director of Pupil Services
2400 Hudson-Aurora Road  2400 Hudson-Aurora Road
Hudson, OH  44236  Hudson, OH  44236
330-653-1216  330-653-1426
hermanp@hudson.edu  kempfk@hudson.edu

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school’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; (3) 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 Policy 8310 and Policy 8330)

**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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent’s final decision.
In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.  
42 U.S.C. 2000e et seq.  
42 U.S.C. 1983  
National School Boards Association Inquiry and Analysis – May, 2008

Adopted 8/1/09  
Revised 4/28/14

ATTENDANCE – (5200)  
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.

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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

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 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.

**Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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 school official 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 absence intervention process shall commence upon 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 absence intervention team 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 a 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 excessive 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 an 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 Summit County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

The Superintendent shall develop administrative guidelines.

Revised 10/12/09
Revised 6/13/11
Revised 3/26/12
Revised 4/25/16
Revised 5/22/17
Revised 9/24/18

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

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BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (5517.01)
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored,
school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.
All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).
The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.
Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board’s policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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

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

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

Adopted 8/1/09  
Revised 6/13/11  
Revised 6/4/12  
Revised 4/28/14

**DRESS AND GROOMING (5511)**

The Board of Education recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.
Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;

B. materially interfere with school work, create disorder, or disrupt the educational program;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.
DUE PROCESS RIGHTS – (5611)

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 reason(s) for the suspension, the length and dates of the suspension, and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; and the right to be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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

The student who is eighteen (18) or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision shall be sent by the Superintendent to the student’s parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student’s parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent's appeal decision.

B. Students subject to expulsion:

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are set
forth in the student code of conduct. The Superintendent may
expel a student. Expulsion is the removal of a student from
more than ten (10) days, but not more than one (1) year, unless
the expulsion is extended in accordance with Ohio law. An
expulsion can extend beyond the end of the school year if there
are fewer school days than expulsion days remaining. The
Superintendent may apply any remaining part or all of the
period of the expulsion to the following school year.

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

1. The Superintendent will give the student and the 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 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 the 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 the 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; 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,
such notice of appeal shall be filed, in writing, with the
Treasurer of the Board within 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 to the Treasurer of the
Board. 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.

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent’s decision to expel with the Treasurer of the Board.

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. **Community Service**

The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

D. **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.

E. **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.

F. **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 noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Adopted 8/1/09
Revised 6/13/11
Revised 7/28/14

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EMERGENCY MEDICAL AUTHORIZATION (5341)

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child’s parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student’s parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student’s Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.
Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent’s administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

R.C. 2133.21 - .26, 3313.712
Adopted 8/1/09

**HEALTH SERVICES (5310)**
The Board of Education may require students of the District to submit to health examinations to:

A. protect the school community from the spread of communicable disease;

B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

A. general physical examinations for athletics;

B. dental examinations;

C. tests for communicable disease;

D. vision and/or audiometric screening;

E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.
The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)

Adopted 8/1/09

PERSONAL COMMUNICATION DEVICES (5136)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio
and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student's PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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, sexual orientation, 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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 escalat...
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 building 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.

Adopted 05/09/13
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Truncated Policy- the complete policy is available on the district website: www.hudson.edu

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (5630.01)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District’s website.

DEFINITIONS
Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
B. preventative assessments
C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

The Superintendent shall develop emergency procedures for the District.

SECLUSION

If Student Personnel use seclusion, they must:

A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;

C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student’s behavioral needs; and

E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

A. for the convenience of staff;
B. as a substitute for an educational program;
C. as a form of discipline or punishment;
D. as a substitute for less restrictive alternatives;
E. as a substitute for inadequate staffing;

F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;

G. as a means to coerce, retaliate, or in a manner that endangers a student; or

H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

**RERAINT**

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;

C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

**Prohibited Restraint Practices**

The following restraint practices are prohibited under all circumstances, including emergency safety situations:
A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");

B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;

C. physical restraint that impacts the student's primary mode of communication;

D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;

E. restraint that deprives the student of basic needs;

F. restraint that unduly risks serious harm or needless pain to the student

G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or

H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

A. corporal punishment;

B. child endangerment as defined in Ohio Revised Code 2919.22; and

C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT
The District shall provide training as follows:

A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education’s Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

**MONITORING AND COMPLAINT PROCEDURES**

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent’s complaint within thirty (30) days of receipt of the complaint.

**REQUIRED DATA AND REPORTING**

Each use of restraint or seclusion shall be:

A. documented in writing;

B. reported to the building administration immediately;

C. reported to the parent immediately; and

D. documented in a written report.
A copy of the written report shall be made available to the student’s parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student’s file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District’s records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.


Adopted 8/26/13

**PUBLIC RECORDS (8310)**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in adherence to the State’s Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. “Public records” are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. “Public records” do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student’s, parent’s or employee’s address.

The District’s public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published
holidays. The District’s public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact nonpublic/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District’s Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request

B. an estimated cost if copies are requested

C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.
A person may obtain copies of the District’s public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). Email shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District’s organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.
A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 111.41, 111.42, 111.43, 111.46, 111.47, 111.99
R.C. 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26,
R.C. 3319.32, 3319.321
20 U.S.C. 1232g
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

Adopted 8/1/09
Revised 2/26/18

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS (5610)

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or
incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

C. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

D. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Firearm or Knife

   Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board,
except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.
2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

2. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified
below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

E. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student’s behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student’s behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.
The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child’s grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child’s grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student’s suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

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

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C),3327.014
18 U.S.C. Section 921

Adopted 8/1/09
Revised 6/13/11
Revised 5/22/17
Revised 10/22/18

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SEARCH AND SEIZURE (5771)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student’s gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.
Except as provided below, a request for the search of a student or a student’s possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20
U.S. Constitution, 4th Amendment
Adopted 8/1/09

STUDENT CODE OF CONDUCT (5500)
An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students.

Students in the Hudson City Schools are expected to:

A. conform to reasonable standards of behavior;
B. respect the rights, person and property of others;
C. preserve and maintain the degree of order necessary for a positive climate for learning; and
D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs 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 and Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the
District, attending or otherwise participating in any curricular program provided in the
school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s)
takes place while on properties immediately adjacent to school property, within the
line of sight of school property, on school transportation, or if the act adversely affects
the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result
in disciplinary action(s), which may include detention, in school suspension, parental
contact, referral to legal authorities, emergency removal, disciplinary removal,
suspension, expulsion, or permanent exclusion. A student may be suspended pending
the outcome of expulsion proceedings.

A. Any act or seriously-threatened act of physical violence whereby the
   perpetrator causes, attempts to cause or threatens to cause
   physical harm to another;

B. Any possession or use of a weapon including look-alike or
   counterfeit weapons;

C. Any act of arson or attempted arson and related offenses;

D. Any act of theft, deliberate destruction of property or participation
   in any activity at any time which results in damage to school
   property or to property of others on school property;

E. Possession, sale use, concealment, transmission or consumption of
   intoxicating substances, or drugs, or counterfeit or look-alike drugs
   or intoxicating beverages, or attendance at school-sponsored
   activities while under the influence of such substances. This
   includes the prohibition of any Prescription drug or medication
   which is not possessed by the student in accordance with school
   policy governing the possession of prescription medication on
   school District grounds;

F. Illegal occupation of school property;

G. Chronic misconduct;

H. Sexual activity;

I. Harassment on the basis of race, sex, national origin, handicap,
   age, or ethnicity including verbal, physical, or mental harassment;

J. Commission of any criminal act;

K. Possession or use of tobacco products in the school building, school
   grounds, school property and at school functions;
L. Truancy—chronic tardiness or absenteeism;
M. Profane, indecent, obscene, abusive or vulgar language;
N. Insubordination, including intentional interference with the teacher's conducting of the class;
O. Failure to accept discipline or punishment or similar violations of discipline;
P. Extortion - (infringing on personal rights);
Q. False alarms;
R. Possession or use of fireworks, explosives or other such instruments;
S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft or school property or property of others;
T. Assault, assault and battery or threat thereof;
U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;
V. Aiding and abetting a violation of a student discipline code;
W. Gambling;
X. Disruption of school including the use of same to incite others toward acts of disruption;
Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;
Z. Violation of Federal or State statutes or rules;
AA. Insubordination or disobedience of school personnel;
BB. Fighting;
CC. Cheating;
DD. Plagiarism;
EE. Hazing and intimidation;

FF. Possession of a knife or firearm;

GG. Immorality;

HH. Violation of school policies pertaining to dress and appearance;

II. Violation of policy prohibiting pocket pagers and other electronic communications devices;

JJ. The acts or violations listed in the Board Policy governing permanent exclusion;

KK. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned;

LL. Other prohibited acts which may result in student discipline which appear in the student handbooks of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building;

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

**STUDENT CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661
Adopted 8/1/09

**STUDENT CONDUCT ON SCHOOL BUSES (5610.04)**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

A. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
B. be on time at the bus stop in order to permit the bus to follow the time schedule;
C. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);
D. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
E. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone’s duty to help ensure safety;
F. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
G. refrain from loud talking or laughing (unnecessary confusion diverts the driver’s attention and might result in a serious accident);

H. keep head, arms, hands, and all materials inside the bus at all times;

I. be courteous to fellow students, to the bus driver, and to motorists;

J. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden); and

K. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

**Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator’s decision is final.

When discipline problems with individual students arise, use the following guidelines.

A. Drivers shall deal with minor infractions by riders of bus safety rules and expectations firmly by oral instructions and reprimands. More serious infractions or repeated misconduct shall be made a matter of record by the driver issuing to the rider a card indicating the type of unsatisfactory conduct. This card must be returned with a parent or guardian’s signature acknowledging its receipt on the next day the rider is transported.

B. The most serious infractions of safety rules or a pattern of lesser infractions result in the suspension, expulsion or immediate removal of a rider from the bus. When in the judgment of the driver such action is warranted, a notice of intention to suspend will be given to the rider with a copy provided to the transportation coordinator for follow-up action. The Superintendent, Superintendent’s designees, principals and assistant or unit principals are authorized to suspend or remove riders from bus riding privileges using guidelines established by the Superintendent. Suspension of riding privileges for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed ten (10) days. Such suspension shall be in accordance with Section 3313.66 of the Ohio revised code related to due process.

C. Immediate removal from bus ridership is authorized when the rider’s presence poses a danger to persons or property or a threat to the safe operation of the school bus. The parents of a rider removed
immediately from transportation must be given notice as soon as practicable of the right to a hearing which must be held within seventy-two (72) hours of the removal. The notice shall include the reason for removal. Length of time removed from ridership shall be in relation to the seriousness of the infraction, but not more than ten (10) days.

D. Suspension or immediate removal of disabled riders may require modification of the above procedures and shall be accomplished in accordance with law.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)**

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.)

Adopted 8/1/09
STUDENT DISCIPLINE (5600)

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
Adopted 8/1/09

**STUDENT FEES, FINES, AND CHARGES (6152)**

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid at the beginning of the school year or semester.

**Fees**

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student’s participation in any curricular or extra-curricular program of the District.
A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extra-curricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees
8. school records fees

B. "School fees" do not include:

1. library fines and other charges made for the loss, misuse, or destruction of school property;
2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
3. charges for optional travel undertaken by a school club or group of students outside of school hours;
4. charges for admission to school dances, athletic events, or other social events;
5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer/CFO with an accurate accounting of all transactions.

**Fines**
When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.
The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person’s place of residence.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer/CFO to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district’s or school’s request for those records pursuant to R.C. 3313.672, or a juvenile judge’s order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child’s custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 2151.272, 3313.642, 9.38
Adopted 8/1/09
Revised 4/28/14

**STUDENT HAZING (5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.
Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661
Adopted 8/1/09

STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY (7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device),
network, and Internet connection and online educational services (“Educational Technology” or “Ed-Tech”).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of the their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services (“Educational Technology” or “Ed-Tech”).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board’s policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography,
and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above.
Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Educational Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board’s Educational Technology are personally
responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Educational Technology.

P.L. 106-554, Children’s Internet Protection Act of 2000
20 U.S.C. 6801 et seq., Part F,
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
76 F.R. 56295, 560303

Adopted 8/1/09
Revised 1/4/10
Revised 6/4/12
Revised 8/10/15
Revised 5/22/17

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**STUDENT RECORDS (8330)**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student’s name; the name of the student's parent or other family members; the address of the student or student’s family; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term “eligible student” refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods
(including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. the parent or eligible student, upon request, receives a copy of the record; and

2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;

C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

D. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

E. release de-identified records and information in accordance with Federal regulations;

F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In
order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

H. request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board’s policy and administrative guidelines and/or those specified in the law.
DIRECTORY INFORMATION

Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student’s name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student’s name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student’s health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.
The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number.

In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student’s education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student’s privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once
it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent’s household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student’s actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student’s actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student’s address in any student records or files, including electronic records and files. Further, the Board shall use the student’s designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student’s actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student’s actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student’s name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student’s parent’s school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student’s records, the District will redact the student’s confidential address and telephone number from the student’s records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student’s actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

R.C. 9.01, 111.41, 111.42,111.43, 111.46, 111.47, 111.99
R.C. 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908
USE OF MEDICATIONS – (5330)

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant
to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer's packaging for the child's age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprofen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.
With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. administrator  
B. teacher  
C. school nurse or medical assistant  
D. building secretary  
E. aide  
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Adopted 1/26/09  
Revised 1/4/10  
Revised 6/4/12  
Revised 4/22/13  
Revised 11/17/14  

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USE OF MOTOR VEHICLES

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

R.C. 3313.20

Adopted 8/1/09

USE OF TOBACCO (5512)
The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.
WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS (6152.01)

The Hudson City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).

B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.

C. Other good and just reasons as determined by the Superintendent.

D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.

E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents

A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

B. The first bill or notice sent to parents or guardians who owe fees shall state:

1. The District will waive fees for persons unable to afford them
in accordance with its policy.

2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:

1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District’s policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.

C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.
WEAPONS (5772)
The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
Dear Parent(s)/Guardian(s):

Welcome to Hudson Middle School! Our primary goal is to positively develop your student’s intellectual, physical, social and emotional needs during their middle school years. This Student Handbook contains useful and pertinent information regarding proper procedures throughout the school year to ensure the safety of your student. Please review the Handbook with your child, making note of the Student Code of Conduct and Student Dress Code.

We are excited to have your child here and look forward to experiencing your students’ middle school years together.

Hudson Middle School Administration
August 7-9  New Teacher Orientation  
August 12 & 13  General Staff Meetings & Teacher Inservice  
August 14  First Day for Students  
September 2  Labor Day  
October 10  End of First Grading Period (41 Days)  
October 11  Teachers’ Professional Development and Records Day  
October 23  PreK-12 Parent Teacher Conferences (Evening)  
October 24  PreK-8 Parent Teacher Conferences (Day & Even.)  
October 24  9-12 Parent Teacher Conferences (Evening)  
October 25  School Not in Session K-12  
November 27 - 29  Thanksgiving Break  
December 20  End of Second Grading Period (47 Days)  
Dec. 23 – Jan. 3  Winter Break  
January 3  Teachers’ Records Day  
January 20  Martin Luther King Day  
February 17  Presidents’ Day  
February 26  PreK-8 Parent Teacher Conferences  
March 6  End of Third Grading Period (43 Days)  
March 23 - 27  Spring Break  
April 10  School Holiday  
May 22  End of Fourth Grading Period (49 Days)  
May 25  Memorial Day  
May 26  Teachers’ Records Day

Adopted 05/07/18  
Revised 1/15/19 per 1/14/19 Bd. Agenda
The Board of Education Policies which appear in the Student/Parent Handbook and opening folder are periodically updated in response to changes in the law and other circumstances. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures.

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**The Hudson City Schools’ Mission Statement**

Our school district provides an educational program that maximizes the intellectual, physical, and social and emotional development of each child in a safe, nurturing environment. We empower our students to develop a strong base of academic knowledge, skills and strategies.

Together students, parents, educators, staff and the district community share responsibility for producing graduates with a capacity for success, a commitment to citizenship, an appreciation of diversity and a desire to make a positive contribution to life.

**ACADEMIC CURRICULUM**

The classes available at the middle school are designed to provide a curriculum that is relevant, challenging, integrative, and exploratory, as per the Association for Middle Level Education.

**6th and 7th Grade**

**Required**
- Language Arts
- Math
- Science
- Social Studies
- Physical Education

**8th Grade**

**Required**
- Language Arts
- Math
- Science
- Social Studies: American History
- Physical Education

*Unified Arts: semester rotation (Health/Literacy in the Community)*

**Electives (encouraged, not required)**
- Art: Cartooning/Animation - grades 6, 7, 8
- Art: Painting/Drawing - grades 6, 7, 8
- Art: Sculpture - grades 7, 8
- Art: STEAM - grades 7, 8
- Life: The Game of Life - grade 8
- Music: Musical Explorations - grade 6
- Music: The Voice - grade 6
- Music: Give My Regards to Broadway - grade 7
- Music: From Ragtime to Rock - grade 8
- Performance: Band - grades 6, 7, 8
- Performance: Choir - grades 6, 7, 8
- Performance: Orchestra - grades 6, 7, 8
- World Language* - grade 8

*Please note this important information regarding Unified Arts, World Language, and Music for 8th grade students:
- Students who are **not** enrolled in a world language will be scheduled for the Unified Arts rotation during one of their core periods.
- Students who are **enrolled in a world language who are not enrolled in band, choir, or orchestra** will be scheduled for the Unified Arts rotation during one of their encore periods.
- Students who are **enrolled in world language AND band, choir, or orchestra** are exempt from Unified Arts.

**8th Grade World Language**

Eligibility for a world language in 8th grade is based on the rank order of students’ average GPAs from 7th grade Quarters 1, 2, and 3. World language course capacity determines the number of students who are eligible. Information regarding individual student eligibility will be provided to students and parents in the spring when scheduling forms for 8th grade are distributed.

**Schedule Changes**

After the first 2 weeks, students may drop an elective course during first quarter with parent permission. Students may not drop one course and add another.

**Drop Policy**

Any elective course dropped before the end of the first nine weeks, with approval, will be dropped without penalty. After the first quarter, students may not drop elective courses, unless with administrative directive.
Add Policy
Students who are eligible to enroll in 8th grade World Language must do so within the first seven days of the school year, due to the significant amount of information covered.

Elective Policy
For students with an IEP or 504, we understand that additional supports and services may be needed during this time, based on IEP and 504 team decisions, in lieu of elective programming. If this is the case for your child, you will be contacted by a case manager or guidance counselor.

ATHLETICS

7th & 8th Grade

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
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<tbody>
<tr>
<td>Basketball – W</td>
<td>Basketball - W</td>
</tr>
<tr>
<td>Cheerleading – F/W (8th)</td>
<td>*Cross Country - F</td>
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<tr>
<td>*Cross Country – F</td>
<td>Football - F</td>
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<tr>
<td>Field Hockey – F</td>
<td>*Soccer - F</td>
</tr>
<tr>
<td>Lacrosse – S</td>
<td>*Track - S</td>
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<tr>
<td>*Soccer – F</td>
<td>*Wrestling - W</td>
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<tr>
<td>*Track – S</td>
<td></td>
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<tr>
<td>Volleyball - F</td>
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F = Fall, W = Winter, S = Spring

*Combined 7 & 8th Grade Teams

Students must be in attendance at school at least one-half of the day (11:20am) in order to participate in an athletic practice or contest. If a student is signing out, s/he must be present for a total of at least 3.5 hours of the school day.

Per board policy, Travel Contest Release Forms must be given to the Athletic Director prior to departing for the contest. This form will not be accepted via e-mail.

Athletic – Academic Eligibility
In accordance with Ohio High School Athletic Association (OHSAA) guidelines middle school students must be passing FIVE classes in EACH nine-week grading period. Athletic eligibility is based on the nine-week grading period preceding the period in question. (Fall sport eligibility is based on the last nine week grading period of the preceding year.).

Athletics – Physicals
Per OHSAA rules, all students participating in athletics must have a valid physical exam on file in the athletics office prior to participating in a sport. Students must be signed up for sports and have all required forms signed online at https://hudson-oh.finalforms.com prior to participation in open gyms, tryouts, practices or games.

Athletics- Fees
Middle School athletic participation fees are $100 per season.

ATTENDANCE

Board Policy: 5200

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.

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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

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 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.

Intervention Strategies
In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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 school official 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 absence intervention process shall commence upon 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 absence intervention team 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 a 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 excessive 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, 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 an 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 Summit County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies. The Superintendent shall develop administrative guidelines.

Reported Absences
The school should be notified as soon as possible of any absence. For your convenience, the attendance line is available 24/7. Parents or guardians are to call the Attendance Line by or before 8:30 a.m. to acknowledge the reason for the absence. Parents are also expected to call each day the student is absent. The middle school attendance line is 330-653-1300. Press 2, then 5 for the middle school line.
Absences Relating to Athletics and After-School Activities/Events
Students must be in attendance at school at least one-half of the day in order to participate in after-school or evening activities/events. If a student is arriving late, s/he must sign-in to school by 7:50 AM. Students are tardy to school if they are not in their homeroom by 7:50 AM. The teacher will record all tardies on the absence sheet. If a student is arriving late, s/he must sign-in to school by 11:20 am, or if a student is signing out, s/he must be present for a total of at least 3.5 hours of the school day.

Advanced Absence Notice
When a student knows that he/she will be absent from school, he/she is required to pick up an Advanced Absence form from the Attendance Office or you can find the form at https://www.hudson.k12.oh.us/Domain/12 School/Parents/Forms. This form requires a parent signature, and is a mutual agreement between the teachers and the student on an acceptable make-up due date validated by all of the student’s teachers. This is then turned in to the attendance secretary. It is mutually understood that the sole responsibility for the completion of the advance absence notice and the make up of classroom work belongs to the student.

Appointments
When a student needs to leave the building for a scheduled appointment, a written parent request should be presented to the Attendance Office before homeroom on the day of the appointment.
1. Students must be signed in and out of the building by a parent/guardian at the attendance office.
2. Students returning to school with a doctor's note may sign themselves back in at the Attendance Office without a parent.

Excessive Absences From School
Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. The State of Ohio Legislature passed HB410 law which specifically defines attendance in all of Ohio's public schools. This new law requires each school district to send a letter when there is an absence with or without a legitimate excuse. HB410 further requires if students are absent (even with a legitimate excuse) for 65 hours in a year or 38 hours in a month, then written notice must be provided to parents.

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. 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. Because of this, the middle school will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is not doctor documentation, these absences will remain unexcused and count toward truancy.

Tardiness to school
Parents must walk in to the Attendance Office when a student is tardy. Students are tardy to school if they are not in their homeroom at 7:50 AM. The teacher will record all tardies on the absence sheet.

Consequences for Tardiness:
- 5 Tardies: referral to Unit Principal and one lunch detention.
- 10 Tardies: referral to Unit Principal and one afterschool detention.
- 15 Tardies: referral to Unit Principal and two afterschool detentions.

BOOK BAGS/BACKPACKS
As we strive for a positive transition from elementary to middle school to high school, we are focused on helping students learn strategies to manage their time and materials effectively. Students may bring a backpack to school and keep it in their locker; backpacks are not permitted in class due to space limitations. During the school day, students may choose to carry a drawstring bag.

BROADCAST ALERT
District and building news is shared through the Broadcast Alert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms. Hudson Schools are “Green”. Most all newsletters and flyers are posted on the website or emailed to your as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

Parent Contact Information
Parents are able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information. Access to Sungard (HAC) is available on our website at http://www.hudson.k12.oh.us/middleschool in the upper right hand corner labeled Home Access Center. For assistance logging in, please contact the guidance office.
STUDENT DROP OFF AND PICK UP PROCEDURES
In order to protect the safety of our students, please be aware of the following student drop off and pick up procedures:

1. The entrance to the Middle School from Oviatt Street is restricted to BUSES, EMERGENCY, AND DISTRICT VEHICLES ONLY during the hours of 7:00am through 3:30pm on school days.
2. Parents dropping off or picking up students must enter from Aurora Street to Franklin Street, and follow the lane to the right of the sidewalk near the garages (yellow arrows in diagram). If dropping off after 7:40am, parents may choose to use the lane to the left of the sidewalk (orange arrows in diagram).
3. Students should exit or enter the vehicles from the sidewalk between the garages and the staff parking lot, then proceed to the crosswalk.
4. To expedite the flow of traffic, all cars along the sidewalk should allow students to exit and walk down the sidewalk, rather than one car at a time stopping at the end of the sidewalk.
5. Parents on the right side of the sidewalk will turn right at the stop sign at the end of the garages and exit via Oviatt Street. Parents on the left side of the sidewalk will turn left at the end of the sidewalk and exit via Franklin Street.
6. In the afternoon, students being picked up should wait under the canopy near the school until their car is in sight. For safety purposes, students are not to walk behind the busses in the parking lot to locate their ride.
7. One last request for caution: if a parent plans to drop his/her child off on Elm Street or Oviatt Street, the child should be dropped off on the same side of the street as the building. Students are not to cross in front of traffic (i.e., drop off on Elm Street traveling west toward Oviatt or on Oviatt Street traveling north toward Aurora Street.)

STUDENT CONDUCT ON SCHOOL BUSES
Board Policy: AG 5610.04
The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students Will:
A. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
B. be on time at the bus stop in order to permit the bus to follow the time schedule;
C. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom);
D. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
E. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
F. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
G. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
H. keep head, arms, hands, and all materials inside the bus at all times;
I. be courteous to fellow students, to the bus driver, and to motorists;
J. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden) and
K. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

Discipline
The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

A. Drivers shall deal with minor infractions by riders of bus safety rules and expectations firmly by oral instructions and reprimands. More serious infractions or repeated misconduct shall be made a matter of record by the driver issuing to the rider a card indicating the type of unsatisfactory conduct. This card must be returned with a parent or guardian's signature acknowledging its receipt on the next day the rider is transported.

B. The most serious infractions of safety rules or a pattern of lesser infractions result in the suspension, expulsion or immediate removal of a rider from the bus. When in the judgment of the driver such action is warranted, a notice of intention to suspend will be given to the rider with a copy provided to the transportation coordinator for follow-up action. The Superintendent, Superintendent's designees, principals and assistant or unit principals are authorized to suspend or remove riders from bus riding privileges using guidelines established by the Superintendent. Suspension of riding privileges for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed ten (10) days. Such suspension shall be in accordance with Section 3313.66 of the Ohio revised code related to due process.

C. Immediate removal from bus ridership is authorized when the rider's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The parents of a rider removed immediately from transportation must be given notice as soon as practicable of the right to a hearing which must be held within seventy-two (72) hours of the removal. The notice shall include the reason for removal. Length of time removed from ridership shall be in relation to the seriousness of the infraction, but not more than ten (10) days.
D. Suspension or immediate removal of disabled riders may require modification of the above procedures and shall be accomplished in accordance with law.

**SUSPENSION OF BUS RIDING/ TRANSPORTATION PRIVILEGES**

*Board Policy: 5610.04*

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 Adopted 8/1/09

**CAFETERIA**

**NUTRITION SERVICES**

In Middle School dining area is located in the Commons. As participants in the National School Lunch Program, each lunch served must be offered five components: a protein source, grain, a vegetable, a fruit and eight ounces of milk; however your child may choose as little as three foods to complete a meal. Choices of entrees are available each day, including both hot and cold selections. There are also a variety of vegetables, fruits and cold milks to choose from. Our schools also offer a variety of a la carte items for sale including portioned baked snacks, bagels, juices, fresh baked cookies, chips, waters and alternate beverages ranging in prices from $.50 and up. Lunch costs are currently $3.00* for all lunches. *Subject to change.

The identification of students for the 2019-2020 school year will be their student entered ID number (EMIS) on a pin pad. Hudson Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students use their ID number (EMIS) to record what they are buying that day. Parents may put money on their child’s account by either sending cash or a check to the school made payable to Hudson City Schools. Please include the students’ name and ID number on the check or envelope. Parents can also make deposits online at www.MyPaymentsPlus.com for a small fee. Students will have to have monies on account in order to purchase lunches and a la carte items. If your balance falls below $5.00, you will receive a reminder call from the E-connect system regarding your low account status. Please remember, we will not be accepting money during the lunch lines to decrease the amount of time students wait in line, and increase the amount of time they have to eat. Students must know their ID number and will be asked to enter the number on a keypad at the point of sale where a cashier can verify the students’ account with a photo match for account security.

Daily lunch menus are available online at www.myschoolmenus.com. You may also download the app. All other information for Nutrition Services, including the current free and reduced meal application, can be found at www.hudson.k12.oh.us – District Home Page/Parent Link/Nutrition. Parents may contact the Nutrition Service Department with questions at 330-653-1203.

1. Students will **not** behave in a manner that could cause injury to someone else or create a disturbance. (i.e.: running, wrestling, throwing food or objects, etc.)
2. Students are expected to have good behavior while waiting in the lunch line: there will be no cutting in line, pushing, or causing a general disturbance.
3. Students are expected to be polite and considerate at all times.
4. Students are to keep the dining areas clean and neat.
5. Eating and drinking are to be confined to the Commons. Students are **not** permitted to eat or drink in the classrooms or in the hallways, unless permission has been granted by the classroom teacher.
6. Students are to report to the cafeteria only during their assigned lunch period.
7. Students are **not** permitted to leave the Commons area without a written pass from a teacher. Students must **also** have a written pass from a teacher if they are tardy to lunch.

The vending machines are only available to students during their lunch period, before or after school.

**CLINIC**

There is a nurse on staff at Hudson Middle School. If students become ill during the day, they need to get a pass from their teacher to go to the clinic, which is located in the Commons. The clinic staff will contact the parent/guardian if the illness warrants their awareness. For the health and safety of all students the following Health Guidelines for School Attendance are to be adhered. Do not send your child to school if any of the following symptoms or conditions were present in the last 24 hours:
Temperature above 100 degrees, vomiting or diarrhea during the previous evening or night, undiagnosed rash, bacterial infections not treated for at least 24 hours, pus or mucus draining from the eye and not treated by physician, severe headache, ear pain with fever, lice, continuous cough, severe sore throat, or unusually tired, pale, difficult to awake, lack of appetite. See MEDICATIONS for more information. Students returning to school after an injury (ie. concussion, fractured arm/leg) need to stop in the clinic and bring a physician note.

**Elevator Key Usage**
The student is to return the key when no longer needed. Failure to return a key requires a $5.00 fee.

**CLASSROOM FOOD AND DRINKS**
We value hydration and its importance for learning. Students may bring water (only) in the classroom. Snacks are allowable at teacher discretion and must adhere to our school/district Safe Snacks List, which is posted on our website.

**CLUBS AND SPECIAL GROUPS**
- Drama Club
- Show Choir
- Jazz Band
- Power of the Pen
- Student Council
- Makerspace Club
- Culture Club

(Information pertaining to these clubs is available in the Student Resource Center.)

**COMMUNITIES/TEAMS**
Hudson Middle School is organized into learning communities to help personalize education and provide a sense of belonging for our students. Our communities consist of teaching teams at 6th, 7th, and 8th grade. Each interdisciplinary team is comprised of teachers who teach language arts, math, science, and social studies. The community structure has several advantages for students, parents, and teachers:

1. Better relationships among students due to a smaller group setting.
2. Unity and ownership among students through community activities, events and teaming.
3. Improvement of the instructional program as a result of interdisciplinary teaming of teachers.

Each year, students will be part of a community for that grade level. The names of our communities were selected by our students and staff, signifying who we are and what we represent:
- 6th grade (Character Traits): Honor, Integrity, Respect, Service
- 7th grade (Explorers): Adventurers, Navigators, Trailblazers, Voyagers
- 8th grade (HMS Street Names): Elm, Franklin, Oviatt

**CONFERENCES**
Parents are encouraged to discuss their child’s progress with his/her teachers. There are various ways to communicate with teachers; e-mail, voice mail and conferences. Visit our website at www.hudson.k12.oh.us for a complete listing of teacher e-mails. Voice mail can be reached by calling 330-653-1316. During school-wide conference days, teachers first begin scheduling conferences with parents whose children are experiencing difficulties, then fill in openings with requests from other parents. Additional conferences may be requested by parents or teachers throughout the year.

**SCHOOL COUNSELING PROGRAM**
The HMS School Counseling program addresses the academic, career, and personal/social development of all students. In partnership with parents, teachers, and administration, HMS counselors act as advocates to maximize student potential and academic success.

**Individual/Group Counseling**
School Counselors provide individual and group counseling in conflict resolution, social and emotional health, and academic success.

**Classroom Guidance**
School Counselors provide instruction in the classroom, promoting the well-being of each student as a member of the Hudson community as a whole.

**Individual Student Planning**
School Counselors assist in planning student schedules for the following year and aid them in concerns about their present courses.

**Consultation**
School Counselors communicate with parents, teachers, staff, and administration when concerns arise to address emerging student needs, with the goal of making student life at HMS a supportive and rewarding experience.

Parents/Guardians are encouraged to call the Middle School Counseling office anytime a concern arises. Counselors can also assist with outside referrals for community resources upon request.

Check the guidance website for helpful information on current and relevant topics.
DANCES and SOCIAL EVENTS
Hudson Middle School social events are held throughout the year. These events are for Hudson Middle School students only.

School rules and regulations (including the dress code) apply at the dances. Discipline problems, including improper dress, at a dance may result in the removal of the student, and a call home for parental transportation. Discipline problems deemed to be of a serious nature by the administration may result in a student losing his/her privilege to attend future after school activities.

Students must be picked up on time or they will be transported to the Safety Center by the police for parent pick-up.

DISCIPLINARY PROCEDURES
See STUDENT CODE OF CONDUCT

DRESS AND GROOMING

Board Policy: 5511
The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;
B. materially interfere with school work, create disorder, or disrupt the educational program;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;
   Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student’s ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.
B. instruct staff members to demonstrate by example and precept wholesome attitudes towards neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.
R.C. 3313.20, 3313.60, 3313.661, 3313.665
Adopted 8/1/09

The HMS student handbook outlines the Dress Code Policy as follows:
The following are meant to be guidelines of appropriate dress for school and to contribute to the positive atmosphere at our school. They are not intended to be comprehensive. When considering clothing for school, think about whether it is something you would wear to work, at a restaurant, retail store, or doctor's office. The final decision about any dress code violation will rest with the building principals.

Allowable Dress & Grooming
- School dress and grooming should be similar to what would be appropriate for an informal workplace or place of business.
- Shorts or skirts should be an appropriate length.
- Clothing must cover undergarments and private areas.
- Clothing covering undergarments and private areas must be opaque.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
• Special permission must be granted by Administration for hats, bandannas, pajama pants, etc. to be worn during the school day.

Non-Allowable Dress & Grooming
• Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities.
• Hats, hoods, bandannas, and all other head coverings should not be worn in the building during the school day due to school safety concerns. Head coverings are permitted for religious purposes.
• If the student’s attire or grooming threatens the health or safety of any other person, then discipline for this violation will be consistent with discipline policies for similar violations.

What will happen if I am sent to the office?
• Students sent to the office for a dress code violation will first be asked if they have something else to put on. The next alternative will be to call a parent to bring a change of clothes from home.
• Our goal is to return students to the learning environment as quickly as possible, but students will not be permitted to return to class until clothing is changed.
• A student may be sent to In-School Restriction while waiting for a parent to arrive or if they refuse to change clothes. Repeat offenders may warrant additional disciplinary consequences. Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

EMERGENCY Procedures & School Closing
Fire and tornado drills are held on a regular basis throughout the school year. Instructions and directions for fire and tornado drills are posted in each room of the building. The Hudson City School District uses a wide variety of resources to announce school closings due to inclement weather. In addition to the district’s telephone messaging system, closing information is also posted on the web site at www.hudson.k12.oh.us.

In addition to the District announcements, Hudson Schools also use TV, Cancellation Web sites and Radio stations to announce school closings.

School Cancellations
A 2-hour delayed start for schools may be used when appropriate. The decision will be made based on the extended forecast for the day and police/city road advisories. By allowing snow crews extra time for clearing roads, the District may decide to hold a shortened school day, which does not count as a calamity day.

HMS Snow Days Policy:
If there is a snow day (or delayed start) on:
Monday, Tuesday or Friday, we will follow or have followed our regular schedule for the week.
Wednesday, there will be NO block days that week in 8th grade.
Thursday, Friday will be a block day in 8th grade.
When school is closed, ALL events that take place at the school are also cancelled.

FIELD TRIPS
The district will consider a request for a field trip based on the following criteria: 1) the trip has to have an academic purpose and be endorsed by the building principal, 2) the trip has to be cost neutral to the Board of Education and, 3) all involved students must be able to participate – no student may be left behind due to their inability to pay.

When possible, middle school teams may incorporate a field trip during the school year to enhance the students’ educational experiences. These field trips are academic in nature and are tied to the academic content standards. Because students are given much freedom and responsibility when on a field trip, there exist high expectations for students throughout the year to earn the privilege to attend the trip. Students who are suspended or expelled may not be able to participate. On the day of the trip, any student who has not earned the privilege to participate in the trip will remain at school and will be provided an alternate assignment/activity.

Guidelines for medication administration during school field trips will follow the current Board of Education Medication Administration Policy. See MEDICATIONS for more information. Students receiving medications on school trips must have the appropriate medication forms completed with physician and parent signatures.

GRADE INFORMATION
Letter grades are issued at Hudson Middle School. End of quarter report cards will be available on your child’s Sungard (Home Access Center) account. Final year-end report cards will be mailed home at the end of the school year. Parents may view their child’s progress at any time through Sungard (HAC).

Grading Scale:
98 -100 A+
93 - 97 A
90 - 92 A-
87 - 89 B+
HOME ACCESS CENTER (Sungard)
Sungard (Home Access Center) is a web-based program that provides access to student progress at any time. If a parent or student does not have internet access, it is available at the Hudson Public Library or the Hudson Middle School Media Center. Access to Sungard (HAC) is available on our website at http://www.hudson.k12.oh.us/middleschool in the upper right hand corner labeled Home Access Center. For assistance logging in, please contact the guidance office.

HONOR ROLL
Students’ names will be posted at the end of each semester indicating Distinction Honor Roll (3.5 or better) and Merit Honor Roll (3.0 to 3.499). This is accomplished by transforming the letter grade of the course into quality points and totaling the points. After totaling the quality points, divide the number of academic credits into the total for the point average. “P” grades are not computed.

HOMEWORK
Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children’s educational progress.

Due dates for homework assignments and makeup assignments will reflect that religious holidays are observed differently by different religious groups.

Homework Statement for the Middle School
Homework at the middle school level provides the opportunity to:
• develop organization and time management skills,
• promote communication between the school and home,
• encourage parent awareness,
• support responsibility, accountability, and independence, and
• practice skills.

It is each student’s responsibility to meet with the teacher to obtain missed assignments and to determine when the makeup work is due.

HOMEWORK REQUESTS
Any student absent from school should check Home Access Center (Sungard) and Google Classroom for homework as teachers post assignments daily. Please email the teacher directly if you see a worksheet indicated or if you have questions regarding an assignment. Any item(s) left for a student by a teacher can be picked up in the main office between 3:00pm and 3:45pm.

LOCKERS/LOCKS
Students will be assigned a locker each year. Students must purchase a school combination lock (Sixth Grade students are provided a lock through school fees). All lock combinations will be filed in the Main Office. Students must keep their lockers locked at all times. The locker is to be maintained by the student throughout the year, and he/she is responsible for any damages. Students should NOT share their locker or combination.

Lockers are the property of the Board of Education, and the contents of all lockers are subject to random searches at any time without regard to whether there is a reasonable suspicion that any locker, or its contents, contains evidence of a violation of a criminal statute or school rule.

LOST AND FOUND
Lost and found clothing, books, and other material are on display in the commons on a rack or in the Student Resource Center. At the end of each quarter, all unclaimed items are donated to a charitable organization. Please label all belongings.

MEDIA CENTER
Students may use the Media Center before school, during their study hall or team support, or after school. All students are required to sign in or have a pass when entering during the school day. Resources include reference materials, books, ebooks, periodicals, newspapers, and audiobooks on CD and Playaway. A copy machine, computers with a variety of databases for research and printers are among the services available for student use.
The library program provides classes for students in essential 21st century skills of inquiry, ethical behavior, technology, information literacy and media literacy as well as reading for enjoyment. Classes are designed and scheduled with teachers to support their units of study.

Students have access to the online catalog, INFOhio databases, subscription databases and pathfinders 24/7 through the library website: http://www.hudson.k12.oh.us/middleschool/library. The username and password for the INFOhio databases are USERNAME: hudson PASSWORD: exp. Passwords for other databases are posted in a Google doc on the Media Center site for students to access 24/7. Pathfinders include links to guide students to online resources about specific research topics.

Cost for unreturned books will remain on students’ accounts until reconciled. Materials may be checked out for 2 weeks and renewed for another 2 weeks. Fines are 5 cents per day for overdue materials with a 5 day grace period in place before any fine occurs. Fines are capped at $5.00 per item.

Chromebook Process: We will be allocating 10 loaners for our students who are having necessary services completed. This leaves only a small number for students who have forgotten their devices at home or who have a low battery.

After eight loans (due to forgotten or uncharged devices), the Media Center will complete a discipline referral to the aligning grade level principal. Students will still be provided a Chromebook, if available; however, he or she will be given an appropriate consequence. This is consistent with the high school procedure as well.

We are extremely fortunate to have these devices for our students’ educational experience, yet we truly want our students to understand the importance of using them responsibly. This responsibility includes bringing them to class each day, fully charged, and ready for learning.

If you have any questions or concerns regarding our loaner policy, please contact our Technology Coordinator, Stephanie Swiderski at swidersss@hudson.k12.oh.us, our Media Technology Coordinator, Kristin Dages at dagesk@hudson.k12.oh.us, or the HMS Main Office at 330-653-1316.

MEDICATION
USE OF MEDICATIONS
Board Policy: 5330

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs (“prescriber”) accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer’s packaging for the child’s age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician’s Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.
Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336. For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprofen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.
With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. administrator
B. teacher
C. school nurse or medical assistant
D. building secretary
E. aide
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Adopted 1/26/09
Revised 1/4/10
Revised 6/4/12
Revised 4/22/13
Revised 11/17/14
Revised 9/24/18

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MESSAGES & DELIVERIES
If a parent or guardian calls to leave a message for his/her child, the office personnel will do their best to see that emergency messages are given to the student. We do not want to interrupt class time for any non-emergency reason.

Please Note:
Because we believe that responsibility is an important character trait for students to develop in middle school, forgotten items will not be delivered to students. We do not expect students to call home for any forgotten items. In addition, we encourage parents to refrain from providing these items once the students have arrived at school. In rare circumstances when an item is brought for a student, the item will be available to the student for retrieval during the student’s lunch period. *Medications are an exception.

PASSES
Students are not permitted to be in the hall at any time during classes unless they have a pass from a faculty member. Students must check-in with the teacher whose class is being missed prior to using the pass.

It is the student’s responsibility to obtain a pass when needed.

PHONES
Because we have 1:1 technology available for all students, the use of phones during classtime is not necessary for educational purposes. We ask that phones be turned off during class and put away. Phones are permitted during classtime only at teacher discretion.

PHYSICAL EDUCATION GUIDELINES
In an effort to ensure the creation of a safe learning environment that is conducive for positive learning experiences, the Physical Education Department provides the following guidelines for students:

Class Expectations
1. Come to class in YOUR school issued PE uniform with appropriate shoes.
2. Demonstrate a willingness to participate in class activities.
3. Exhibit appropriate personal and social responsibility skills.
4. Students must be prepared to go outside during the first and last quarter of the school year; therefore, pants and long sleeves/sweatshirts will be allowed over uniforms. No student is allowed to wear their uniform over their school clothes.
5. If applicable, please have medical devices (e.g., inhaler, EpiPen, etc.) available at all times; particularly, during outdoor activities and/or fitness testing.
6. Students will be responsible for any broken equipment as a result of any misconduct during class. Teacher will provide receipt of replacement purchase to student/family for reimbursement.

Locker Room Expectations
1. Students will be assigned a locker during their 6th grade school year, and used throughout their entire middle school experience.
2. Students will purchase school issued locks, which will be used for their entire middle school experience. If lost, replacement locks will be sold. At the end of their 8th grade year, students may keep their lock to use at the high school.
3. It is the student’s responsibility to keep all belongings locked in their assigned locker. Please check the P.E. office anytime, if items become lost or misplaced.
4. Students will be held accountable for conducting themselves appropriately while changing in the locker rooms. School discipline will be issued accordingly.

Injury or Illness
1. If excused from P.E. activities for less than one week, a parent note is required. The note is to be turned in to the school nurse, who will notify the P.E. teacher.
2. If excused from P.E. Activities for longer than one week, a doctor’s note is required. The note is to be turned in to the school nurse, who will notify the P.E. teacher, school counselor, and athletic director (if needed)
   a. be assigned to a study hall or team support until doctor’s release.
   b. Remain on the P.E. class list and receive an (E) exempted from assignments/daily points during the absence. When missing the majority of a semester (per PE teacher discretion), the student will receive an M (medical) as a final grade.
   c. Once a doctor’s release is obtained, please turn it in to the nurse, who will notify the P.E. teacher, school counselor, and athletic director. At that point, the student will resume P.E. class activities.
   d. The school counselor will check in with a student if no doctor’s release has been provided, and will notify the school nurse, P.E. teacher, and athletic director.
3. Students are required to participate in P.E. class in order to participate in a physical activity after school.

If you have any questions or concerns, please contact us. Boys’ P.E. Office: 330.653-1316 x4275 or 4201
Girls’ P.E. Office: 330.653-1316 x3404

*6th/7th Grade only: As part of the Health Education curriculum at HMS, students will explore a variety of health-related topics in their PE class with an overall focus on positive decision-making. All 6th and 7th grade students will have Health Education during portions of their regularly scheduled PE class. Health assessments will be a small portion of a combined PE/Health grade.
REPORT CARDS
Report cards for the first 3 quarters will be posted on your child’s Sungard (HAC) account. Year-end report cards will be mailed home at the end of the year, and will also be posted in SunGard HAC.

REACH Services
Hudson meets the diverse needs and abilities of students through curriculum differentiation. For identified gifted students, formal gifted services begin in grade 3, and are offered using a tiered service model.

Tier I services superior cognitive gifted learners with a Cognitive Skills Index (CSI) of 137+ OR a CSI of 132-136 and a gifted reading identification (95th percentile or higher). These students receive direct services in Reading/Language Arts from a Gifted Intervention Specialist (GIS) in grades 3-8. This teacher serves as the teacher of record for reading in grades 3-5 and as the English teacher for these students in grades 6-8. Tier II services superior cognitive gifted learners with a CSI of 128-131 OR a CSI of 132-136 but no gifted reading identification. These students are clustered together in grades 3-8 with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a pull-out service.

Tier III services gifted learners who are identified in reading and/or math (95th percentile or higher), but do not have a superior cognitive identification. These students are also clustered together in grades 3-8 with teachers who receive ongoing professional development on the social-emotional and academic needs of gifted learners. This is not a pull-out service.

More information can be found on the District website (About Us, Departments, Assistant Superintendent)

SCHOOL-SPONSORED ACTIVITIES
Regular school rules are in effect during school-sponsored activities which occur during the school day or outside the school day, on or off school property and when being transported by school vehicles. Students are not permitted on school property after school hours unless participating in a school-sponsored activity or community recreation activity.

SCHOOL STORE
The Hudson Middle School Store is sponsored by the P.T.O. and is located in the Commons. The store is open during lunch periods Monday through Friday. The store is stocked with reasonably priced school supplies that many of the teachers require for their classes. Locks are also available.

Students are NOT permitted in the school store.

STUDENT CONDUCT
Board Policy: 5500
Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.
R.C. 3313.20, 3313.534, 3313.66, 3313.661
STUDENT CODE OF CONDUCT

Board Policy: AG 5500

An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students. Students in the Hudson City Schools are expected to:

A. conform to reasonable standards of behavior;
B. respect the rights, person and property of others;
C. preserve and maintain the degree of order necessary for a positive climate for learning; and,
D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs 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 and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in the school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act adversely affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, in school suspension, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Any act or seriously-threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another.
B. Any possession or use of a weapon including look-alike or counterfeit weapons.
C. Any act of arson or attempted arson and related offenses.
D. Any act of theft, deliberate destruction of property or participation in any activity at any time which results in damage to school property or to property of others on school property.
E. Possession, sale use, concealment, transmission or consumption of intoxicating substances, or drugs, or counterfeit or look-alike drugs or intoxicating beverages, or attendance at school-sponsored activities while under the influence of such substances. This includes the prohibition of any Prescription drug or medication which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school district grounds;
F. Illegal occupation of school property;
G. Chronic misconduct;
H. Sexual activity;
I. Harassment on the basis of race, sex, national origin, handicap, age, or ethnicity including verbal, physical, or mental harassment;
J. Commission of any criminal act;
K. Possession or use of tobacco products in the school building, school grounds, school property and at school functions’
L. Truancy, chronic tardiness or absenteeism;
M. Profane, indecent, obscene, abusive or vulgar language;
N. Insubordination, including intentional interference with the teacher’s conducting of the class;
O. Failure to accept discipline or punishment or similar violations of discipline;
P. Extortion - (infringing on personal rights);
Q. False alarms;
R. Possession or use of fireworks, explosives or other such instruments;
S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft of school property or property of others;
T. Assault, assault and battery or thereof;
U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;
V. Aiding and abetting a violation of a student discipline code;
W. Gambling;
X. Disruption of school including the use of same to incite others toward acts of disruption;
Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;
Z. Violation of Federal or State statutes or rules;
AA. Insubordination or disobedience of school personnel;
BB. Fighting;
CC. Cheating;
DD. Plagiarism;
EE. Hazing and intimidation;
FF. Possession of a knife or firearm;
GG. Immorality;
HH. Violation of school policies pertaining to dress and appearance;
II. Violation of policy prohibiting pocket pagers and other electronic communications devices;
JJ. The acts or violations listed in the Board Policy governing permanent exclusion;
KK. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which student is assigned;
LL. Other prohibited acts which may result in student discipline which appear in the student handbooks of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building.

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

Other Misconduct at the Middle School for Which Any Discipline May Occur:

1. Use of skateboards/roller blades on building property.
2. Solicitation for personal gain.

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE
Board Policy: 5530

Overview
No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use
When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:

A. monitoring of the student's progress and behaviors will continue;
B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

Use and Possession
The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.
B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.
C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.
D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a no-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Sales, Transmission and/or Distribution
The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.

B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.

C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.

D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational
Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program
The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of Pupil Services and is responsible for District wide and community prevention, intervention and awareness strategies and programming.

Student and Parent Notification
At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.
Adopted 8/1/09
Revised 1/4/10

ANTI-HARASSMENT
Board Policy: 5517

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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

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 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. cyber bullying;
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:

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.

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 harassment/ancestry 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 as soon as possible after the conduct occurs.
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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.

### Anti-Harassment Compliance Officers

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

- **Phillip T. Herman**
  - Superintendent
  - 2400 Hudson-Aurora Road
  - Hudson, OH 44236
  - hermanp@hudson.edu

- **Kelly Kempf**
  - Director of Pupil Services
  - 2400 Hudson-Aurora Road
  - Road
  - 330-653-1216
  - kempfk@hudson.edu

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school'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.
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 Policy 8310 and Policy 8330)

**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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
National School Boards Association Inquiry and Analysis – May, 2008
Adopted 8/1/09
Revised 4/28/14

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION
Board Policy 5630.01

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

DEFINITIONS

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.
POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings. PBIS shall include:

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
B. preventative assessments
C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior.

The Superintendent shall develop emergency procedures for the District.

SECLUSION

If Student Personnel use seclusion, they must:
A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student’s behavioral needs; and
E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:
A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:
Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:
A. for the convenience of staff;
B. as a substitute for an educational program;
C. as a form of discipline or punishment;
D. as a substitute for less restrictive alternatives;
E. as a substitute for inadequate staffing;
F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
G. as a means to coerce, retaliate, or in a manner that endangers a student; or
H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT
There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;

B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;

C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;

D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and

E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices
The following restraint practices are prohibited under all circumstances, including emergency safety situations:

A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");

B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;

C. physical restraint that impacts the student's primary mode of communication;

D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;

E. restraint that deprives the student of basic needs;

F. restraint that unduly risks serious harm or needless pain to the student;

G. Mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or

H. Chemical restraint (which does not include medication administered as prescribed by a licensed physician).
ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

A. corporal punishment;
B. child endangerment as defined in Ohio Revised Code 2919.22; and
C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

A. documented in writing;
B. reported to the building administration immediately;
C. reported to the parent immediately; and
D. documented in a written report.
A copy of the written report shall be made available to the student’s parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA’s requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

Adopted 8/26/13
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**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

**Board Policy: 5517.01**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applied to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where and employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

B. Violence with a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

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

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

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

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

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.
Reporting Requirement
At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

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

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

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

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

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

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board’s policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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

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

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)
Adopted 8/1/09
Revised 6/13/11
Revised 6/11/12
Revised 4/28/14

Personal Communication Devices
Board Policy: 5136
Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., Blackberry, iPhone, Android devices, Windows Mobile devices, etc.), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.
Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student’s PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiuums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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, sexual orientation, 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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 circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, 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 building 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.

Adopted 05/09/13

Policy on Cheating
To act dishonestly in the form of cheating or plagiarism will result in a consequence, including redoing the work. The teacher will notify the parents.

Plagiarism is defined as using a source without giving credit to the author (i.e.: books, magazines, internet, newspaper, etc.).

Cheating is defined as acting dishonestly:
1. Copying another student’s work (test, homework, class work, etc.)
2. Allowing another student to copy your work.
4. Submitting someone else’s work (in entirety or a portion) as your own.
5. The unauthorized use of the internet (for example, using a foreign language translation site)

Policy on Computer Use
Students are to abide by the rules and regulations that the school district has set forth in school policy (7540.03) regarding the appropriate use of technology. In addition to this, students are not to engage in any act of harassment toward another person, including
harassment through the medium of technology ("cyber-bullying"). Consequences for the misuse of computers and the internet will be determined on an individual basis. Students who vandalize any computer equipment and/or software, or who use the internet or e-mail for unethical purposes will be suspended from school or have other appropriate disciplinary consequences.

**HAZING:**
Board Policy: 5516

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661
Adopted 8/1/09

**REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**
Refer to Board Policy: 5610

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 “Suspension/Expulsion of Disabled Students.”)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 “Emergency Removal”)

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

C. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.
D. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below.

The student need not be prosecuted or convicted of any criminal act to be expelled under this provision. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:
1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability); 

or

2. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems. If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

E. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student’s behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student’s behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child’s grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child’s grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student’s suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.
If the expulsion is extended, the Superintendent shall notify the college of the extension.

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

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921

Adopted 8/1/09
Revised 6/13/11
Revised 5/22/17
Revised 10/22/18

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SEARCH AND SEIZURE
Board Policy: 5771

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search
was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20
U.S. Constitution, 4th Amendment
Adopted 8/1/09

STUDENT RECORDS

Board Policy: 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student’s name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon
request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
1. the parent or eligible student, upon request, receives a copy of the record; and
2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school’s request;

BC. provide “personally-identifiable” information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

CD. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;

DE. release de-identified records and information in accordance with Federal regulations;

EF. disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

FG. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

GH. request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board’s policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.
The Board designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such “directory information” or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment
B. book clubs, magazine, and programs providing access to low-cost literary products
C. curriculum and instructional materials used by elementary and secondary schools
D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
E. the sale by students of products or services to raise funds for school-related or education-related activities
F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;
B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy
rights;
C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
E. file a complaint with the United States Department of Education;
F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;
B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student’s actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student’s actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student’s address in any student records or files, including electronic records and files. Further, the Board shall use the student’s designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student’s actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student’s actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student’s name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student’s parent’s school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student’s records, the District will redact the student’s confidential address and telephone number from the student’s records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student’s actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

R.C. 9.01, 111.41, 111.42,111.43, 111.46, 111.47, 111.99
R.C. 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908
USE OF TOBACCO
Board Policy: 5512

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87

UNPAID FINES/FEES

Students with an outstanding financial commitment at the end of the year may be restricted from participating at year-end activities. Promptly paying fees will ensure that students may participate in all school activities (e.g., field trips, Field Day, etc.).

VISITORS AND VOLUNTEERS

All visitors, including parents, must report to the main office, sign in, and wear a visitor's badge. Student visitors are not permitted. Please park in the parking lot, not in front of the school or the No Parking Zone.

For security purposes and space limitations, visitors are not permitted in the commons during lunch periods. In addition, non-Hudson middle school students are not permitted to shadow H.M.S. students.

WEAPONS
Board Policy: 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working
firearms and any ammunition will never be approved as a part of a presentation); 

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
Adopted 8/1/09
EDUCATIONAL VISION STATEMENT

The Hudson school community will unite to empower our students to achieve uncharted levels of success.

A MESSAGE FROM THE PRINCIPAL…

Welcome to YOUR high school—the home of Explorer Pride! We are excited about another year of outstanding opportunities for our community’s young adults in a school that has a deep, rich tradition of academic success.

Hudson High School represents the vision of our community to provide outstanding facilities, a talented and dedicated staff, and high expectations for quality student performance in and outside of the classroom.

Please make an effort to familiarize yourself with the contents and important policies contained in this planner. Our administration and staff members are counting on each individual to meet the responsibilities required of good school citizens to contribute the time, effort and goodwill necessary to make our high school a positive learning environment for all. Pay special attention to important policies related to attendance, eligibility, and of course, the Code of Conduct.

Good luck this year as you confront challenges, learn from mistakes, celebrate successes and strive for quality in all you attempt. Hudson High School welcomes everyone for what promises to be an exciting and rewarding 2019-2020 school year.

Brian D. Wilch
Principal
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**NOTE:** The Board of Education (BOE) Policies which appear in the Student/Parent Handbook are periodically updated in response to changes in the law and other circumstances. Some policies have been truncated to fit the handbook, but the completed versions can be located at www.hudson.k12.oh.us. There may have been changes to the documents in the handbook since it was printed in summer of 2017. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures. The number refers to the actual BOE policy.
# HUDSON HIGH SCHOOL
## DAILY SCHEDULE

### Monday, Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>8:00 - 8:50</td>
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<tr>
<td>2</td>
<td>Announcements 8:55 - 9:50</td>
</tr>
<tr>
<td>3</td>
<td>9:55 - 10:45</td>
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<tr>
<td>4</td>
<td>10:50 - 11:20</td>
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<tr>
<td>5</td>
<td>11:25 - 11:40</td>
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<tr>
<td>6</td>
<td>11:45 - 12:15</td>
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<td>7</td>
<td>12:20 - 12:35</td>
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<td>8</td>
<td>12:40 - 1:10</td>
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<tr>
<td>9</td>
<td>1:15 – 2:05</td>
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<td>2:10 - 3:00</td>
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### Tuesday

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<tbody>
<tr>
<td>1</td>
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<td>3</td>
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**Explorer Period**

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<tr>
<td>10:35 – 11:05</td>
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<table>
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<td>11:10 – 11:40</td>
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<tr>
<td>5</td>
<td>11:45 - 11:55</td>
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<td>6</td>
<td>12:00 - 12:30</td>
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<td>12:35 – 12:45</td>
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<td>8</td>
<td>12:50 - 1:20</td>
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<td>2:15 - 3:00</td>
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### Wednesday

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<th>Period</th>
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<tbody>
<tr>
<td>2</td>
<td>9:35 – 11:10</td>
<td>Announcements</td>
</tr>
<tr>
<td>4/5</td>
<td>11:15 – 1:25</td>
<td>L1: 11:15 – 11:45</td>
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<tr>
<td></td>
<td></td>
<td>L2: 12:05 – 12:35</td>
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<td></td>
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<td>L3: 12:55 – 1:25</td>
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<tr>
<td>5/6</td>
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<tr>
<td>9</td>
<td>1:30 – 3:00</td>
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### Thursday

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<tbody>
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<td>3</td>
<td>9:35 – 11:10</td>
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<tr>
<td>6/7</td>
<td></td>
<td>L1: 11:15 – 11:45</td>
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<tr>
<td>or</td>
<td>11:15 – 1:25</td>
<td>L2: 12:05 – 12:35</td>
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<tr>
<td>7/8</td>
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<td>L3: 12:55 – 1:25</td>
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<td>1:30 – 3:00</td>
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UPDATED CALENDAR
This handbook has been revised with the input of parents, students, staff and community members to better prepare you to meet the needs and expectations of our school community. The handbook provides an overview of the services, procedures and rules of Hudson High School. It also doubles as an organizational planner—including necessary “Hall Pass” pages toward the end. Take some time to read it and direct any questions you may have to any teacher. As a student, it is your responsibility to be aware of its contents.

### AREAS OF THE BUILDING

#### A. COMMONS
This serves as Hudson’s kitchen and cafeteria. During lunch periods, students must report to the Commons, Senior Lunch Room / Atrium / Courtyard, or the Garden of Egan (for underclassmen). During non-lunch periods, the Commons serves as a study hall area for underclassmen and upperclassmen without flex passes. A student may sign out the Commons and go to the Math Lab, Writing Lab, ARC, or the Library.

#### B. LIBRARY/MEDIA CENTER
The library is located on the second floor directly above the office and guidance areas with its entrance across from the courtyard. Students have access to the library from 7:45 to 3:15 each day. The library program provides classes for students in essential 21st century skills of inquiry, ethical behavior, technology, information literacy and media literacy as well as reading for enjoyment. Classes are designed and scheduled with teachers to support their units of study. Students have access to the online catalog, INFOhio databases and purchased databases 24/7 through the library website: http://www.hudson.k12.oh.us/sites/hhsmedia. Passwords to databases are given to all students. Students may use iPods and MP3 players, work on computers, watch news and educational television/video programs, create iMovies, podcasts, PowerPoints, and other multimedia products, work in groups to study or develop projects, or simply to read while in the library. Materials may be checked out for 2 weeks and renewed for another 2 weeks. Fines are 5 cents per day for overdue materials.

#### C. SUPERVISED STUDY HALLS
A supervised study hall is available throughout the day, including lunch times. All freshmen and sophomores will have supervised study halls. Upperclassmen without flex passes are to report to the Commons for study hall. Students who have attendance or discipline issues, and/or are in academic difficulty may be scheduled into supervised study halls or the Academic Resource Center. Students can also be assigned to a study hall during Explorer Period, if they need time to complete work.

#### D. MAIN OFFICE
The Main Office houses the principals’ offices, athletic office, and the clinic. The school’s lost and found is located in the Main Office. Students who have lost articles should check with the receptionist.

#### E. HALLWAYS
Students must have hall passes when moving through the halls during classes. Students are not permitted in the halls during their lunch periods. Hall monitors and other staff members on hall duty may ask who
you are and where you are going; you are expected to tell them. Any student in the halls without a pass or displaying disruptive behavior may be referred to a Unit Principal.

F. RESTRICTED AREAS
During lunch, students are permitted only in the Commons and the outside courtyard near the Loading Dock entrance. In addition to the Commons, seniors can report to the Senior Lunch Room / Atrium / Courtyard area during lunch. In order to minimize classroom disruption, all other areas adjacent to the building are off limits. Students are not to sit in cars in the parking lot or loiter there. Once students arrive on campus they are not permitted to leave the building and must remain in a supervised area.

ATTENDANCE PROCEDURES
Refer to Board Policy 5200

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<th>Adopted 8/1/09</th>
<th>Revised 5/22/17</th>
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The Attendance Office is located in the auditorium lobby near the canopied entrance. What follows is an outline of general attendance policies. You are responsible for knowing and following these procedures:

A. EXCUSED ABSENCE FROM SCHOOL
A parent or guardian must call the Attendance Office on each day of absence by 9:00 AM. The local number to call is 330-653-1414 or you may call our e-connect number 330-653-1300.

The only students who may legitimately report an excused absence themselves are those over the age of eighteen enrolled as “emancipated students.” Emancipated students must provide proof of adequate financial self-support and proof of residence in Hudson apart from their parent(s).

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Because attendance is important to us, we will be sending attendance letters home to those students who are absent five or more days.

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. 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) credits 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 emancipated 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. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten parent excusals have been exhausted, students need to bring in a doctor’s note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

A. personal illness
B. medical or dental appointment
C. quarantine of the home
D. death in the family
E. college visitation (with required verification of time and date for the visit)
F. observation or celebration of a bona fide religious holiday
G. 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
H. medically necessary leave for a pregnant student in accordance with Policy 5751
I. such good cause as may be acceptable to the Superintendent

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

Excessively Absent
Whenever any student of compulsory school age has thirty-eight (38) consecutive hours in a single month or a total of sixty-five (65) hours of excused or unexcused absence from school during the school year, s/he will be considered excessively absent. 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.

The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District’s intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student’s excessive absence.

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.

If a student is habitually truant and the student’s parent has failed to cause the student’s attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board’s policy.

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 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.

**STUDENTS WHO LEAVE THE BUILDING WITHOUT PRIOR PERMISSION FROM THE ATTENDANCE OFFICE WILL BE CONSIDERED UNEXCUSED.**

**B. UNEXCUSED ABSENCES FROM CLASS**
An unexcused absence is an absence where a student does not have one of the approved excuses from pages 10-11. Students cannot miss one class to attend another class.

The following policy will be in effect for the first unexcused absence from a class:
1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of a Wednesday PM Detention.
3. The Unit Principal will notify parents.

The following policy will be in effect for the second unexcused absence from any class:
1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of a Wednesday PM Detention.
3. The Unit Principal will notify parents.

The following policy will be in effect for the third unexcused absence from any class:
1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of two Wednesday PM detentions.
3. The Unit Principal will notify parents.

The following policy will be in effect for the fourth unexcused absence from any class:
1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal. Unit Principal will assign appropriate consequence (additional Weds. PM detention, ISR, suspension)
3. The Unit Principal will notify parents.

Upon the fifth absence, excused or unexcused from class, an attendance warning letter will be mailed home to parents to inform them of the significance of absences and ask that a meeting take place to discuss the specifics with the Unit Principal and/or student assistance team.

**C. ADVANCED ABSENCE FROM SCHOOL**
If you know in advance that you will be absent from school, you must obtain an Advanced Absence form from the Main Office. Complete and return it to the Main Office or the Attendance Office before the absence. Advanced absence from school is excused when the student will be out of town or attending to business that cannot be conducted outside of the school day. Making preparations for a trip such as packing, running errands, etc. is not an acceptable reason for advanced absence.
D. DOCTOR/DENTAL APPOINTMENTS
If you need to keep an appointment during the school day, parents must call with that information prior to 9:00 AM. Your name and time of departure will be listed on the daily attendance sheet. You must sign out in the Attendance Office before leaving, and sign in upon returning or the absence may be unexcused. A doctor's note will be required upon return to school for an absence or to be excused for a medical appointment.

E. EXCESSIVE ABSENCE FROM SCHOOL
Excessive absence from the classroom presents a major obstacle to effective student learning. When students are absent, they miss not only the information given, but also the interaction that adds to the overall learning experience. The activities, which occur in a classroom, can never be totally replicated in "make-up" work. Having the student in class on a regular basis is imperative if teachers and schools are to be held accountable for the end result.

BROADCAST ALERT
District and building news is shared through the BroadcastAlert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms. Hudson Schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

CARE OF BOOKS
When given a textbook or when using books from the Media Center, the student is responsible for their care. If books are lost, damaged or stolen, the student is responsible for their replacement or repair.

CHEATING/PLAGIARISM

Code of Academic Integrity
Cheating/Academic Dishonesty: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Examples include but are not limited to:

1. Looking at someone else's paper prior to or during an exam.
2. Commenting or revealing the test or content or answers to other students prior to their exam.
3. Communicating with other students during an exam, test, quiz, or any other form of evaluation.
4. Using unauthorized materials, i.e. “cheat sheets” and electronic devices of any kind.
5. Purposefully allowing another student to see or to use one’s work at any time during any form of evaluation.
6. Copying work assigned to be done independently or letting others copy another’s work. This includes the unauthorized use of the internet. For example, using a foreign language translation site.
7. Creating or changing laboratory data or submitting reports based on this data. This includes making up or falsifying data for deceptive purposes, citing nonexistent articles, or contriving sources.
8. The use of dishonest practices to improve one’s grade or someone else’s grade, i.e. stealing tests or quizzes or working on a take – home exam with another without teacher permission, etc.

**Plagiarism:** To present as new or original an idea or product derived from an existing source; to commit “literary theft.” Using the ideas, data, or language of another individual without specific or proper acknowledgment. Techniques for avoiding and recognizing plagiarism are found in the school style sheet, (Keys for Writers and Write for College) as well as links found through the Hudson home page.

Deliberate deception, including but not limited to the following:
1. Tampering with, falsifying, or forging school documents.
2. Making deliberately deceptive phone calls to the attendance office or school officials.
3. Tampering with or changing attendance rosters, grade books, or computer records.
4. Lying about the need for an extension for an exam or paper.
5. Continuing to write when time is up during an exam.

**Consequences:**
All management of plagiarism, associated actions, and consequences are initially the responsibility of the classroom teacher in collaboration with the Unit Principal. After an accusation of plagiarism, the student, his/her parent[s] and the student’s Unit Principal will be notified. The Unit Principal will record this violation in the student’s discipline record and assign consequences. In the case of summative assessments, the classroom teacher will determine the alternative assignment, in order to ascertain the student learning, although the grade may reflect a percentage reduction.

The Unit Principal may use the following guidelines for consequences:
1st Offense – Formative assignment = Wednesday PM Detention and a zero on the assignment
   – Summative assignment = 2 Days of ISR and a 33% reduction in the student grade
Subsequent Offense Possibilities – OSS, expulsion, loss of credit, loss of leadership roles in the school, and loss of college recommendation letters

**CLINIC PROCEDURES**

The Clinic is located in the Main Office. Its purpose is to provide temporary first aid for minor injuries and illness. If you need to go to the clinic, you must get a pass from your teacher. If you become ill during the school day, do not stay in the restroom or you will be considered unexcused. If your condition is so severe that you are unable to make it to the clinic, notify a teacher or have someone get help.

**LEAVING DURING THE DAY/CLINIC**
Students needing medication (Advil, Tylenol, cold medicine, etc.) during the day must report to the Clinic and sign in. Parents will be notified to either:
1. Bring the medication to the student at school or give permission for the student to go home.
2. Any student leaving the building due to illness should not return to school that day.
COMMONS AND FLEX PASS PRIVILEGES

Upperclassmen have the opportunity to receive commons privilege and a flex pass for free periods. These PRIVILEGES are earned through solid citizenship and achievement. Commons privilege means that instead of being assigned to a formal study hall, juniors and seniors with commons privilege report to the commons during study hall time. Commons privilege is simple to maintain. Students need to be in good academic standing, meaning passing all of their classes. Otherwise, they will have shown they need the extra structure to complete work and will be assigned to a Study Hall.

To earn a Flex Pass, students must meet the following criteria:

- Have the appropriate credits to qualify as a junior or senior
- Have passed or received passing scores on the AIR/PARCC subject tests
- Have passed all classes in the last grading period/semester
- Be in good standing with regard to attendance (less than 3 unexcused absences or 3 unexcused tardies in the previous quarter)
- Be in good standing with regard to disciplinary issues

Once earned, a Flex Pass allows students to leave during the designated period(s) all week! Applications and privileges will be reviewed on a quarterly basis. The previous quarter dictates privileges for the upcoming quarter. Please note: Unit Principals reserve the right to suspend flex pass privileges due to repeated violations of flex pass criteria and/or student code of conduct. In addition Flex Pass privileges may be suspended for repeated parking violations.

DANCE RULES

Student dances have become a very popular extracurricular activity at Hudson High School. The dances are also an integral, yet enjoyable fund raising activity for the sponsoring school organizations, and they also provide students with an excellent opportunity to meet socially.

In an effort to make these dances a positive experience for all students, the following guidelines will be communicated:

1. Dancing while on someone’s shoulders is prohibited. Additionally, “moshing,” “break dancing,” and similar styles of dancing which encourage pushing, throwing, etc. others are not permissible.
2. Sexually suggestive styles of dancing or “grinding” are also prohibited. The “rule of verticality” should be the guide! Out of respect for both dance partners and people around you, dancing back-to-front is prohibited. Chaperones will determine if the style of dancing is appropriate; if it is not, the students will be given a warning. If the students continue such style, they will be asked to leave the dance.
3. All school rules are in effect, whether the dance is on school property or not.
4. Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
5. Students are expected to follow the directives from chaperones, security officers, and other school personnel.
6. Students’ behavior should be such as not to endanger or trouble other students.
7. Attendees shall be in 9th-grade or higher.
8. Students should come with the expectation of being checked with a breathalyzer upon entrance to the function.

Those who don’t adhere to these expectations or who violate the Code of Conduct will be removed from the dance (without refund) and may be subject to further disciplinary action. All students should provide
school identification upon request. Guests from outside our high school must be approved in advance by completing and submitting the appropriate Dance Affidavit form.

**DANCE ATTIRE:**
Minimal standards of dress for dances must comply with the school dress code. Fall and Winter Homecoming attire for students and their guests is shirt and tie for young men and dress or dress slacks for young ladies. Jeans and tennis shoes are prohibited, unless recommended by the school given the use of the gym floor. Formal wear is worn to Prom. Any deviation from these standards must be approved by the administration.

**DRESS CODE GUIDELINES**
Refer to Board Policy: 5511  
Adopted 8/01/09

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;
B. materially interfere with school work, create disorder, or disrupt the educational program;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

**Please note:** The following are meant to be guidelines of appropriate dress for school and to contribute to the positive atmosphere at our school. They are not intended to be comprehensive. When considering clothing for school, think about whether it is something you would wear to work, at a restaurant, retail store, or doctor’s office. The final decision about any dress code violation will rest with the building principals.

The HHS student handbook outlines the Dress Code Policy as follows:

**Allowable Dress & Grooming**
- School dress and grooming should be similar to what would be appropriate for an informal workplace or place of business.
- Shorts or skirts should be an appropriate length.
• Clothing must cover undergarments and private areas.
• Clothing covering undergarments and private areas must be opaque.
• Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
• Special permission must be granted by Administration for hats, bandannas, etc. to be worn during the school day.

**Non-Allowable Dress & Grooming**
• Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities.
• Hats, hoods, bandannas, and all other head coverings should not be worn in the building during the school day due to school safety concerns. Head coverings are permitted for religious purposes.
• If the student’s attire or grooming threatens the health or safety of any other person, then discipline for this violation will be consistent with discipline policies for similar violations.

**What will happen if I am sent to the office?**
• Students sent to the office for a dress code violation will first be asked if they have something else to put on. The next alternative will be to call a parent to bring a change of clothes from home.
• Our goal is to return students to the learning environment as quickly as possible, but students will not be permitted to return to class until clothing is changed.
• A student may be sent to In-School Restriction while waiting for a parent to arrive or if they refuse to change clothes. Repeat offenders may warrant additional disciplinary consequences. Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

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**ELECTRONIC, PERSONAL COMMUNICATION DEVICES**
**Refer to Board Policy: 5136**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers). Students may not use PCDs 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. 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.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student’s PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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, sexual orientation, 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 may 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 at school during school hours and/or during extra-curricular activities is a privilege that 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 building 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 returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, 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 building 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.

**EMERGENCY PROCEDURES & SCHOOL CLOSING**

**FIRE DRILLS, TORNADO DRILLS, AND EMERGENCY SCHOOL CLOSING**
Instructions and directions for fire and tornado drills are posted in each room of the building. Students should be aware that setting off false fire alarms or tampering with extinguishers is considered a serious offense. **School closing due to inclement weather or other emergencies will be announced on the district website and a recorded message will be sent home. Local network television stations also have the information. **DO NOT CALL THE SCHOOL.**

**SCHOOL CANCELLATIONS**
If school is cancelled due to weather or other emergency on a Wednesday, there will be no block days for that week. If we have a snow day on a Thursday, Friday we will follow a Thursday block schedule.

**EXPLORER PERIOD**

Explorer Period is most Tuesdays from 10:35-11:05am. This is a time for students to get extra help or enrichment from their teachers.

Explorer Period expectations:
• Students are to pick a location and stay there. If a student is not assigned to a teacher, he/she can go to the Commons, Media Center, or Main Gym. Students are not to be wandering the halls.
• Students who are assigned to a teacher during Explorer Period and do not attend will be assigned a Wednesday AM detention.
EXTRACURRICULAR ACTIVITIES

Refer to Board Policy 5610.05  Adopted 8/1/09  Revised 9/8/14

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals, and Athletic Director(s) to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

This policy shall be posted in a central location in each school building and will be available to students upon request.

EXTRACURRICULAR TOBACCO, ALCOHOL AND OTHER DRUG USE

The philosophy of the Hudson City Schools Extracurricular Code is to integrate the Hudson City School Student Assistance Program with the expected standards of all extracurricular programs. The District recognizes that extracurricular participation is an elective privilege and that participants are held to higher standards both academically and behaviorally to maintain eligibility to participate. This code was designed by students, administrators, coaches, advisors and parents to provide a behavioral and disciplinary framework of action for students, administrators, coaches, advisors and parents and to provide a deterrent to any use of tobacco, alcohol or other drugs.

The District recognizes the research stating that use of tobacco, alcohol and other drugs is detrimental to performance in athletics and other performance-related activities and that use impairs rational thinking abilities and other physical and emotional functions. The District also recognizes that any student, coach or advisor representing the Hudson City Schools inside or outside of the community is a role model to others.

This policy prohibits the possession, transmission, concealment, consumption, showing (including presence on the breath, use or offer for sale) alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs being used outside of directed expectations or by another person, look-alike drugs or mind-altering substances while on or off school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in motor vehicles. (Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia). This policy also prohibits a student from being in the presence of students who possess, transmit, conceal, consume, show evidence of having consumed the items listed in this policy. If a student discovers that they are in the presence of other students who are in violation of this Policy, they are to remove themselves from the situation immediately.

The prohibitions contained in this policy apply to students who are currently participating in any type of extracurricular activity, both athletic and non-athletic, or who participated in any extracurricular activity offered by the Hudson City School District. Students are covered by this policy starting the first day the student participates in any part of an extracurricular activity. The coach or activity advisor determines the first day of the beginning of an extracurricular activity and the last day of an extracurricular activity. For the purposes of interscholastic athletic participation, the start and end dates will coincide with the annual published dates as set forth by the Ohio High School Athletic Association (OHSAA). Consequently, the
prohibitions in this policy will typically be in effect from August 1st through June 10th. The only exceptions to this policy pertain to school sponsored activities scheduled between June 10th and August 1st. School sponsored activities during this time frame are also subject to the policy prohibitions.

Prior to a student being disciplined, the student is entitled to a meeting with the Athletic Director/designee.

If it is determined that a student has violated this policy, and the student is currently participating in an extracurricular activity, discipline will be imposed as soon as the determination is made that a violation has occurred. (NOTE: For athletic extracurricular activities, all penalties are percentages of total regular season games and/or events. Suspensions shall carry into playoffs and/or other post-season tournaments, games or events and count towards the total number of suspended games. In addition, any student formally charged with any felony offense will be immediately removed from participation in extracurricular activities until the case has been completely adjudicated.) The discipline can be carried over in to the next extracurricular activity in which the student participates. If the extracurricular activity or activities have already ended for the school year, any penalty will be imposed starting with the next athletic or non-athletic extracurricular activity in which the student participates.

Student-athletes who are confirmed to be in violation of the Athletic Code of Conduct will not be permitted to serve the required suspensions by participating in a sport in which they have not previously participated.

Required suspensions resulting from violation of the Athletic Code of Conduct may only be served in sports involving documented participation history by the student athlete.

Example:

Student-athlete has played football, wrestled, and run track since middle school. As a sophomore, student-athlete is found to be in violation of the Athletic Code of Conduct during the fall season. Student-athlete decides to go out for the bowling team, serve the suspension during bowling season, and then go out for track in the spring. This would not be permitted.

If a student is involved in more than one extracurricular activity at the time the discipline is imposed, the discipline will be applied to all of the student’s extracurricular activities. The penalty applied to non-athletic activities will be effective immediately.

All offenses are cumulative; each violation is considered an offense.

The discipline administered for a violation is directly related to the number of the offense (first, second, third, etc.).

Within five (5) days of discipline notification, the student and/or the student’s parent, guardian or custodian may appeal the discipline decision to the Principal/designee. An appeal must be made in writing to the Principal/designee. Discipline will be imposed unless otherwise notified, regardless of appeal. If an appeal is filed and a hearing is held, notice of the decision will be sent, in writing, by the Principal/designee to the student and/or the student’s parent, guardian or custodian. The appeal to the Principal/designee is the final step in the appeal process.

Role of Students
Student/participants must recognize the fact that underage alcohol use, drug use and underage tobacco use are not only illegal, but also detrimental to one’s health. Students participating in extracurricular activities
recognize that they are role models and that their academic and behavioral standards are higher in order to maintain eligibility. Students commit to the non-use of tobacco, alcohol and other drugs for the following reasons: 1) to ensure strong role modeling messages; 2) to ensure continued participation in the activity; 3) to communicate respect and integrity for themselves, their parents, advisors and their health; 4) to maximize performance to benefit teammates, fellow organization members and the Hudson City Schools and; 5) to pledge oneself to a healthy lifestyle. It is mandatory that the “Eligibility and Extracurricular Code Agreement” be signed by the student in order for the student to be eligible to participate.

**Role of Coaches and Advisors**

Coaches and advisors recognize that they are role models and that they are the second most integral component in communicating direct, positive messages about tobacco, alcohol and other drug-free participation in activities in what they say and do. Coaches and advisors, as employees of the Hudson City Schools, will adhere to all expectations and possible consequences and follow through with recognition of a violation, confrontation of a violation and consequences of a violation no matter how detrimental it would be to team or organization activity and/or success. In addition, all coaches and advisors will commit to devoting a minimum of 5-10 minutes weekly during their activity time to directly addressing the issue of making healthy choices with their participants.

**Role of Parents/Guardian/Custodian**

Parents recognize that extracurricular participation is an elective privilege and that they are the primary role models and the most integral component in communicating direct, positive messages about tobacco, alcohol and other drug-free participation in activities in what they say and do. Parents recognize that they will support alcohol-free, tobacco-free, and drug-free participation by their students and they will consistently follow through with consequences for not adhering to these expectations and this policy. Parents recognize that the health, well-being and educational success of their students always are more important than any participation in extracurricular activities. It is mandatory that the “Eligibility and Extracurricular Code Agreement” be signed by a parent/guardian/custodian in order for the student to be eligible to participate.

**Role of the Administration**

The administration recognizes that student use of tobacco, alcohol and other drugs is dangerous, harmful, and unlawful. The administration recognizes that they are role models and another integral component in communicating direct, positive messages about tobacco-free, alcohol-free and drug-free participation in activities in what they say and do.

**1st Offense:**
Immediate suspension from up to thirty-three percent (33%) consecutive regular or post-season games, performances or organization functions. In addition to suspension from participation, the student athlete/family must attend Saturday Family Workshop or complete the formal assessment process. Prior to formal reinstatement to contest participation, the student athlete must continue to follow the recommendations as set forth by the assigned case manager from the Student Assistance Team.

**1st Offense: Special Situation, Self-Referral:**
Student athletes who come forward voluntarily, prior to any violation or discovery, will have the opportunity to reduce their athletic suspension to ten percent (10%) contingent upon successful completion of Saturday Family Workshop or a formal assessment, and the specific guidelines set forth by the Student Assistance Team.
2nd Offense:
Immediate suspension from one (1) year of the consecutive regular or post season games, performances or organization functions.

Subsequent Offenses:
Immediate suspension from participation in all extracurricular activities for the remainder of high school career. Consideration for future participation in extracurricular activities will be evaluated on an individual basis contingent upon documentation of rehabilitation.

A. EXTRACURRICULAR PROGRAMS:
Participation in extracurricular programs is an important aspect of a student’s total education. Student government, clubs, performing groups, service organizations, athletics and other types of competition groups give students an opportunity to succeed in areas where they have special interest or talent. We are proud of the many activities offered to our students and encourage their participation. The following are representative of the extracurricular activities and clubs offered to the members of our student body.

- Academic Challenge
- AIMS (Academically Involved Mentoring for Science)
- ASL (American Sign Language) Club
- Autism Awareness Club
- Archaeology Club
- Asian Awareness Club
- Badminton
- Band/ Band Dancer
- Book Club
- The Bubble (Art / Literature Publication)
- Business Club
- Chess Club
- Choir, Swing Chorus
- Coffee Club
- Community First Advisory Board
- Key Club
- Latin Club
- The Log (Yearbook)
- Cube Club
- Desi Club
- Drama/ Thespians
- Drug Free Club of America
- The Explorer (Newspaper)
- FCCLA Sewing Club
- Fellowship of Christian Athletes
- Feminist Forum
- French Club
- German Club
- German National Honor Society
- Grill Club
- GSA
- History Club
- HUDDLE
- International Club
- Irish Club
- Israeli Culture Club
- Italian Awareness Club
- Leadership Conference
- Jazz Ensemble
- Junior Leadership Hudson
- Key Club
- Knitting Club
- Latin Club
- Orchestra
- Our Time to Shine
- Pen Ohio
- Ping Pong Club
- Project Support
- Relay for Life Club
- Science Club / Science Olympiad
- Science Fair
- Ski Club
- Sociedad Honoraria Hispanica
- Societe Honoraria de Francais
- Spanish Club
- Sparkle Cheerleaders
- Speech and Debate
- Stress Less
- Student Advisory Council (SAC)
- Student Government
- Sweet Sensations Cafe
- TEAMS
- Video Production Club
- Ultimate Frisbee Club
- Video Game Club
- Weight Room
- Writing Club
B. ATHLETICS:
Each student has the opportunity to participate on competing athletic teams. Hudson is a member of the O.H.S.A.A. and belongs to the Northeast Ohio Conference. We have 15 sports for boys and girls. Check the list for seasonal offerings. Interested students may obtain information from the Athletic Director or any coach. Students must be in attendance at school at least one-half of the day (11:00 AM) in order to participate in an athletic practice or contest.

Eligibility for each grading period is determined by grades received during the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, students must be passing (D-or higher) five (5) one credit classes (Physical Education classes do not count toward eligibility.) AND have a GPA of 1.2. Students who have a GPA of 1.2 through 2.0, or who have an “F” in any class, are required to attend two study tables per week to maintain eligibility.

Student athletes must be passing five (5) credits to participate. Students should consider this requirement before dropping ANY class as it may impact eligibility negatively.

Middle School athletes must pass 75% of all course work per grading period. This requirement is carried over to their freshman year in high school.

<table>
<thead>
<tr>
<th>Boys Sports</th>
<th>Girls Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Bowling</td>
</tr>
<tr>
<td>Bowling</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Football</td>
<td>Field Hockey</td>
</tr>
<tr>
<td>Golf</td>
<td>Golf</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Rugby</td>
<td>Rugby</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Swimming</td>
<td>Softball</td>
</tr>
<tr>
<td>Tennis</td>
<td>Swimming</td>
</tr>
<tr>
<td>Track</td>
<td>Tennis</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Track</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS
Refer to Board Policy 5460

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to
graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below. For the Class of 2018, students shall be permitted to graduate who fully meet all of the requirements outlined in the modified pathway approved by the Ohio Department of Education.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Class of 2014 and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4 credits (1/2 Literature senior year)</td>
</tr>
<tr>
<td>Health</td>
<td>1/2 credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1/2 credit (PE 9 required, plus one more PE elective.)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits (Must include 1 in Algebra II)</td>
</tr>
<tr>
<td>Science</td>
<td>5 credits (Must include 1 Life Science, 1 Physical Science and 1 unit advanced study in one or more of the following: Chemistry, Physics or other physical science; advanced Biology or other life science; physical geology or other earth or space science.)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits (Must include 1 U.S. History, 1 World History, and 1/2 U.S. Govt.)</td>
</tr>
<tr>
<td>Visual/Performing/Applied Arts</td>
<td>1 credit All students must complete at least two semesters of fine arts taken any time in grades 7-12.</td>
</tr>
<tr>
<td>Computer Science</td>
<td>1/2 credit</td>
</tr>
<tr>
<td>Additional Courses</td>
<td>5 credits (Combination of 5 units of electives from: World language, Fine Arts, Business and Computer Science, Technology and/or Career Technical.</td>
</tr>
<tr>
<td>Economics and Financial Literacy*</td>
<td>All students must receive instruction in economics and financial literacy during grades 9 – 12.</td>
</tr>
</tbody>
</table>

*HHS presents several options to integrate the economics/financial literacy requirement of the Ohio Core: Business Essentials or Integrated Computer Applications (Business & Computer Science Dept.), Transitions or Independent Living (Family & Consumer Sciences Dept.), Economics or a test-out option through the US Government (Social Studies Dept.)

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

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified
scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
C. Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

Credit may be earned by:

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

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
B. designated by the Board as meeting the high school curriculum requirements.

For students graduating in the class of 2018 and beyond:

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

A. earning a State Board of Education approved, industry recognized credential or group of credentials and a workforce readiness score on the Workkeys assessment; or
B. earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or
C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam.
An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

**GUIDANCE SERVICES**

The guidance counselors are student advocates. If students need help in any way, they should contact their counselor or meet with the counselor available for walk-ins. Students can arrange appointments with the Guidance Secretary. After hours appointments can be arranged with individual counselors. Counselors are available to assist with concerns regarding school or personal issues. They will also assist with college information, testing, scheduling, high school career programs, and individual career plans.

**Counselor Alphabet Breakdown:**

- Mr. Winston       A-CO
- Mrs. Haggerty     CP-G
- Ms. Okey          H-LI
- Mrs. Carmichael   LJ-PE
- Mrs. Chadima      PF-SP
- Mrs. Laudato      SQ-Z

**I. COURSE REQUESTS / SCHEDULE CHANGES**

Students and parents are urged to make careful course selections. Please pay close attention to teacher recommendations, pre-requisites, graduation and college requirements, and course fees.

Students are expected to complete classes in which they are enrolled. After the first week, students may drop a course during first quarter with parent permission as long as the student has five scheduled periods after the drop. Students may not drop one course and add another. **Minimum Load:** Students in grade 12 must be scheduled for 5 classes daily. Students in grades 9, 10, & 11 must be scheduled for a minimum of 6 classes daily.

**Dropping A Course:** Any course dropped before the end of the first nine weeks grading period with approval, will be dropped without penalty. After the first nine weeks of any course, no class may be dropped without administrative directive. Courses dropped after the first 9 weeks will be given a grade of W/D F (Withdraw / Fail).
Repeating a Course/Grade Replacement: Any course in which a student received a C+ or lower, the student may be repeat the course and the new grade will replace the previous one, if a higher grade is earned.

II. PROMOTION BY CREDIT EARNED
Students will be assigned to homerooms based on the number of credits they have earned. Students will be promoted as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>5.0 credits as a freshman</td>
</tr>
<tr>
<td>Junior</td>
<td>10.5 credits through the sophomore year</td>
</tr>
<tr>
<td>Senior</td>
<td>16.0 credits through the junior year</td>
</tr>
</tbody>
</table>

III. GRADE INFORMATION
Grades are assigned by each teacher and are based on a student's daily assignments, written lesson, tests, and class participation. Grades will be given in letters, and the letters will appear on the report card every 9 weeks. The letter has a numerical equivalency for computing the student's total academic point average. The following letters are used in recording marks for reporting purposes. Also indicated are quality points (Q.P.) for college prep (C.P.), honors (H.), advance placement (A.P.), and college credit plus (CCP) courses.

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.33</td>
<td>4.83</td>
<td>5.33</td>
<td>2.16</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>93 - 97</td>
<td>4.00</td>
<td>4.50</td>
<td>5.00</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
<td>3.67</td>
<td>4.17</td>
<td>4.67</td>
<td>1.835</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
<td>3.33</td>
<td>3.83</td>
<td>4.33</td>
<td>1.66</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
<td>3.00</td>
<td>3.50</td>
<td>4.00</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
<td>2.67</td>
<td>3.17</td>
<td>3.67</td>
<td>1.335</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
<td>2.33</td>
<td>2.83</td>
<td>3.33</td>
<td>1.16</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td>2.00</td>
<td>2.50</td>
<td>3.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
<td>1.67</td>
<td>2.17</td>
<td>2.67</td>
<td>0.835</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
<td>1.33</td>
<td>1.33</td>
<td>1.33</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
<td>0.67</td>
<td>0.67</td>
<td>0.67</td>
<td>0.335</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

NOTE:  
C.P. - Q.P. 1.00 = Full year regular course  
H. A. - Q.P. 1.00 = Full year honor or accelerated course  
A. P. - Q.P. 1.00 = Full year A.P. course

IV. HONOR ROLL
Students' names will be recognized quarterly, indicating honor (3.5 or better). This is accomplished by transforming the letter grade of the courses into cumulative points and then totaling the cumulative points. After totaling the cumulative points, divide the number of academic credits into the total for the point average.
V. HOME ACCESS CENTER
Students and Parents are encouraged to access Home Access Center online at [www.hudson.k12.oh.us](http://www.hudson.k12.oh.us) to follow academic progress as well as attendance.

VI. WORK PERMITS
Students seeking employment during the school year must have a work permit. Applications may be obtained in the Main office or Records office (B106). State law requires documentation of a physical examination by a doctor and a birth certificate.

VII. STUDENT RECORDS
Refers to board policy: 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:
A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

   1. the parent or eligible student, upon request, receives a copy of the record; and

   2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school’s request;

C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
D. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

E. release de-identified records and information in accordance with Federal regulations;

F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

H. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible
student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION
Each year the District shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District’s intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.
The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
D. challenge Board noncompliance with a parent's request to amend the record through a hearing;
E. file a complaint with the United States Department of Education;
F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;
B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent’s household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student’s actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student’s actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student’s designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student’s actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student’s name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student’s parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.
If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student’s records, the District will redact the student’s confidential address and telephone number from the student’s records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student’s actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

**ENTERING & LEAVING THE BUILDING**

**ENTERING AND EXITING THE BUILDING**

Students may not enter Hudson High School until 7:15 and must be in a supervised area (commons, teacher supervised classroom, etc.). Additionally, students entering the building during the school day must enter through attendance door E or the main office door A.

Hudson High School is a "closed campus," except for those students possessing a Flex Pass. Students possessing a flex pass must exit through attendance door E. Even students possessing a Flex Pass cannot leave campus during lunch unless their lunch is joined with a study hall. **You cannot leave the building for any reason without permission from the Attendance Office. This includes going to your car.** Any student leaving the building without this permission will be considered **unexcused.** Excuses received after a student has left the building will not be accepted. When you return to the building, you must check in at the Attendance Office and receive an admit slip. Permission or proper pass must be presented to leave the building. Leaving the building without permission could also result in loss of Parking Privileges.

After the school day has ended, students must either be in an adult supervised location, or at the door A or door E entrance waiting for transportation.

**LOCKERS**

**A. STUDENT LOCKERS**

Each student will be assigned a locker with a built-in lock in homeroom. You will keep this locker until you leave the high school. Lockers are school property and may be inspected. Decals or non-removable stickers may cause damage and are not permitted. Anyone decorating lockers must have prior administrative approval.

During sports and PE, please be sure to lock valuables in a locker. The school is not responsible for lost, damaged, or stolen items. Any theft should be reported to an administrator immediately.

**B. BUILDING LOCKER SEARCH POLICY**

The lockers supplied by the Board and used by the pupils are the property of the Hudson Board of Education. Locks are to prevent theft, not to prevent searches. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school
rule. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Refer also to board policy 5771 and ORC 3313.20.

MESSAGES

We will do our best to see that you receive important messages. However, if you forget your lunch—check in the office during your scheduled lunch period. We cannot deliver lunches. If you forget anything else at home and call someone to bring it, you must pick it up in the office yourself.

PLEASE DO NOT HAVE PARENTS TEXT OR CALL YOU AT SCHOOL.

NUTRITION SERVICES

In the High School the dining area is located in the Commons. As participants in the National School Lunch Program, each lunch served must include five components: a protein source, bread, a vegetable, a fruit and eight ounces of milk. Choices of entrees are available each day, including both hot and cold selections. There are also a variety of vegetables, fruits and cold milks from which to choose. At the High School at least five components are offered each day, however your child may choose as little as three foods to complete a meal. Our schools also offer a variety of a la carte items for sale including portioned baked snacks, soft pretzels, bagels, juices, fresh baked cookies, chips, waters and alternate non-carbonated beverages ranging in prices from $.50 and up. Lunch costs start at $3.00. An additional entree can be purchased for $2.45.

Students will have to have monies on account in order to purchase lunches and ala carte items. If a negative balance greater than $5.00 is incurred, the student will be offered an alternate meal of a cheese sandwich, milk, and fruit and you will receive a reminder call from the E-connect system regarding your low account status. **No ala carte items can be purchased without available money on account.** We urge you to take full advantage of this system by placing money into your child’s account per your discretion on a weekly, monthly, or annual basis. Monies deposited will be posted within 24 hours for purchasing. Should you ever want to access your child’s account to verify his/her purchases you may sign up for www.myschoolaccount.com. This service allows for online payments, a 30-day view of purchases, as well as email balance notification.

Please remember, we will not be accepting money during the lunch lines to decrease the amount of time students wait in line and increase the amount of time they have to eat. Students must know their ID number and will be asked to provide it at the point of sale where a cashier can verify the student’s account with a photo match for account security.

Please refer to our web page www.hudson.k12.oh.us under the Nutrition Services link, located on the left side of the page beneath the calendar/athletic tab, for our daily menu specials, ala carte offerings, online accounting services, and financial assistance application. You may contact the Nutrition Service Department with questions at 330.653.1203.

The vending machines are only available to students during their lunch period, before or after school.
PARENT CONTACT INFORMATION

Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information. To update our auto-call system for families to receive calls regarding important information which includes announcements and school closings, click here to update Blackboard Connect.

PARENT DROP OFF/PICK UP

For safety reasons, please drop off students adjacent to the curb—not in an outside lane. From observations, traffic seems to flow better when folks use their turn signals. In the morning, vehicles entering the front of the building have a choice of either lane—and there’s plenty of room to get over to the right once you’re up by the front entrance. Again, drop students at the curb—too often, drivers are looking toward their drop-off instead of looking ahead as they pull out—and we want to avoid car-pedestrian accidents at all costs.

As a general rule, please avoid using the front loop from 2:45 – 3:15 pm due to bus traffic congestion. Instead, parent pick-ups after school should make use of the canopy loop off of Stow Road. In addition, parents should NOT line up along the curb outside the senior lots as two-way traffic needs to be maintained at all times.

PARENTAL CONCERNS

Open, two way communication between the school and parents is vital. Parents are encouraged to contact the classroom teacher with initial concerns regarding school performance. If the concerns remain unresolved, contact the appropriate guidance counselor. Administrative intervention is the final step.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and material in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

PARKING PERMITS: RULES & REGULATIONS

1. Parking permits are non-transferable. Only a student who is registered and hangs an authorized permit on the rearview mirror will be permitted to park in the designated student lots. Any missed school time will be considered as unexcused. Stolen or lost parking permits must be replaced by purchasing a new permit for $25.00.

2. Student cars are limited to student lots: Senior, Junior, and Baseball/overflow lots; avoid parking in grassy areas. Students who park in the faculty lot will have their parking privileges suspended. Students who park in the wrong student lots or unauthorized parking spots, will be issued a
Wednesday PM detention. In addition, repeat offenders will lose their flex pass privileges if applicable. 

WE DO NOT GUARANTEE SPOTS IN THE PARKING LOTS, so if there are no spots in your designated lot, then you need to park in the overflow/baseball lot.

3. The speed limit on school district property is 15 m.p.h. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.

4. Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped spots without a State issued handicapped plaque displayed in their front window, fire lanes, visitor spots or areas that may obstruct delivery trucks or emergency vehicles, etc.

5. Students should park, lock their vehicles and go directly into the building—loitering in parking lot is prohibited.

6. Students are not permitted to smoke or engage in any disruptive behavior while in vehicles on school grounds.

7. During the school day, a student is not permitted to return to his/her car unless he/she has a pass from one of the administrators.

8. It becomes the student’s responsibility to arrive to school on time. The attendance office will not excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses. Students with poor attendance or excessive tardiness to school may have their parking privileges suspended or revoked.

9. Give buses the right-of-way. Use extreme caution around school buses.

10. Follow the proper traffic pattern. In the afternoon, after all buses have departed, students may leave by the drive that enters Hudson-Aurora Road.

11. Neither Hudson High School nor Hudson City School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.

12. You are required to notify the main office of any vehicle description changes. Your pass should only be displayed in one of your registered vehicles.

You should understand the responsibility that accompanies having parking privileges. Any violation of the above conditions may result in the suspension, revocation or modification of parking privileges, possible towing of vehicle at owner’s expense and/or office discipline if deemed necessary.

ROLLERBLADES/SKATEBOARDS/SELF-PROPELLED

Students are not permitted to use rollerblades, skateboards or other self-propelled vehicles in the school building or on school property during school hours. Students will be subject to disciplinary action if found to be in use of one.

SCHOOL-SPONSORED AFTER HOUR ACTIVITIES

Regular school rules are in effect during school sponsored activities, which occur outside the school day, on or off school property. Students are not permitted on school property after school hours unless participating in a school-sponsored activity.
STUDENT BUS TRANSPORTATION
Refer to Board Policy: 5610.04
Adopted 8/1/09

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.

Please refer to Board Policy 5610.04 on our Hudson City School District website (www.hudson.k12.oh.us) for the complete list of bus rules.

STUDENT CODE OF CONDUCT
Refer to Board Policy: 5500
Adopted 8/1/09

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code, Board Policy 5500.
All schools involved with the Six District Compact are an extension of our school program; therefore, students who elect to attend Compact Program are subject to disciplinary action based upon the Student Code of Conduct of all six schools. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other schools.

*Numbering based upon EMIS Codes*

01 **Truancy**
School attendance is compulsory in Ohio. Truancy is unexcused absence from school. It includes chronic tardiness or absenteeism.
   a. 51. Unexcused absence from class
   b. 52. Leaving school without permission
   c. 56. Tardy to school
   d. 57. Tardy to class
   e. 75. Excessive tardiness
   f. 78. Excessive unexcused absences
   g. 79. Violation of Flexible Attendance Plan
   h. 80. Did not sign out of attendance office
   i. 83. Out of assigned area

03 **Fighting/Violence**
Fighting/Violence is mutual participation in an incident involving physical violence. Any act or seriously threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another is prohibited.
   a. Aiding and abetting in a violent action.
   b. Assault, assault and battery or threat thereof.
   c. 59. Assault of or a physical altercation with another student
   d. 60. Assault of or a physical altercation with a school employee
   e. Unauthorized physical contact with another student or staff

04 **Vandalism / Damage to School or Personal Property**
Vandalism is the willful destruction or defacement of school or personal property. Any act of theft, deliberate destruction of property, or participation in any activity at any time which results in damage to school property or to property of others on school property is prohibited.
   a. Any act of arson or attempted arson and related offenses.
   b. Any unauthorized fire
   c. Participation, active or passive, in any activity at any time which results in defacement or damage to school property or to property of others on school property.

05 **Theft/Stealing Personal or School Property**
Theft is the unlawful taking of property belonging to another person or the school and will not be permitted.

06 **Use, Possession, Sale or Distribution of a Firearm**
A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearms or look-alikes are not allowed on school property.
a. Possession, use, or threatened use of a firearm or any object that might be considered a dangerous weapon or instrument of violation is prohibited.

07 Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas
A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930) is prohibited. No knives are permitted in school, regardless of length.
   a. Possession, use, or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violation is prohibited.
   b. Use, possession, sale or distribution of a knife is prohibited.

08 Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter is prohibited.
   a. Possession or use of fireworks, explosives or other such instruments are prohibited.

09 Use, Possession, Sale or Distribution of Tobacco Products
This includes smokeless tobacco or inhalants, such as e-cigs. Possession, use, or evidence of consumption of tobacco products in the school building, school grounds, school property, and at school functions is prohibited.

10 Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages
Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating beverages is prohibited. Attendance at school sponsored activities while there is evidence of consumption of such a substance is also prohibited.

11 Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol
Use, possession, sale, distribution, or evidence of consumption of any controlled drug other than prescription medication that has been administered in accordance with the district’s policies is prohibited.
   a. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances, including inhalants, or drugs, or counterfeit or look-alike drugs or attendance at school sponsored activities while there is evidence on consumption of such substances is prohibited. This includes the prohibition of any Prescription drug or medication, which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school District grounds.

14 False Alarms/Bomb Threat
Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited.
   a. Creating any kind of false alarm, such as setting off a fire alarm is prohibited.

18 Disobedient/Disruptive Behavior
Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts
the orderly conduct of a school function is unacceptable; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures) is prohibited.

a. 53. Inappropriate language
b. 54. Disruption in class
c. 55. Insubordination or disobedience of school personnel
d. 58. Lunchroom disruption
e. 61. Forgery
f. 62. Inappropriate behavior including, gambling, extortion, infringing on personal rights, inappropriate physical contact, and immorality
g. 63. Inappropriate sexual behavior, touching, or activity
h. 64. Disrespect to school employee, including lying
i. 65. Disruption at school event
j. 66. Disruption on bus
k. 68. Personal electronic equipment offender or inappropriate use of technology. This includes any violation of Hudson’s Responsible Use Policy (7540.03), including sexting, cyber bullying, inappropriate Chromebook / internet use, hacking, disseminating inappropriate information, creating fake social media accounts that interfere with the school environment, etc.
l. 69. Dress code violation or violation of school policies pertaining to dress and appearance
m. 70. Failure to accept discipline or punishment (ie detention) or similar violations of discipline
n. 71. Rule violation on a field trip
o. 72. Cheating/ Copying work/ Plagiarism
p. 74. Incomplete work in class
q. 76. Parking violation
r. 77. Leaving class without permission
s. 81. Violation of school rules and policies, which might lead to chronic misconduct or violation of Federal or State statutes or rules or is considered a criminal act
t. 82. Disrupting educational climate, including inciting others toward acts of disruption or inducing panic
u. The acts or violations listed in the Board Policy governing permanent exclusion.
v. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned.
w. Other prohibited acts which may result in student discipline which appear in the student handbooks of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building.
x. Any other acts prohibited by other Board policies but which are not specifically listed in this policy.
y. 84. Disrespect, including verbal altercations
z. 85. Trespassing
aa. 86. Verbal/Written Threat to Another Student

19 Harassment/Intimidation
Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm) is prohibited.

a. 67. Hazing and Intimidation
b. 82. Verbal threat to school employee
c. 90. Bullying
20 Firearm Look-a-Likes
Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded devise or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns) is prohibited.
   a. Any possession, use, or threatened use of a look-alike or counterfeit weapon is prohibited.

21 Unwelcome Sexual Conduct
Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity) are prohibited.

22 Serious Bodily Injury
An incident that results in serious bodily injury to oneself or others is prohibited. Serious bodily injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

STUDENT DISCIPLINE
Refer to Board Policy: 5600 Adopted 8/1/09

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.

**STUDENT VISITORS**

Students will not be permitted to bring students from other schools to visit for the day. This applies to out-of-town guests, friends, relatives, and former students. Guidance will arrange visits for students transferring from another district. By law, any visitor must report to the main office upon entering the building. Unauthorized persons (including suspended or expelled students) will be told to leave and are subject to legal action.

**SURVEILLANCE CAMERAS**

For students’ safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.
TARDY POLICY

A. TARDY TO SCHOOL AND CLASS
Any student arriving at school after 8:00 AM must report to the Attendance Office, sign in, and obtain an admit slip before reporting to class. This will count as a tardy to class and will follow the below consequences.

Students have 5 minutes between classes and are expected to be in class on time. The consequences for chronic tardiness are as follows:
- 1st Tardy: Warning
- 2nd Tardy: Detention given by the teacher
- 3rd Tardy: Detention given by the teacher
- 4th Tardy: Referral to Unit Principal for Wednesday PM

Note: The tracking of tardy behavior and the accompanying consequences will reset at the start of each quarter.

TRANSPORTATION

There is a transportation handbook that refers to procedures, services, and contact numbers. If you have not received this handbook, please call Petermann at 330-653-3355.

USE OF MOTOR VEHICLES
Refer to Board Policy: 5515

Adopted 8/1/09

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others -- and an assumption of liability on the part of those students and their parent(s).

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

VANDALISM

Students may be assessed the cost of repairing or replacing anything damaged. Also, the school may prosecute students who participate in vandalism.
DISCIPLINARY PROCEDURES

I. ANTI-HARASSMENT

Refers to Board Policy: 5517

Adopted 8/1/09          Revised 4/28/14

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, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

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 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:
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 sexual 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.

**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 harassment/ancestry 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 as soon as possible after the conduct occurs.

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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide him/her with a copy of the resulting written report.
Anti-Harassment Compliance Officers
The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Phillip T. Herman
Superintendent
2400 Hudson-Aurora Road
Hudson, OH 44236
330-653-1216
hermanp@hudson.edu

Kelly Kempf
Director of Pupil Services
2400 Hudson-Aurora Road
Hudson, OH 44236
330-653-1426
kempfk@hudson.edu

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school’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; (3) 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 Policy 8310 and Policy 8330)

**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.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will 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 its 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.
II. HAZING
Refer to Board Policy: 5516
Adopted 8/1/09

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

III. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
Refer to Board Policy: 5517.01
Adopted 8/1/09 Revised 4/28/14

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

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

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

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

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

**Complaints**

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**
The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

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

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

**NOTIFICATION**
Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.
The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**EDUCATION AND TRAINING**

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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

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

**IV. SUBSTANCE POLICIES**

**A. SMOKING/TOBACCO**

Refer to Board Policy: 5512  
*Adopted 8/1/09 Revised 3/26/12*

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing an indoor tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes.
In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. Also, all tobacco use/possession policy violations will result in referral being made to the Hudson Police Department for further action including, but not limited to, participation in the Community Tobacco Awareness Program in accordance with City Ordinance No. 97-2 Section 630.05 and O.R.C. 2151.87.

Consequences for possession/use of tobacco (smoking, chewing, lighters or matches) include:

- **First Offense** - 5 days Out-of-School Suspension or 2 days In-School Restriction and satisfactory completion of Tobacco Intervention Program (TIP) or four hours of community service.
- **Second Offense** – 5 day Out-of-School Suspension.
- **Third and Subsequent Offenses** - 10 days Out-of-School Suspension and recommendation for expulsion.

B. ALCOHOL USE BY STUDENTS / STUDENT DRUG ABUSE

Refer to board policy: 5530

Overview

No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, use or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use

When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance, Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:
A. monitoring of the student's progress and behaviors will continue;
B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

**Use and Possession**
The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.
B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.
C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.
D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.
E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.
F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

**Sales, Transmission and/or Distribution**
The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

A. The student may be immediately removed from school and notified of a recommendation for expulsion in accordance with Board Policy.
B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.
C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.
D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may
include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.

E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.

F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Extended Absence for Hospitalization
A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education
The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program
The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator
Student and Parent Notification
At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

V. REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS
Refer to Board Policy: 5610  
Adopted 8/1/09  Revised 5/22/17

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the
period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."

1. Firearm or Knife - Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.
The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife; and/or

c. The academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct - If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult; and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability); or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.
3. **Bomb Threats and Other Threats of Violence** - If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

High School credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.

**VI. WEAPONS**

Refer to Board Policy: 5772

Adopted 8/1/09

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type.
whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

VII. STUDENT DUE PROCESS
Refer to Board Policy: 5611

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 reason(s) for the suspension, the length and dates of the suspension, and the right of the student, parent, guardian, or custodian to appeal to the Superintendent; and the right to be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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, assist 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
The student who is eighteen (18) or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision shall be sent by the Superintendent to the student's parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student's parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent’s appeal decision.

B. Students subject to expulsion:
At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are set forth in the student code of conduct. The Superintendent may expel a student. Expulsion is the removal of a student from more than ten (10) days, but not more than one (1) year, unless the expulsion is extended in accordance with Ohio law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

1. The Superintendent will give the student and the 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 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 the 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 the 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; 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, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 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 to the Treasurer of the Board. 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.

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent’s decision to expel with the Treasurer of the Board.

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. Community Service**
The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

**D. 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.

**E. 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.

**F. 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.

**POLICIES**

**I. HEALTH SERVICES**
**Refer to Board Policy: 5310**  
**Adopted 8/1/09**  

The Board of Education may require students of the District to submit to health examinations to:
- A. protect the school community from the spread of communicable disease;
- B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:
- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening;
- E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**II. ADMINISTERING, USE OF MEDICATIONS TO STUDENTS**
**Refer to Board Policy: 5330**  
**Adopted 1/26/09  Revised 11/17/14**  

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is
administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer’s packaging for the child’s age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician’s Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprophen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will
be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. administrator
B. teacher
C. school nurse or medical assistant
D. building secretary
E. aide
F. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

III. EMERGENCY MEDICAL AUTHORIZATION

Refer to Board Policy: 5341

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.
When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

**III. SEARCH AND SEIZURE:**
Refer to board policy: 5771  
Adopted 8/1/09

**Interrogations and Searches**
The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such
an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.
IV. STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY
Refer to Board Policy: 7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services (“Educational Technology” or “Ed-Tech”).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of the their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services (“Educational Technology” or “Ed-Tech”).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board’s policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly
available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Educational Technology.
Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Educational Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Educational Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Educational Technology.

V. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

Refer to Board Policy: 5630.01  
Adopted 8/26/13

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.
All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

**DEFINITIONS**

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

A. break up a fight;
B. knock a weapon away from a student's possession;
C. calm or comfort;
D. assist a student in completing a task/response if the student does not resist the contact; or
E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:
The Superintendent shall develop emergency procedures for the District.

A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
B. preventative assessments
C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

SECLUSION
If Student Personnel use seclusion, they must:
A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:
A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:
Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:
A. for the convenience of staff;
B. as a substitute for an educational program;
C. as a form of discipline or punishment;
D. as a substitute for less restrictive alternatives;
E. as a substitute for inadequate staffing;
F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
G. as a means to coerce, retaliate, or in a manner that endangers a student; or
H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRRAIN
There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:
A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;
C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices
The following restraint practices are prohibited under all circumstances, including emergency safety situations:

A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
B. physical restraint that restricts the airway of a student or obstructs the student’s ability to breathe;
C. physical restraint that impacts the student's primary mode of communication;
D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
E. restraint that deprives the student of basic needs;
F. restraint that unduly risks serious harm or needless pain to the student
G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES
The following practices are prohibited under all circumstances, including emergency safety situations:

A. corporal punishment;
B. child endangerment as defined in Ohio Revised Code 2919.22; and
C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN
If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.
TRAINING AND PROFESSIONAL DEVELOPMENT
The District shall provide training as follows:

A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.

B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES
The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING
Each use of restraint or seclusion shall be:

A. documented in writing;
B. reported to the building administration immediately;
C. reported to the parent immediately; and
D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.
The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.
The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

Adopted 8/26/13

VI. STUDENT FEES, FINES, AND CHARGES
Refer to Board policy: 6152
Adopted 8/1/09 Revised 4/28/14

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid at the beginning of the school year or semester.

Fees
For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A. "School fees" include, but are not limited to, the following:
1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extra-curricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees
8. school records fees
B. "School fees" do not include:

1. library fines and other charges made for the loss, misuse, or destruction of school property;
2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
3. charges for optional travel undertaken by a school club or group of students outside of school hours;
4. charges for admission to school dances, athletic events, or other social events;
5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer/CFO with an accurate accounting of all transactions.

**Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer/CFO to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district’s or school’s request for those records pursuant to R.C. 3313.672, or a juvenile judge’s order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child’s custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.
VI. WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS
Refer to Board policy: 6152.01  
Adopted 8/1/09 Revised 8/27/12

The Hudson City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards
Students eligible for a waiver of school fees include, but are not limited to, the following:

A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
C. Other good and just reasons as determined by the Superintendent.
D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.
E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents
A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

B. The first bill or notice sent to parents or guardians who owe fees shall state:

1. The District will waive fees for persons unable to afford them in accordance with its policy.
2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes
A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:

1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees
The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.

C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reaplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination
The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

VII. PUBLIC RECORDS
Refer to Board policy: 8310

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. “Public records” are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. “Public records” do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student’s, parent’s or employee’s address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to
review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request
B. an estimated cost if copies are requested
C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District’s public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))
Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). Email shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.