

**DELTA HIGH SCHOOL
STUDENT/PARENT HANDBOOK**

Pike-Delta-York Schools

School Year 2023 - 2024

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<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was originally approved in June 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website.</p>

Student/Parent Handbook

for

DELTA HIGH SCHOOL

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

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

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

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Superintendent of Schools [419-822-3391, Ext. 5102]

Adopted by the Board of Education June 2023

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education June 2023.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2023. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

VISION OF THE SCHOOL

Delta High School strives to be a place of excellence where young adults are encouraged and challenged to achieve their full potential in their academic, creative, psychological, physical, and moral development.

MISSION STATEMENT

The staff at Delta High School upholds the basic premise that all students can learn. We are committed to developing all students to their fullest potential so they may become competent, productive, socially responsible citizens in a rapidly changing and increasingly complex society. Therefore, we will encourage students to reach their highest level of academic performance, while fostering positive development of their health, attitudes, and behaviors.

PHILOSOPHY AND GOALS

The High School has the mission of providing each student, regardless of race, creed, color, or sex with the best possible education. To accomplish this, the school must recognize the values, strengths, weaknesses, and interest of its own community.

The High School will set high standards that will help its students reach the community's expectations. In a democracy these expectations should be met by helping students reach their full potential in basic fundamental skills, emotional well-being, social responsibility, human relations, and vocational preparedness. We believe that every citizen possesses a capacity and a desire to develop those skills to the fullest. Certainly, individual differences in abilities, needs and the interests must be through a varied curriculum and a stimulating learning environment. The students also have a responsibility to develop his or her interests and abilities to the fullest.

With the school working cooperatively with the home and community, the graduates of Pike-Delta-York will have the tools of intelligence, flexibility, self-confidence, and willingness needed to face adulthood.

The goals of Pike-Delta-York Senior High School are:

1. To develop basic skills in reading, writing, math, and other curricular areas.
2. To develop study skills so the student can acquire and record information, analyze facts, and apply conclusions.
3. To develop a sense of fair play and accorded respect regardless of social, ethnic, cultural and religious background.
4. To develop effective work habits and self-discipline to appreciation and an awareness of the necessity and dignity of work.
5. To develop a wise use of time including constructive leisure pursuits.
6. Develop skills in human relations so the student can understand and accept oneself and others.
7. To develop responsible citizens that will be loyal and obey the laws of family, community, and country.
8. To integrate (when possible) all modern technological components into our school and curriculum, thus providing our students with the skills and knowledge to succeed in a technology-oriented world.
9. To work with school personnel, parents, and students in developing intrinsic motivation toward student learning. With the support of the parents and home the students will value learning for its own sake, and, thus, become life-long learners.
10. To combine education, intervention, and drug policy enforcement to keep this school drug-free. It is our goal to send our graduates into the world with the knowledge base and character to lead productive drug-free lives.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

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

Delta Elementary School Principal, 419-822-5630
Delta High School Principal, 419-822-8247

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

SCHOOL DAY

School begins at 8:05am and dismisses at 2:50pm. No student shall enter the building before 7:30am and no student without official business and being unsupervised shall still be in the building after 3:30pm.

SCHEDULES

M/W/F BELL SCHEDULE

Period 1	8:05 – 8:58
Period 2	9:02 – 9:51
Period 3	9:55 – 10:44
Period 4	10:48 – 11:37
Period 5	
A Lunch	11:37 – 12:07
A Class	12:11 – 1:00
B Class	11:41 – 12:30
B Lunch	12:30 – 1:00

Period 7	1:04 – 1:53
Period 8	1:57 – 2:50

T/TH PAW BELL SCHEDULE

Period 1	8:05 – 8:52
Period 2	8:56 – 9:40
Period 3	9:44 – 10:28
Period 4	10:32 – 11:16
Period 5	
A Lunch	11:16 – 11:46
A Class	11:50 – 12:34
B Class	11:20 – 12:04
B Lunch	12:04 – 12:34

Period 6 (PAW)	12:38 – 1:11
Period 7	1:15 – 1:59
Period 8	2:03 – 2:50

DHS 2-HOUR DELAY BELL SCHEDULE

Period 1	10:05 – 10:38
Period 2	10:42 – 11:15
Period 3	11:19 – 11:52
Period 4	11:56 – 12:29
Period 5	
A Lunch	12:29 – 12:59
A Class	1:03 – 1:36
B Class	12:33 – 1:06
B Lunch	1:06 – 1:36
Period 7	1:40 – 2:13
Period 8	2:17 – 2:50

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students, including adult students (age 18 or older) are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Parents have the option of receiving communication from the School via email by filling out the appropriate form available in the school's office. Parents are encouraged to build a two-

way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

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

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

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. It is the responsibility of the office, not the student, to initiate contact with a parent or guardian, regarding leaving school. If the student initiates contact to leave school and not school personnel, the time that the student will miss may be counted as unexcused. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. After getting parental consent to leave, students must get permission from the Principal, or designee to leave the building. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. If a student initiates contact to leave the school, and not school personnel, the time that the student will miss may be counted as unexcused.

WITHDRAWAL/TRANSFER FROM SCHOOL

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

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

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. Students entering seventh grade are required to receive one (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine prior to entry. Students entering twelfth grade are required to receive two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine administered prior to entry. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to school nurse.

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

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.

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 principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter 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.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, 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 nurse 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.

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, 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 principal's office and administered in accord with this policy and Policy 5336.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines. If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

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

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

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

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

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Angie Belcher at (419-822-5630) to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Directory information includes a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

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 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" upon written notification to the Board within ten (10) 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).

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website, Board Policy 8330.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State

and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See **Form 8330 F13**.

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
<http://familypolicy.ed.gov/content/family-policy-compliance-office-contact-information>

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

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

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Pike Delta York High School charges specific fees for the supplies, materials and workbooks used in the course of instruction.

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

Fees may be waived in situations where there is financial hardship, as determined by participation in the Free and Reduced-price Meal Program.

Failure to pay fines, fees, or charges may result in the withholding of grades, credits and participation in the graduation ceremony.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

The following general rules apply to all fund-raisers:

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
3. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
4. Students may not engage in house-to-house canvassing for any fundraising activity.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

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

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee as posted on the District website. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Microwaves are available to students.

No student may leave school premises during the lunch period. Restaurant-type food may not be brought, dropped off or delivered to the school for breakfast or lunch.

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

MEAL CHARGE POLICY

To ensure that all students have access to healthy school meals and to be good financial stewards, Pike-Delta-York has instituted a charge policy. The following defines the policy on charges to the student meal account.

- Charges are designed to cover a situation in which a parent or student forgets to provide or bring money for breakfast or lunch.
- A \$10.00 limit has been put in place for those students paying full price for meals and for those who pay a reduced price to cover the time for payment to be processed.
- Any student who reaches the \$10.00 limit of charge will be offered a peanut butter sandwich and a choice of milk.

- Breakfast and lunch can all be charged up to the \$10.00 maximum dollar amount; no, a la carte items may be charged.
- Parents who do not want their child purchasing extras can request a block on the lunch account.
- Meal charges will not be permitted the last 2 weeks of school, and all charges must be paid before the end of the year.
- Parents may pre-pay for their child's lunch account by sending money to their child's school. Parents may also prepay by going online to www.payforit.net. This account is free to view meal activity/balance; however, there is a transaction fee to prepay online. *Please also note that a transaction may take up to 24 hours to post to the lunch account.

SAFETY AND SECURITY

- A. All visitors must enter through the office when they arrive at school during the school day.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Outside doors are locked during the school day.
- F. Students entering or leaving the building during the day, have permission from the Principal, or a designee, must use the office door and sign in and out.
- G. Portions of the building that will not be needed after the regular school days are closed off.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of directions from the high school office via the public address system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

Information concerning school closings or delays can also be found on the School's web page and social media outlets.

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

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

VISITORS

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

USE OF OFFICE TELEPHONES

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. If contact for leaving the school is initiated by the student, and not office personnel, students may be counted unexcused upon leaving.

USE OF PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), headphones/ear buds/Air Pods, and/or other web-enabled devices of any type including watches.

Students may use PCDs before and after school, during after school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

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 sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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 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.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students 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 (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student 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 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 with the building's office personnel 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, recording device, or other device with one- or two-way audio communication technology 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.

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II – ACADEMICS

COURSE OFFERINGS

In addition to the core academic subjects (English Language Arts, Math, Science and Social Studies), students will be offered courses in Physical Education, Art, Vocal Music, Band, Chorus, Technology, Family Consumer Science, Spanish, Vocational Agriculture, and Online electives available through the Panther Virtual Academy (PVA).

Senior Honor Awards Criteria

Minimum 3.5 credits in each content area (or as indicated below), does not matter when the class is taken - **must have all A's**. Will not use Senior year 2nd semester with the exception of Intro to Sociology. Middle School credits will be used if applicable. CCP credits and Four County courses will also be used to calculate this.

English - minimum 3.5 credits
Math - minimum 3.5 credits
Science - minimum 3.5 credits
Social Studies (include Intro to Sociology) - minimum 3.5 credits
Music - minimum 3.5 credits
Foreign Language - minimum 3.5 credits
Agriculture - minimum 3.5 credits
Art - minimum 4 classes (2.0 credits)
FCCLA - minimum 4 classes (2.0 credits)

FIELD TRIPS

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

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

GRADES

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

Grading System

Grade	Percentage
A=4 pts	90-100
B=3 pts	80-89
C=2 pts	70-79
D=1 pts	60-69
F=0 pts	0-59

All incompletes of a quarter must be made up by the end of the 2nd week of the following quarter. Exception: all 4th quarter incompletes must be taken care of by the end of that academic year.

Grading Periods Students will receive a report card at the end of each quarter grading period (approximately 9 weeks) indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts on the teacher's part will be made to notify the parents to discuss actions that can be taken to improve poor grades.

Quarterly Assessments All courses will administer a formal quarterly assessment at the end of the quarter in the form of a test, project, presentation or other significant evaluation. The quarterly assessment grade will be embedded into the final quarter grade.

Semester averages Will be calculated using two quarter grades as 50% each. This letter grade is the one that will appear on your transcript.

Grade Point Average To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must meet one of three graduation pathway requirements, or the requirements for the class of 2023 and beyond, set by the Ohio Department of Education (ODE), meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

For details of the Ohio Graduation requirements, go to www.education.ohio.gov and search for Graduation Requirements in the search box at the top of the page.

Honors Diploma

The Ohio Department of Education has established the following honors diplomas.

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma
6. Social Science and Civic Engagement Honors Diploma

Criteria for each diploma can be found at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>. It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

DELTA HIGH SCHOOL GRADUATION REQUIREMENTS

4 English
3 Science (Must include 1.0 unit each of Physical Science and Biological Science)
4 Math (Must include 1.0 unit of Algebra II or the equivalent of Algebra II)
3 Social Studies (Must include 1.0 unit each of U.S. History and Government)
2 semesters P.E. (OR 2 seasons using PE Waiver)
1 semester Health
1 semester Financial Literacy
5.5 electives (Must complete two semesters of Fine Arts between 7-12 grades. Fine Arts courses taken at the HS count toward the electives requirement.)
(21 total credits)

*12 hours of documented community service during senior year (to include summer before senior year)

AND

Class of 2023 and beyond

<http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/GradReq2023.pdf.aspx?lang=en-US>

Participation in commencement exercises is a privilege and not a right. 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 otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

DHS RETESTING POLICY FOR EOC EXAMS

Delta Senior High School will provide students the opportunity to retake state End-Of-Course tests throughout their academic careers during any given administration period that the state offers. Retake opportunities will include the following students:

1. Any junior or senior student that has not met the competency score for ELA 2 and/or Algebra 1 **will** retake a test within that content area.
2. Any junior or senior student that has not met a proficient score in Biology, US History, and Government **may be required** to retake those tests to earn Ohio designed diploma seals.
3. Any student may retake any Ohio end-of-course test throughout their academic careers during any given administration that the state offers.

EARLY GRADUATION

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

COLLEGE CREDIT PLUS (CCP)

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District. Student participation requires an **Intent to Participate Form** to be filed with the Guidance Office in order to participate. This form needs to be turned in each year before April 1 to participate the following year. Students and parents must attend a counseling session provided by the HS Counselor, held prior to February 1. Any interested student should contact the High School Guidance Office to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance office, principal or athletic director.

Honor Roll(s)

A student must achieve the following for Honor Roll.

3.0 GPA to 3.49 GPA 2nd Honor Roll.

3.5 GPA to 4.00 GPA 1st Honor Roll.

Special Awards

Each May, DHS hosts an annual honors assembly for the purpose of recognizing student achievement.

HOMEWORK POLICY (SCHOOLWIDE)

Homework will be assigned. The primary purpose of homework is to reinforce academic skills and to prepare students for summative assessments. Teachers may include homework as a part of the student's overall grade.

COMPUTER TECHNOLOGY AND NETWORKS

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

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

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

respects each family's right to decide whether to apply for independent student access to the Internet.

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

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

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

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

messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit www.stopbullying.gov/cyberbullying/

Cyberbullying includes, but is not limited to the following:

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

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

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

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or technology coordinator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the technology coordinator. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the technology coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging), other than school e-mail, without prior approval from a teacher or the technology coordinator. All such authorized communications must comply with these guidelines.
- N. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not

limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

- P. Peer-to-peer file-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students should use their assigned school Google Apps for Education (GAFE) account for all school-related communication. Students may not establish or access personal web-based e-mail accounts on commercial services through the Network
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:
 - 1. State Assessments
 - 2. Class work, assigned and supervised by a staff member.
 - 3. Class work, specifically assigned but independently conducted.
 - 4. Personal correspondence (checking, composing, and sending email).
 - 5. Training (use of such programs as typing tutors, etc.)
 - 6. Personal discovery ("surfing the Internet").
 - 7. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology coordinator.

DISTRICT-ISSUED STUDENT EMAIL ACCOUNT

Students assigned a school e-mail account are required to utilize it 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 shall use their school-assigned e-mail 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.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Technology Director.

Students may join listservs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the listservs or other email services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a listserv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's Technology Director. The Technology Director is authorized to block e-mail from listservs or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging emails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk email sent through the Internet to network e-mail accounts. In addition, Internet email sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send email to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

PAW PERIOD

During this time, students will be able to receive assistance from teachers, make-up tests, complete enrichment activities, attend scheduled meeting and more. If there is a 2-hour delay on a PAW Period day, the PAW period will be cancelled.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs, requests and available class space. Schedule changes may be approved for the following reasons:

1. Failure of a course/not meeting prerequisites
2. Completion of a course during Summer School or in Credit Recovery
3. A medically or emotional reasons
4. CCP Schedule Change
5. Computer schedule conflicts. Any changes in a student's schedule should be handled through the guidance office. Principal approval will be needed for cases beyond the above reasons. Students are expected to follow their schedules.

Seniors may request one course change if the following stipulations are met:

1. The student is on target in all areas of graduation;
2. The course involved in the schedule change is not required for the student to graduate;
3. Another course is available for the student during the same class period (for example: 1st period to 1st period is acceptable) to enroll and the schedule change does not impact the student's other scheduled class periods;
4. The schedule change will not negatively impact staffing needs, create changes to staff schedules, or adjust the building's Master Schedule; and
5. The schedule change will only occur within the first five days of the semester.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

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

STUDENT ASSESSMENT

State tests are given to students to monitor student achievement of grade level standards. Depending on the graduation year, different assessments will be used. The latest information can be found at <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements>.

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

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

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

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, non-academic and financial requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with **Board Policy 5610.05**.

All student athletes are expected to be in attendance at school for the full school day. Unless there is a notified absence cleared through the building administration, members/participants must be in attendance all day if they are to participate in a contest or practice after school or in the evening. Sickness is not a notified absence.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. The principal may

take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

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

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

ATHLETICS

Delta High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. Pay to participate may be a requirement.

All student athletes are expected to be in attendance at school for the full school day. Unless there is a notified absence cleared through the building administration, athletes must be in attendance all day if they are to participate in a contest or practice after school or in the evening. Sickness is not a notified absence.

The following is a list of activities currently being offered: Bowling, Cross-country, Golf, Soccer, Volleyball, Football, Cheerleading, Basketball, Wrestling, Baseball, Softball, and Track. For further information, contact the Athletic Director, at the high school.

ATHLETIC ELIGIBILITY

Athletic eligibility is established by the Ohio High School Athletic Association (OHSAA). For an athlete to be eligible, he or she must have passed 5 full credit courses the previous grading period with a minimum 1.5 GPA (note: PE is not a full credit class), and must be enrolled in 5 full credits of coursework during the season of participation. CCP may affect a student's athletic eligibility. It is the responsibility of the student and parents to understand established criteria for athletic eligibility. Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

STUDENT EMPLOYMENT

Work Permit Applications may be obtained in the high school office. The Work Permit Application will need to be signed by the employer, an authorized physician, and parent prior to being turned in to the high school office. Please allow 2 days for the district to complete the necessary paperwork and provide the official Work Permit to the student.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT

ATTENDANCE POLICY

Excused Absence

If a student has a total of five (5) excused and/or unexcused absences per semester, he/she will need a doctor's excuse to cover personal illness for the remainder of the semester for any additional days over the five (5).

Absences may be excused for the following reasons and will be considered toward the five (5) absences per semester.

- Personal illness
- illness in the family necessitating the presence of the student,
- quarantine of the home,
- death in the family (limited to 3 days),
- necessary work at home due to absence/incapacity of parent/guardian,
- religious observation/celebration,
- professional appointments (must have note from professional),
- and emergency circumstances approved by Superintendent

Students will be provided an opportunity to make-up missed school work and/or tests for excused absences.

Unexcused Absences

Any student who is absent from school for all or any part of the day (including a skipped class) without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to school disciplinary action and the truancy laws of the State. (Please refer also to "Truancy" in this handbook.)

Students will not be permitted to make-up missed class work due to an unexcused absence.

The School is expected to assign a student to an Absence Intervention Team when a student is habitually truant and make a referral to the Attendance Officer. Students, who have a substantiated history of truancy and/or have been referred to the Attendance Officer during the prior school year, should have attendance monitored closely. Referrals on students with prior attendance issues should be made to the Absence Intervention Team and the Attendance Officer in a timely manner. (A listing of these students is provided to the home school at the end of the previous or start of the new school year.)

After receiving a referral, the Attendance Officer will notify the student and his parents of the compulsory school attendance laws. A written notice to parent and child and a warning letter will be given at a home visit, or mailed to them by the Attendance Officer. Parents are advised that all further absences will require an acceptable written excuse (medical if warranted).

Copies of correspondence initiated by the Attendance Officer to the parent/guardian concerning a student will be sent to the school attended, as well as the home district school, if different, and should be filed with student's records.

School Resource Officers (SRO) Working Within districts are to make timely written reports to the Attendance Officer documenting any contact with a student, his guardian or parent concerning alleged truancy, so that due process can be completed by the Attendance Officer.

The Attendance Officer initiates all truancy actions with the appropriate court, ONLY after unsuccessful completion of district's Absence Intervention Plan. RC3321. 16 (B)

Notification of Absence

If a student will be absent, the parents must notify the School at 419-822-8247 by the beginning of the school day and provide an explanation. Parents are expected to write a note and send it in with their students or provide a professional note (Doctor, Court, etc.) within 3 school days of the absence for it to be considered excused. (See above for acceptable reasons.) Students that are 18 years of age, but still living at home, are still expected to bring in a note signed by the parent.

When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. If the school office has not been notified of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact home by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

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

Make-up of Tests and Other School Work

Students who are absent from school with an approved excuse shall be given the opportunity to makeup missed work. The student should contact his or her teachers as soon as possible to obtain assignments.

Commented [MOU1]: Take out "with an approved excuse"?

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

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

When a student misses three or more consecutive days, a request may be made through the high school office, to request missed assignments. Parents must make arrangements to pick the materials up.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Any student who is late to class up to one (1) minute shall be disciplined by the teacher. Students who are more than five (5) minutes late will be considered absent for that instructional period.

Not being in the assigned location/class before the bell starts to ring is considered tardy.

Penalties for being tardy will be as follows:

- 3rd tardy write up- students will be assigned a lunch detention.
- 4th tardy write up- students will be assigned a one-half hour after school detention.
- 5th tardy write up- students will be assigned a one-hour after school detention.
- 6th tardy write up and above- students will be assigned away from School.

The accumulation of tardies will be counted from all class periods together, not to one specific class period only. (Example: if a student is late to first period that counts as one tardy; if the student is then late to second period that counts as a second tardy towards disciplinary action).

Delta High School staff has the authority to determine if the tardy was a result of an extenuating circumstance and may excuse the tardy if deemed appropriate. An example would include but is not limited to a locker jam.

Homebound Instruction

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

Suspension from School

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

Suspended students will be provided work to complete during the suspension either through email, Canvas or hard copies to be picked up by a parent in the office. A suspended student will be responsible for making up school work missed due to suspension. Make up of missed tests/assessments will be scheduled when the student returns on the first day. All work immediately turned in upon the first day of return will receive full credit for missed work.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. If a

student is absent for any other type of vacation, s/he will be considered unexcusably absent from school and subject to truancy regulations.

For preplanned absences of more than two (2) days, the parent/guardian must fill out an Advanced Request For Absence Procedures Form and turn it in to the office five (5) days prior to the absence. The student will be responsible for obtaining materials and instructions prior to the absence for missed work.

Days missed due to vacation will be counted toward the five (5) excused days toward the maximum allowed each semester. If, before or during the vacation, the student has used all five excused days, the remaining days will be counted as unexcused.

FULTON COUNTY TRUANCY INFORMATION

FULTON COUNTY UNIFORM TRUANCY PROCEDURES

Serving Fulton County Schools and Wauseon Exempted Village Schools

The Statutes governing School Attendance are very specific and leave little option for School Authorities to Excuse children from school. Parental notes/phone calls will be accepted to excuse up to 30 hours of absence per semester. A medical statement from a doctor will be required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal.

DEFINITIONS

A. EXCUSED ABSENCES

- a. Medical excuse written by a doctor or school nurse;
- b. Legal excuse by any court;
- c. Limited absence by parental note, accepted by the school in accordance with local board policy. (County policy, 30 hours in a semester/60 hours in a year.)

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness, Illness in the family, Quarantine of the home, Death of a relative, Work at home due to the absence of parents/guardian, Observance of religious holiday, Medical or dental appointment. RC 3321 .04. Parental notes for these reasons (except when medical notes are provided) and for a fair, vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

B. UNEXCUSED ABSENCES

- a. Truant, any absence from school without permission;
- b. Any absence by parental note not accepted by the school in accordance with local board policy;
- c. Any absence by parental note not approved by the Attendance Officer, including, but not limited to, more than 30 hours in a semester or 60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

C. HABITUAL TRUANT

RC 2151.011 (B) (18) in Sub H.B. Bill 410 now defines habitual truancy as a school age child who 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.

D. **SCHOOL MONTH:** consists of four school weeks.

E. **SCHOOL YEAR:** begins the first day of July of the calendar year and ends the 30th day of June of the following calendar year.

F. **UNRULY CHILD:** (RC 2151.022)

- a. Any child who does not subject himself to the reasonable control of his parents, teacher, guardian, or custodian, by reason of being wayward, or habitually disobedient.
- b. Any child who is habitually truant from school.

G. **DELINQUENT CHILD:** (RC 2152.02 (E))

- a. Any child except a juvenile traffic offender, who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state that would be an offense if committed by an adult.
- b. Any child who violates any lawful order of the court made under this chapter, including a child who violates a court order regarding the child's prior adjudication as an unruly child for being a habitual truant.
- c. Any child who violates any lawful order of the court.

H. **TARDINESS**

As a result of the new definition for habitual truant in RC 2151.011 (B) (18) in Sub H.B. Bill 410, any issue of tardiness shall be covered by the student's hours of attendance.

I. **ABSENCE INTERVENTION TEAM** (RC 3321.191 (C) (2))

Each school district is responsible for establishing an Absence Intervention Team. Membership in the Absence Intervention Team is specified by statute. RC 3321.191(C) (2) (c) & (d) Schools with less than 5% chronic absenteeism percentage are exempt from the requirement of establishing an Absence Intervention Team. RC 3321.19 (E)

J. **SCHOOL**

A school is defined as a brick and mortar building, virtual online, or any other assigned educational program.

PROHIBITION RC 3313.68

A student shall not be suspended out of school as a disciplinary action for truancy. Students who are found to be truant or unexcused from school should be assigned to the Absence Intervention Team, prior to any involvement with the juvenile court. The Attendance Officer will determine when to refer families for Mediation, or, with prior Juvenile Court approval to Juvenile Court Diversion.

GRADE PROMOTION AND RETENTION POLICY (SENATE BILL 55) RC 3313.609

A. As used in this section:

1. Truant means absent without cause.
2. Academically prepared means whatever educational standard the board of education of each city, exempted village, local and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

B. The board of education of each city, exempted village, local and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than 10% (100 hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

MEDIATION

Shalom Ministries will be providing Mediation Services to schools on a selective basis. The program will be reserved for students with problem attendance, not previously involved with the court system.

Students under age 10, and their parents, may be referred for Mediation services when absences become excessive. Principals should contact the Attendance Officer to request that Mediation be scheduled. The Mediation will be held at student's school, facilitated by a trained mediator. (Mediations may be limited in number per district due to staffing and funding constraints).

DIVERSION: UNRULY/DELINQUENCY TRUANCY COMPLAINT

The Juvenile Court is offering a Diversion Program for habitually truant students. The goal of the Diversion Program is to avoid a permanent juvenile record for students.

In addition to a formal complaint filed by the Attendance Officer, students habitually truant may be directly referred, with prior Juvenile Court approval, to the Juvenile Court Diversion Program, by the appropriate school district or school pursuant to RC 3 121 .191 (C) (2) (b). This informal referral from the school district or school may be considered part of any Absence Intervention Plan.

Those students failing the Truancy Diversion offered by the Juvenile Court may be brought officially before the Juvenile Court on the original complaint of unruly or delinquency, or a formal complaint filed by the Attendance Officer for those unsuccessful informal referrals.

1. DIVERSION I:

First time Habitual Truants and parents/ guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion I hearings. School is notified of this hearing, but is not mandated to attend. The Probation Officer will explain the complaint, and what is expected of the student/parent in order to complete Diversion I. (i.e. attend school daily, be on time, and obey all school regulations, and a tour of the Northwest Ohio Juvenile Detention Training and Rehabilitation Center.) If Diversion I is successful, student does not have a juvenile record.

Should Diversion I fail (student continues to be truant/unexcused), school will notify Attendance Officer, who in turn will notify chief probation officer to schedule Diversion II, if appropriate.

2. **DIVERSION II:**

Second time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion II hearings. Student is placed on unofficial probation for 60 days, is required to tour the Northwest Ohio Juvenile Detention Training and Rehabilitation Center within 30 days if not previously completed, and must attend two office visits with probation officer. If Diversion II is successful, student avoids a permanent Juvenile record.

Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge.

3. **MEDICAL EXCUSES:**

Once a student enters any Diversion, OR has appeared before the Juvenile Court and is under Court Order to attend school, all absences must be documented by a Medical Excuse. If no medical note is provided, absence may be entered as Unexcused, and reported to the Attendance Officer and/or Probation Officer. NOTE: Only written medical excuses (signed by a doctor) and legal proceedings (requiring student's attendance in court) are legitimate, excused absences recognized by the Juvenile Court.

4. **GOALS:**

The goals of the Diversion Program are: To quickly and efficiently deal with juveniles and swiftly administer justice; To allow youth to acknowledge responsibility for his/her actions with appropriate consequences, to provide the youth and family with needed resources, and to prevent further involvement with the juvenile justice system.

DISPOSITION OF UNRULY CHILD (HABITUALLY TRUANT)

A student adjudicated a school truant and/or unruly child, may be:

1. Placed on community control including probation. RC 21 5 1 .354 (A) (2)
2. Have license or learners permit suspended. RC 2151.354 (A) (3)
3. Place the child in counseling or other appropriate programming. RC 2151.354 (C) (1)
4. Require **parents** of habitually truant student to perform community service, participate in a truancy prevention mediation program, and receive a warning that subsequent adjudication of the child as an unruly or delinquent child may result in a criminal charge against the parent, guardian or custodian. RC 2151.354 (C) (2)

VIOLATION OF PROBATION/PENALTIES FOR STUDENTS

A student adjudicated a school truant and violating Official Probation, or Court Ordered school attendance, by failing to attend school, may be:

1. Incarcerated up to 90 days at the Northwest Ohio Juvenile Detention Training and Rehabilitation Center. RC 21 52.19 (A) (3)
2. Placed in an out of home placement, such as a foster or group home. RC 2152.19 (A) (1)

3. Placed on official probation or have current probation terms modified. RC 2152.19 (A) (4)
4. Have license or learners permit suspended. RC 21 52.19 (A) (4) (1)

Schools must immediately' report any unexcused absence of a student on probation to the Attendance Officer or Probation Officer assigned.

PENALTIES AGAINST PARENTS OR GUARDIANS OF HABITUALLY TRUANT STUDENTS

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of child as set forth in the Ohio Revised Code which may include, but not limited to:

1. Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation, RC 2151.354 (C) (2) (a) & (b).
2. Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding \$500 with sureties to the approval of the court; RC 3321.38 (A)
3. If the parent is found in contempt of Court for the first offense, fine the parent, guardian, or other person having care of the child up to \$250 and ordering the parent, guardian or other person having care of the child to serve not more than 30 days at the Corrections Center of NorthWest Ohio. RC 2705.05 (A)(1)
4. If the parent is found guilty of contributing to the unruliness or delinquency of a child, fine the parent, guardian, or other person having care of the child up to \$1000 and ordering that parent, guardian or other person having care of the child to serve not more than 180 days at die Corrections Center of Northwest Ohio. RC 2919.21 or 2919.24
5. In appropriate cases, charges of educational neglect may be brought by the Fulton County Department of Jobs and Family Services. RC 2151 .03

COURT APPEARANCES

The School is responsible for delivering an up-to-date attendance record to the Attendance Officer on all days of court proceedings. This record should indicate dates of excused absences and unexcused absences incurred by the student to date and show days of assignment of in-school suspension. The Juvenile Court also requires a current copy of student's grades and any disciplinary referral to include detentions/Saturday schools served or owed. The school principal or administrator is required to attend official court hearings unless excused by the Juvenile Court. Attendance Officer will notify principal of date and time of hearing.

UNEXCUSED ABSENCES; PREGNANT AND/OR PARENTING STUDENTS

Pregnant and/or parenting students present special circumstances, and Will be addressed individually in accordance with the Procedural Guidelines established for enforcement of compulsory education laws. Compulsory school attendance for pregnant and/or parenting students Will be actively enforced, with the assistance of the Juvenile Court. (See Addendum that follows).

-ADDENDUM-

*PROCEDURAL GUIDELINES FOR ENFORCEMENT OF COMPULSORY EDUCATION

MARRIED or SINGLE STUDENTS;
MALE or FEMALE PARENTING STUDENTS, and/or FEMALE IS PREGNANT

NOTE: The Procedural Guidelines for Married or Single students, Pregnant/Parenting students are in place to address situations where habitual truancy is an issue, and where student and their child may be at risk Students who are not exhibiting problematic attendance are not required to participate in the *GRADS program, but are encouraged to participate on a voluntary basis.

*Graduation, Reality, and Dual-Role Skills (GRADS) is an in-school Family and Consumer Sciences Instructional and intervention program for pregnant and parenting teens, male and female. Objectives focus on graduation and retention, positive health care practices, knowledge of positive parenting practices, setting vocational and career goals, balancing work and family and delaying subsequent pregnancies. Pregnant and parenting teens enrolled in the program are more likely to remain in school during pregnancy and after childbirth, are more likely to obtain early prenatal care, are less likely to deliver low birth weight babies, are likely to increase deliver knowledge of positive parenting practices; and are less likely to have a subsequent pregnancy while still in school.

Married Male/Female student: Mandatory School Attendance. See Section B. of Uniform Truancy Procedures.

Female student is pregnant/parenting: Mandatory School Attendance. A Pregnant/Parenting Female student with problem attendance is required to provide the GRADS Coordinator with the following:

1. Completion of Prenatal physical form by Health Provider confirming pregnancy, and stating any condition/reason that precludes students school attendance, OR listing restrictions on curriculum that would allow students regular school attendance,
2. The student must have an appointment card signed at all prenatal, postnatal appointments, counseling sessions, LEAP, WIC and well-baby checkups in order to have absences excused. The appointment card will be provided to the student by the GRADS Coordinator.

All Physicians written correspondence, including medical notes and forms relating to excusing students school attendance, must be signed by the attending medical provider (no stamped signatures).

DETERMINATIONS (students with problematic attendance)

A pregnant student whose physician does not indicate in writing, any reason that the student should be excused from regular school attendance Will:

1. Attend school regularly, participate in GRADS program, provide medical excuses for any/all absences.
2. Begin/continue regular prenatal care, have appointment card signed each visit. (GRADS will provide student with appointment card it is student's responsibility to carry and present card for signatures).
3. Utilize available counseling on family planning/birth control.

4. Enroll in ANY offered parenting classes available. Make LEAP inquiry at Dept. of Jobs & Family Services for qualifying benefits, and take any classes offered (have appointment card signed).

A pregnant/parenting student who fails to provide completed forms and is habitually absent from school without legitimate excuse will be considered truant.

A married student who is not pregnant, and not parenting, and is habitually absent from school without legitimate excuse will be considered truant.

NON-COMPLIANCE

Parent(s)/guardian(s) and student (Who has not been excused from regular attendance by a doctor, and is failing to comply with the above requirements) will be warned in writing by the Attendance Officer that student is in violation of the Ohio Attendance laws. Student will be referred by the school to an Absence Intervention Team or scheduled for Mediation by the attendance officer. A school nurse, public health nurse and children's services caseworker may also be asked to attend a Mediation if deemed appropriate. *(NOTE: A referral to the Absence Intervention Team is required prior to a truancy complaint being filed with the court.)*

TRUANCY ACTION

A pregnant/parenting student who is not medically excused from attending school, is habitually truant having 30 hours of consecutive unexcused absence, or 42 hours of unexcused absence in one school month, or 72 hours of unexcused absence during the school year, AND has failed to comply with the Absence Intervention Plan, may be charged with Truancy. See Section B

A PREGNANT STUDENT WHOSE PHYSICIAN EXCUSE REGULAR SCHOOL ATTENDANCE

1. Tutoring will be arranged by the home school or a recommendation made for online instruction, the school will request the physician to advise of any measures that would allow student to return to school before delivery. Student/parent may be asked to sign a Release of Information form.
2. Student will begin/continue regular prenatal care (appt. card reviewed by GRADS Coordinator, or tutor to verify appointments.)
3. Student will cooperate with tutor, and/or actively participate in online instruction.
4. Student will schedule/attend family planning counseling following delivery. (Have appointment card signed by counselor).
5. Student will participate in offered parenting classes, and make LEAP inquiry at Dept. of Job & Family Services for qualifying benefits and classes offered. (Have appointment card signed.)

NOTE: The GRADS program is in place to assist pregnant and parenting teens and promote healthy newborns. It is not a mandated program, but is highly encouraged for all pregnant and parenting teens.

CODE OF CONDUCT

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

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

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.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
 - be prompt to school and attentive in class;
 - work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
 - complete assigned tasks on time and as directed;
 - help maintain a school environment that is safe, friendly, and productive;
 - act at all times in a manner that reflects pride in self, family, and in the School.

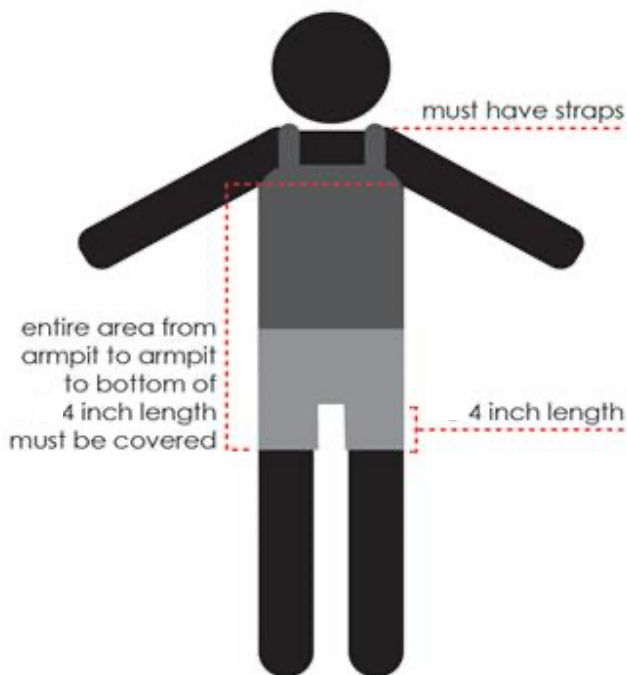
Classroom Environment

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

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

Dress Code

Pike-Delta-York Local Schools respects students' rights to express themselves in the way they dress. All students who attend Pike-Delta-York Local Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. This policy is intended to provide guidance for students, staff, and parents.



Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 4 inches in length on the upper thighs (please see image above). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by school administration).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Habitual violations will be handled as follows:

1. The student will be informed of the violation. The student may receive disciplinary action including reprimand, detention, in-school assignment, assignment to the Fulton County Alternative School, or Saturday school. When a change of attire is required, it could include the following: turning the shirt inside out, wearing something to cover the violation, or removing the violation. Consideration will be given to exercising the option that creates the least disruption to the educational process. The student will be removed from class and/or sent home to change only as a last resort.

The administration at each school reserves the right to add or to make adjustments to the dress code with sufficient notification to the student body (three school days), to allow for special activities or to address problematic styles of dress. School administration will make the final judgment on the acceptability of attire.

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

Gangs

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

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

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

Care of Property

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

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

The student's assigned locker will be inspected by the student prior to the beginning of the school year and condition reported to the office. At that time, all previous damage to the locker and lock will need to be reported. If a student encounters issues with a locker or lock, it is the student's responsibility to report it immediately to the office and/or custodial staff. Damage caused to the locker and lock from misuse, including but not limited to "jamming the lock", will be paid for by the student and/or his parents.

BULLYING, HARASSMENT, AND INTIMIDATION

Definitions of Terms:

Harassment, Intimidation, or Bullying means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment, Intimidating, or Bullying also means cyber bullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and

- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment, Intimidating, or Bullying also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

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

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. Physical violence and/or attacks;
- B. Threats, taunts, and intimidation through words and/or gestures;
- C. Extortion, damage, or stealing of money and/or possessions;
- D. Exclusion from the peer group or spreading rumors;
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-bullying”), such as the following:
 - a. Posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise disturbing them;
 - d. Using social media to circulate gossip and rumors to other students;
 - e. Excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. Violence within a dating relationship

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, other administrators, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Board Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Board Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or other administrator or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Pike-Delta-York Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in 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. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment,

intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Reporting Obligations

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal 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.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing 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, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough)
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Board Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials use with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

Reporting of Unacceptable Behavior

Those who represent the district, both staff members and volunteers, are expected to uphold high professional standards at all times, specifically with students and student-athletes relationships. The District has a reporting process in place should a possible unprofessional situation occur to report possible unprofessionalism, abuse, misconduct, and/or any form of harassment.

To better keep our students, student-athletes, and staff members safe, the following methods may be used to file a report:

- Contact (email, phone call, or in person) a district administrator. The administrator could be a building principal, the athletic director, a district level administrator, or the district superintendent.
- Contact the Ohio School Safety Center *Speak Up Safer Ohio School Tip Line* at 844-723-3764 or through their website at ohioschoolsafetycenter.ohio.gov. With this option you may remain anonymous if you wish.
- Contact the Delta Police Department at 419-822-3232 or the Fulton County Sheriff's Office at 419-335-4010.

Please understand, your reporting may be the only way the District is made aware of a situation.

ZERO TOLERANCE

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

STUDENT DISCIPLINE CODE

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

1. **Possession/use of drugs and/or alcohol** - Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. Administrators are authorized to determine if a student has consumed alcohol.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may choose to arrange for a breath test for blood alcohol. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Furthermore: If there is, in the opinion of the administration, reasonable cause to believe that a student has violated the Substance Abuse, a standard protocol will be followed.

- Ensuring student safety will be the primary immediate concern. Therefore:
 - An immediate attempt to reach parents will be made.
 - Students will be directed to remain with staff in a designated area.

- The first option for the student is to cooperate with the administration.
- Leaving the premises and/or failure to cooperate will result in police involvement and will be treated as a violation of this policy.
- As per board policy, a search may be conducted.

2. **Possession/use of tobacco/nicotine** - 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.**

The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) 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. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event, on or off Board premises.

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

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

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

3. **Use and/or possession of a firearm** - Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in **Board Policy 5772.**

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

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

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

5. **Use of an object as a weapon** - Any object that is used to threaten, harm, or harass another may be considered a weapon and is prohibited. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
6. **Knowledge of dangerous weapons or threats of violence** - Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
7. **Arson** - Intentional or purposeful destruction or damage to school or district buildings or property by means of fire is prohibited. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Physical, intentional touching a staff member/student/person associated with the District.** Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person is prohibited. Physical intentional touching of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. .
9. **Threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.** Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal attack and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.** The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

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

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

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

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

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

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

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

16. **Terroristic Threat** - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.

17. **Possession and/or use of explosives and/or fireworks** - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as

smoke bombs and poppers) is prohibited. Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

18. **Trespassing** - Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network is prohibited. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.
19. **Theft, or knowingly receiving or possessing stolen property** - Unauthorized taking of property of another person or receiving or possessing such property is prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.
20. **Insubordination** - Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members is prohibited.
21. **Damaging property (Vandalism)** - Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property is prohibited.
22. **Persistent absence or tardiness** - Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
23. **Unauthorized use of school or private property** - Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
24. **Refusing to accept discipline** - Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
25. **Aiding or abetting violation of school rules** - Assisting other students in the violation of any school rule is prohibited. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
26. **Displays of affection/sexual activities** - Affection between students is personal and not meant for public display. This includes touching, petting, or any other

contact that may be considered sexual in nature. Sexual activity of any nature is prohibited.

27. **Possession/Use of electronic equipment** - The School will supply any electronic equipment or devices necessary for participation in the educational program. Examples of prohibited devices include but are not limited to: cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, Pagers /beepers, other paging devices, other devices designed to capture the school's or other person's password or personal information.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test, information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

The following disciplinary consequences apply to student violation of PCDs during school:

First offense:

Friday Night School will be assigned, and student's phone shall be confiscated and held until the end of the school day by an administrator.

Second Offense:

In-School suspension will be assigned and the student's device shall be confiscated and held until a legal guardian of the student at fault physically picks the device up at the school at the end of that school day, at the earliest, or until arrangements can be made for the parent to pick up the phone.

Third and Any Subsequent Offenses:

In-School suspension, minimum of two (2) days, will be assigned and the student's device shall be confiscated and held until a legal guardian of the student at fault physically picks the device up at the school at a time that can be arranged with the administration, typically no sooner than the end of the day.

The rules for iPad use are specifically addressed in the user agreement, and the rules of recording on these devices are the same as cell phones and other devices.

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

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

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

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

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- 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.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and

personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

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

- A. Verbal:
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. Nonverbal:
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. Physical:
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

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

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

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The

Anti Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

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

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

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

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

These guidelines shall not be interpreted to infringe upon the First Amendment rights of 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).

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

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

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

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

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

33. **Violent Conduct** - Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.
34. **Improper Dress** - Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.
35. **Careless or Reckless Driving** - Driving on school property in such a manner as to endanger persons or property is prohibited. Students may lose driving privileges for unsafe driving behavior.
36. **Burglary** - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime is prohibited.
37. **Fighting** - Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action is prohibited. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is also prohibited.
38. **Lighting Incendiary Devices** - Unauthorized igniting of matches, lighters and other devices that produce flames is prohibited.

39. **Possession and/or distribution of Pornography** - Possessing and/or distribution of sexually explicit material is prohibited. This includes, but is not limited to “sexting”.

40. **Unauthorized use of vehicles** - Occupying or using vehicles during school hours without parental permission and/or school authorization is prohibited.

DISCIPLINE

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

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

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

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

Informal Discipline

Informal discipline takes place within the School. It includes:

- change of seating or location;
- lunch-time detention;
- after-school detention;
- in-school discipline;
- Friday Night School.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day’s notice. The student or his/her parents are responsible for transportation. Office detentions are held each Tuesday in Room 306, unless otherwise specified.

In-School Discipline

Friday Night School - in session from 3pm-6pm.

Assigned students will attend a continuous 3 ½ - hour period during which time they will be permitted one 10 minute break at 9:45AM. Each student shall arrive with sufficient educational materials to be busy during this 3 ½ - hour study period.

In-School Suspension

DISS (Delta In-School Suspension) will be available on-site during the school year.

A student missing any portion of his/her assigned time in Detention, In-School Suspension or Friday Night School may be given an additional disciplinary consequence. Failure to timely serve Detention, In-School Suspension or Friday Night School assignment(s) may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Suspension, or Friday Night School:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
6. No food or beverages shall be consumed (except during a lunch detention).
- 7.
8. Any student who has passed/met the State-mandated assessments may be required to work on a study packet for one or more of the assessments.
- 9.

Transportation to and from Friday Night School is the student/parent's responsibility.

Formal Discipline

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

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 2 days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

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

Emergency Removal

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

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1)

school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

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

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

Expulsion from School

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

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

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

Within 2 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

Permanent Exclusion

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

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

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

SEARCH AND SEIZURE

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

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

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the transportation supervisor at (419) 822- 3391 Ext. 5125.

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

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- immediately walk to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

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

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

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

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

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

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

1. Students must have written parent permission prior to driving to school.
2. Students and their parents shall complete the **Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property** and provide evidence of:
 - a. driver's license
3. Students are required to obey the parking lot speed limit of 10 mph on school property.
4. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
5. When the School provides transportation, students shall not drive to school-sponsored activities. Unless the student's parents provide written authorization for the student to drive and release the Board from liability **using Form 5515 F2 Parental Authorization and Release From Liability Form** – which is approved by the principal.
6. An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using **Form 5515 F2 – Parental Authorization and Release From Liability Form** - which is approved by the principal.

7. All vehicles entering school property are subject to search and inspection.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.