



**IRONTON MIDDLE SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**School Year 2022-2023**

August 2022						
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## IRONTON CITY SCHOOLS 2022-2023 School Year Calendar

- Aug 15-17 District Professional Development Days
- Aug 16 IES / IMS Open House 5:30 p.m. - 7:00 p.m.  
IHS Open House 6:00 p.m. - 7:30 p.m.
- Aug 18 First Day of School for Grades 1-12
- Aug 23 First Day of School for Preschool & KDG.
- Sep 05 Labor Day (No School)
- Oct 14 End of 1st Grading Period (42 Days)
- Nov 07 IES P/T Conferences 2:40 p.m. - 7:40 p.m.  
IMS P/T Conferences 3:15 p.m. - 8:15 p.m.  
IHS P/T Conferences 3:30 p.m. - 8:30 p.m.
- Nov 08 Election Day No School (No School)
- Nov 23-25 Thanksgiving Break (No School)
- Dec 16 End of 2nd Grading Period (41 Days)
- Dec 19 Christmas Break Begins (No School)
- Jan 03 District Professional Development Day
- Jan 04 Classes Resume
- Jan 16 Martin Luther King, Jr. Day (No School)
- Feb 16 IES P/T Conferences 2:40 p.m. - 7:40 p.m.  
IMS P/T Conferences 3:15 p.m. - 8:15 p.m.  
IHS P/T Conferences 3:30 p.m. - 8:30 p.m.
- Feb 17 No School
- Feb 20 Presidents' Day (No School)
- Mar 10 End of 3rd Grading Period (45 Days)
- Apr 07-14 No School (Days Designated For Make-up \*)
- May 26 End of 4th Grading Period (49 Days)
- May 27 Baccalaureate (7:00 p.m.)
- May 28 High School Graduation (7:00 p.m.)

176 Days of Instruction  
4 Professional Development Days  
2 Parent/Teacher Conference Days  
182 Total Calendar Days

\* Note: April 07 - April 14 and/or days added to the end of the school year will be used to make up instructional time should the district exceed the number of calamity hours stipulated in the collective bargaining agreement.

### OHIO TESTING WINDOWS

TBA	Grade 3 ELA
TBA	H.S. End of Course Tests
TBA	OELPA
TBA	Alternate Assessment
TBA	ELA
TBA	Math, Science, Social Studies
TBA	ACT

Adopted: 01/10/2022

- School Day
- Professional Development (No School) Grading Period Ends
- Schools Closed

February 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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<b>NOTE:</b>	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 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 printed in July, 2022. If you have questions or would like more information about a specific issue or document, contact your school principal or access the District's website: <a href="http://www.tigertown.com">www.tigertown.com</a> by clicking on "Ironton City Schools Policy Manual" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## Alma Mater

Hail to you, our Alma Mater,  
Fairest school of all,  
We will ever stand beside you,  
You will never fall.  
Colors streaming, bravely gleaming,  
Victory is our cry;  
Hail to you, our Alma Mater,  
Dear old Ironton High.

Hail to you, our Alma Mater,  
We will always sing,  
As your loyal sons and daughters,  
Of the joys you bring.  
Voices blending, proudly sending,  
Praises to the sky;  
Hail to you, our Alma Mater,  
Dear old Ironton High.

## IRONTON MIDDLE SCHOOL

Welcome to Ironton Middle 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.

Toben Schreck, Principal	<a href="mailto:toben.schreck@tigertown.com">toben.schreck@tigertown.com</a>	532-3347
Bobbi Nance, Guidance Counselor	<a href="mailto:bobbi.nance@tigertown.com">bobbi.nance@tigertown.com</a>	532-3347
Mary Kay Washburn, Secretary	<a href="mailto:marykay.washburn@tigertown.com">marykay.washburn@tigertown.com</a>	532-3347
Joe Geletka, Superintendent of Schools	<a href="mailto:joe.geletka@tigertown.com">joe.geletka@tigertown.com</a>	532-4133

## **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 July, 2022. If any of the policies 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.

## **MISSION OF THE SCHOOL**

To provide quality education assuring every student achieves his/her maximum potential, through a challenging curriculum and co-curricular activities, provided by highly qualified, dedicated employees, in a safe environment, in partnership with parents and community.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

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

Mark LaFon  
Student Services Coordinator  
740-532-4133

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 will begin promptly at 8:30 A.M. and dismisses at 3:15 P.M. Breakfast will be served at 8:00 A.M.

## **STUDENT RESPONSIBILITIES**

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school office.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a



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

***STUDENT WELL BEING***

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

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

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

***INJURY AND ILLNESS***

All injuries must be reported to a teacher or the health clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the health clinic 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 health clinic. An appropriate adult in the health clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

**SECTION I - GENERAL INFORMATION**

***ENROLLING IN THE SCHOOL***

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

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Your guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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

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

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

### ***SCHEDULING AND ASSIGNMENT***

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Students are assigned classes by the school office. Parents do not have the right to choose their child's teacher. Any questions or concerns about the assignment should be discussed with the principal.

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

### **HEALTH-RELATED MATTERS**

Healthy students are better learners, and academic achievement fosters a lifetime of benefits for health. Research shows an everlasting connection between healthy behaviors and academic achievement. It is a goal of the Ironton City School District to encourage healthy behaviors to support learning and a lifetime of healthier living.

#### **Communication**

As the health advocate the school nurse is responsible for the health, safety and welfare of students and the school community. To facilitate coordination and communication, all health information must be shared with the school nurse including updates and changes during the year. The school nurse should be notified when students are started on medication for educational, psychological issues or medical reasons (long and short term).

It is best for health information to be shared first hand from the parent to the school nurse and coordinated and communicated through the Health Offices. This provides opportunity for clarification on both sides and knowledge that information the nurse shares is timely and correct. Email is best which allows for including others who need to be informed and for everyone to hear the same information at the same time. The email address of the school nurse at IES and IMS is [heather.lambert@tigertown.com](mailto:heather.lambert@tigertown.com) and the email for IHS is [marsha.wagner@tigertown.com](mailto:marsha.wagner@tigertown.com)

#### **Reporting Student Illness (All Grade Levels)**

When reporting student absence to school you should include in your message the child's symptoms or diagnosis if the child has been evaluated by a healthcare provider. This allows for tracking patterns of illness and decision making for health reporting. Particularly in the cases of Influenza (flu) and COVID-19. Flu and COVID-19 are diagnoses that require testing by a medical professional to be made and are both highly contagious and must be tracked and reported to the local health department.

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. A full list of conditions for which the school must exclude children can be obtained from the school health office.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school health office. If the school nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Ohio Department of Health (ODH) as well as the Lawrence County Health Department (LCHD). The school nurse can provide information from ODH/LCHD on these notifiable conditions. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

The school nurse should directly be made aware of serious illness and injury or planned surgery. A doctor's note for clearance after surgery, absence of 5 or more days due to illness or injury, communicable illness, rash illness, pink eye, or orthopedic injury is required in order for the child to return to school and return to activities.

### **Head Injury**

Any student that sustains an injury to their head during normal school hours will be evaluated for any signs or symptoms of a concussion. These findings will be communicated to the legal guardian and principal of that building along with any necessary recommendations for evaluation by a physician. If a head injury is sustained outside of school, please contact your student's nurse so that proper care can be provided, if needed.

### **Communicable Diseases and Exclusion Criteria**

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. Specific communicable diseases include COVID-19, flu, chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse can provide information from the Ohio Department of Health regarding these diseases.

Ironton City School District will follow the Centers for Disease Control and Prevention (CDC) and Ohio Department of Health (ODH) recommendations for all communicable diseases.

For a complete list of communicable diseases and the required actions by the ODH and CDC see the attached link: <http://www.odjfs.state.oh.us/forms/num/JFS08087/pdf/>

### **COVID-19**

We will continue to work with the Lawrence County Health Department (LCHD), to the extent permissible by law, to provide confidential information about individuals diagnosed with or exposed to COVID-19.

Students and staff who test positive for the COVID-19 virus will be required to isolate as directed by health authorities and/or quarantine if so instructed.

The district is required to report confirmed cases to the local health department, and together, will work to notify close contacts.

### **Influenza (flu)**

In the event that a student has been diagnosed with Influenza (flu) , or symptoms of flu are found by the school nurse or authorized ICSD staff, the child may be sent home until released by their healthcare provider or fever free for 24 hours without the help of fever-reducing medications like Tylenol, Motrin, or ibuprofen.

ICSD will follow yearly CDC recommendations and input from the child's healthcare provider to determine the length of time the student must be fever free and absent from school or school events.

**Vomiting, Diarrhea, or Fevers**

ICSD defines a fever as an oral temperature of 100.0 F or higher. Diarrhea is defined as runny, watery, or bloody stools. Vomiting that occurs more than once and is accompanied by a fever and/or diarrhea will be considered as potentially contagious and will need to be handled appropriately.

In cases of fever, vomiting and/or diarrhea witnessed by staff, the student will be sent home and may be asked to be seen by a healthcare provider before being able to return to school. This will be determined at the discretion of the school nurse. If the student is not asked to go to a healthcare provider for clearance to return to school, the student must remain fever and symptom free for 24 hours without the help of fever-reducing medications such as Tylenol, Motrin, Ibuprofen and anti-diarrheal medications, in order to return to school.

A student with vomiting or diarrhea that occurs at home, should stay home until the symptoms subside for at least 24 hours without the use of diarrhea suppressing or antiemetic medications.

**Bed Bugs**

Actual bed bug infestations in schools are uncommon, more often a few bed bugs will hitchhike from an infested home on a student's possessions. Please advise the school health office or principal if bed bugs are confirmed in your household. These cases will be handled individually as they arise and CDC recommendations will be followed.

**Head Lice (All Grade Levels)**

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has live head lice or nits, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used.

Students attending ICSD found to have live lice will not be permitted in schools. Once treated and only nits are remaining, students may then return. Upon the first day back, the student will be evaluated in the school health office to determine if live lice or nits are present.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

**Conjunctivitis (Pink Eye)**

A student suspected of having conjunctivitis, commonly referred to as "pink eye", must be excluded until the condition clears completely or until effective treatment and approval from a healthcare provider for the student to return to school.

**Impetigo**

A student with impetigo will be excluded from school if blisters and drainage cannot be contained and maintained in a clear dry bandage.

**Rashes**

Rashes will be handled case by case per CDC recommendations. If a rash has open sores, oozing, blistering, etc. ICSD will require a doctor's note before returning to school to ensure the child is not contagious.

**Strep Throat**

If strep throat is suspected by nursing staff, the student will be sent home and will need to be cleared by a healthcare provider to return to school. ICSD will follow CDC guidelines and recommendations for students diagnosed with strep throat.

**Varicella (Chicken Pox)**

A student diagnosed with chicken pox disease is excluded from school for seven days after the onset of rash. All blisters must be dry or crusted over, AND the student must be fever free for 24 hours without the use of fever reducing medication.

**Emergency Medical Authorization/Contact Information**

An Emergency Medical Authorization form is needed in the event of a medical emergency at school or a school related event in which the parent/guardian cannot be reached and should be up-to-date with emergency care information (name of doctor, emergency phone numbers, allergies, etc.) The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

This form must be complete and on file in the school health office/front office 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.

Please contact the school health office (school nurse) or front office staff to update any information that the nurse or teacher needs to know.

**IMMUNIZATIONS (All Grade Levels)**

Students must be current with all immunizations required by law, including but not limited to varicella (chicken pox), poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Ohio allows vaccine exemptions for K-12. The state of Ohio has 3 types of exemptions: Medical and Reasons of Conscience, including Religious convictions. Medical exemptions require a signature from a licensed physician in the state of Ohio. The exemption form can be obtained from the school nurse and must be completed each school year by parent/guardian and/or healthcare provider regardless of exemption reason.

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 vaccine preventable communicable disease outbreak, the Superintendent may temporarily deny admission to a student otherwise exempted from the immunization requirement.

These requirements can be obtained from your school nurse or by clicking on the link below:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/media/immunization-summary-school>

**Additional Immunization Requirements for all Ironton City School Students:**

- All first time entrants into the public school system must provide a record of immunization prior to enrollment.
- It is the responsibility of the parent/guardian to provide the school with their child's complete immunization records at the time of enrollment.
- Additional immunizations (Tdap and Meningococcal) are required prior to starting the 7th grade and 12th grade years
- All immunization records must be provided on appropriate immunization forms obtained from the healthcare provider's office or local health department and must be signed by the healthcare provider to verify compliance. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

### **COVID vaccine**

During the second semester of the 2020-2021 academic year, ICSD partnered with the Lawrence County Health Department to provide COVID vaccinations to district staff and students aged 12 and up. Research has shown that the higher the percentage of vaccinated individuals in a school setting greatly reduces negative impacts on school operations. It is strongly recommended that individuals eligible to get vaccinated. We will continue our partnership with the LCHD in supporting their vaccination efforts into the 2022-2023 academic year and beyond.

### **Medications at School (All Grade Levels)**

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

- Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- If the prescribed medication must be taken during school hours, the appropriate form must be filed with the respective building school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the School Nurse and must be delivered to the school health office in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the school health office will be properly secured. Except as noted below, medication must be delivered to the school health office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school.
- In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- If, for supportable reasons, the School Nurse or Principal wish to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year

- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release
- All medication, whether prescription or nonprescription, must be kept in the school health office and be administered by the nurse or another authorized district employee

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

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization.

Parents may authorize administration of a non-prescribed medication on forms that are available from the school health office. Physician authorization is not required in such cases. By written notice parents may also authorize that their child be administered non prescribed medication through the school health office. A student may not keep non-prescribed medication in his/her possession.

Nonprescription medication must be sent in the original, properly labeled container, provided by the parent along with a written request. Note: Insect repellent is considered a nonprescription medication.

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

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

### **Inhalers/Epi-Pens**

A student with asthma or life threatening allergic reactions (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parents/guardians and a physician or other licensed health-care provider.

Inhalers can be used to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the school health office.

Epi-Pens are used for the emergency management of severe allergic reactions. Epi-Pens will be kept in the school health office. These will be used at the discretion of the nurse and/or trained staff in emergency cases for students that do not have an EpiPen prescription or that unexpectedly require such intervention.

Students may carry emergency medications for asthma, allergies and/or reactions during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. The student must also demonstrate to his or her healthcare provider and/or the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

***A student who is authorized to possess and use an inhaler or Epi-Pen may not transfer possession of any inhaler or other medication to any other student.***

For children that require the use of injected epinephrine or an inhaler, it is the parent's responsibility to provide the child's medication and medical order to the school nurse on, or before, the first day of class.



## **Sunscreen**

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the middle and high school levels, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary, middle, or high school level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

## **Social-Emotional / Health / Mental Health (All grade Levels)**

Our district is serviced by a team of health professionals, including Licensed School Nurses at each campus, to ensure that student health needs are met. Our health professionals will follow the Ohio Department of Health and CDC guidelines and will assist administration and staff in understanding and implementing those guidelines.

### **Counseling Services**

School Counselors work in each of our buildings and are an integral part of a student's educational environment. School counselors can support transitions and are available to students in need of immediate assistance with behavioral or social-emotional concerns.

Regardless of the learning model, counselors can help students with the following:

- Short term counseling
- Referrals for long term counseling services
- Academic achievement strategies and academic planning
- Managing emotions and using interpersonal skills
- Planning for college and other postsecondary options

### **Mental Health Support**

In addition to school counselors all district buildings are serviced by licensed mental health providers (NECCO). These individuals provide small group and individual services to address mental health concerns, concerns with substance abuse, and trauma care.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

### **A. Preschool/Kindergarten Requirements:**

A complete physical examination must be completed by a healthcare provider and submitted to the school health office within 60 days of enrollment. A new physical examination must be completed yearly at this age level.

### **B. Athletics' Participation (For Middle and High School Athletes):**

For certain extracurricular activities, a student must submit certification from an authorized healthcare provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.

- Any district extracurricular program identified by the superintendent.

**C. Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

**D. Vision and Hearing Screening Programs**

The Children's Hearing and Vision program is a program of early detection, diagnosis and treatment of children with hearing and vision problems. This program sets the screening requirements and guidelines for school-based preschool and K-12 schools. The ODH sets the requirements for what grades are routinely screened each year; what equipment is acceptable to use; what specific hearing and vision tests are needed to perform the screenings; and the referral criteria. Schools providing medical services are required to screen school-aged students for hearing and vision.

Children who do not pass school hearing and vision screenings will be referred for follow-up care. ODH stresses that hearing and vision screening, while a valuable public health procedure, is not a substitute for a professional examination.

For the more information about hearing and vision screening requirements see:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/children-s-hearing-vision-program/requirements/requirements>

**Special Health Concerns (All Grade Levels)**

**A. Diabetes**

Diabetes can cause blood glucose (sugar) levels to be too high or too low, both of which affect the student's ability to learn as well as seriously endangering the student's health both immediately and in the long term. It is necessary for each student with the diagnosis of Type 1 Diabetes (T1D) or Type 2 to have an individualized health plan (IHP) or a 504 on file in the school health office that includes signed physician orders (diabetes management form) and emergency contacts.

In addition to the IHP, these students should have the following diabetic supplies at school with them at times: a blood glucose monitor, Glucose test strips, batteries for meter, lancet device with lancets, urine ketone strips, insulin pump and supplies (or) Insulin pens, pen needles, insulin cartridges, a fast acting source of glucose (candy, juice, etc.), a carbohydrate containing snack (example: peanut butter or cheese crackers), and a GLUCAGON Emergency kit.

The goal of this plan is to provide the special education and/or related aids and services needed to maintain blood glucose within this student's target range, and to respond appropriately to levels outside of this range in accordance with the instructions provided by the student's personal health care team.

In accordance with a student's individual health plan (IHP) for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. Please make sure that your child has all necessary supplies at school every day.

**B. Food Allergies (All Grade Levels)**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

*We expect that parents and students with food allergies remain proactive and vigilant in the management of their allergies based on their developmental level.*

**C. Meal Modification**

If a student needs meal modification due to a disability, food allergy, or food intolerance:

Contact your school nurse for the specific form, which requires BOTH a physician's and parent/guardian signature. The form MUST be in the school office BEFORE any meal adjustments can be made. (Medical Statement for a Child with a Disability with Special Dietary Needs Form).

**D. Seizures (All Grade Levels)**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent should submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. More information about seizures can be found at: <https://www.epilepsy.com/>

**EMERGENCY MEDICAL AUTHORIZATION**

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

**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.

### ***CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES***

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-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.

Noncasual-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.

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 Lawrence County Health Department. 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 Lawrence County Health Department.

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 an impairment.

The District has specific responsibilities under these two laws, which include: identifying, reviewing and, if the child is determined to be eligible, affording access to an 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 the Ironton Board of Education Administration Building at 532-4133 to inquire about evaluation procedures, programs, and services.

### ***HOMELESS STUDENTS***

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 532-4133.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

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

Directory information includes:

The Board designates as student "directory information": 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.

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 [tigertown.com](http://tigertown.com)

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 schools 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 principal 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 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

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

### ***STUDENT FEES AND FINES***

Students will be provided necessary textbooks for courses of instruction without cost.

Classroom supplies list will be posted on [www.tigertown.com](http://www.tigertown.com) by grade level.

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.

Students can avoid late fines by promptly returning borrowed materials.

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

### ***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:

Crowd funding activities are governed by Policy and Administrative Guideline 6605.

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

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

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. Ala carte items may be available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

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 school secretary.



### ***SAFETY AND SECURITY***

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff 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. Portions of the building that will not be needed after the regular school days are closed off.

### ***FIRE, TORNADO, AND SAFETY DRILLS***

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an alarm over the intercom 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 three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### ***EMERGENCY CLOSING AND DELAYS***

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

WSAZ, WOWK, WIRO, WKEE, WRVC, WCMI, WTCR, WLGC

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

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

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

### ***PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS***

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

*Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without 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 THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of 14 days. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks.

### **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 designated by the building principal. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF OFFICE TELEPHONES**

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

### **USE OF PERSONAL COMMUNICATION DEVICES**

While students may possess PCDs in school, on school property, during after school activities (e.g., extracurricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

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 or classroom teacher.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated until the end of the school year. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

The use of PCDs in classrooms, gymnasiums, locker rooms, shower facilities, and/or restrooms is 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 in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, 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 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.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### ***ADVERTISING OUTSIDE ACTIVITIES***

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

The school principal will indicate the acceptable location for posting notices after granting permission.

## **SECTION II - ACADEMICS**

### ***GRADES***

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

The School applies the following grading system:

93 to 100 = A = Excellent achievement

84 to 92 = B = Good achievement

74 to 83 = C = Satisfactory achievement

65 to 73 = D = Minimum-Acceptable achievement

F = Failure I = Incomplete S = Satisfactory U = Unsatisfactory

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. Students will receive an interim report every 4 ½ weeks.

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

### **Grading Guidelines**

Teachers will have a minimum of one grade per week. Grades should be updated weekly by Monday mornings at 8:30 A.M. Grades for late work will be administered as follows: (Based on a 100 point assignment)

1 day late	deduct 20 pts.
2 days late	deduct 30 pts.
3 days late	deduct 40 pts.
4 days late	deduct 50 pts.

Late work is accepted for all daily work with appropriate grade deductions based on the timeliness of the assignment.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

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

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

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)

- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

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

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

A student will be retained if s/he is truant (absent without excuse) for more than seven percent (7%) of the required attendance days of the current school year OR has failed two (2) or more of the required curriculum subject areas in the current grade.

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

#### ***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 principal.

#### **Honor Roll(s)**

Honor Rolls are calculated at the end of each 9 weeks. The building principal will determine the criteria for making the honor roll.

#### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Middle School Principal. Student athletes interested in such awards should consult with the appropriate coach.

#### ***HOMEWORK***

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

#### ***FIELD TRIPS***

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

Attendance rules apply to all field trips.

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

### **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. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- 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 <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending 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 assistant

principal 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. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. 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 e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- 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. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- 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. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as typing tutors, etc.)
  5. Personal discovery ("surfing the Internet").
  6. 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.
- T. Game playing is not permitted at any time.

***Acceptable Use Policy for District Issued Devices***

**Cost for Repair**

The following is the monetary cost for the repair of district issued 1:1 devices. The fee(s) imposed are separate from potential disciplinary actions as outlined in the student handbook.

- For first offense: at no cost
- For second offense: \$25 fee for repair
- For third offense: \$50 fee for repair
- For fourth offense: loss of privileges for the remainder of the school year

**Cost for Replacement**

The following is the monetary cost for the replacement of any portion of district issued 1:1 devices and/or accessories. The fee(s) imposed are separate from potential disciplinary actions as outlined in the student handbook.

- Carry Bag \$22.00

- AC/DC Charger: \$35.00
- Chromebook: \$200.00
- Total Loss (all 3 components) \$220.00

### **General Statements**

- Student issued devices are for educational purposes only. Students are subject to the same rules and regulations off-premise as well as during regular school session.
- The student is responsible for the daily care of the chromebook or MS Tablet. Report any problems to a staff member within one school day. Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, ID labels, etc.
- All activity over the network or using district technologies may be monitored and retained.
- School owned equipment are not to be used to make sound recordings, take pictures, and/or video of other person(s) without the consent of all persons being recorded.
- Food and/or drinks are prohibited around district owned equipment at all times.
- District owned equipment should be handled with care. Devices should be properly shutdown and secured in the carry case prior to transiting from location to location.
- District owned equipment should never be left in a car or any unsupervised area. Students should not leave their devices in their locker overnight.
- Students are responsible for keeping their device's battery charged for school each day.
- Only the device and accessories should be placed into the carry case to prevent excessive wear and tear.
- No peripherals should be inserted into the school owned equipment. This is to include, but not limited to, removable media and cell phones.
- Students are prohibited from any attempt to download, install, and/or make any digital modifications to district owned equipment.
- Students are prohibited from applying any temporary and/or permanent markings, stickers, decals, and/or writing of any kind on school owned equipment including carry cases.
- Students may be selected at random to provide their laptop for inspection.

### **Security/Safety**

- Do not share personal details, contact details, or a schedule of activities.
- Credentials including usernames and passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password.
- Each student is ultimately responsible for school owned equipment while being used by the student.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students will recognize and follow established laws regarding copyrighted materials. This includes, but is not limited to, downloading music, images, videos, and written documents that are copyrighted.

### **Network Etiquette/Digital Citizenship**

- Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is unacceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

- Using technology of any form to degrade, embarrass, insult, bully, etc is strictly prohibited.
- Students will never communicate any personal identifiable information (PII) with any individual who is not validated as a staff member of Ironton City School District.

**Consequences for Inappropriate Use**

- The consequences listed below are examples of possible consequences. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction. Possible consequences may include, but are not limited to:
  - Loss of network and computer privileges which may include
  - Restriction to school day use only OR
  - Restriction to use only in classroom under direct teacher supervision OR
  - Complete prohibition on the use of school computers or the computer network
  - Detention
  - Suspension/alternative school and Expulsion

***TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS***

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

***STUDENT ASSESSMENT***

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

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

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

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office.

***PUBLIC SCHOOL CHOICE OPTIONS***

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

### SECTION III - STUDENT ACTIVITIES

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

#### **ATHLETICS**

Ironton Middle School offers athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Officially recognized school sports are football, volleyball, cheerleading, basketball, and track. 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.

#### **ACADEMIC ELIGIBILITY**

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA).

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

	A.	maintained a satisfactory academic record;
	B.	attended school regularly;
	C.	demonstrated good citizenship and responsibility;
	D.	returned all school and athletic equipment;
	E.	refrained from participation in a contest on a non-interscholastic team, or as an individual in the same sport during the school's season.

### SECTION IV - STUDENT CONDUCT

#### **ATTENDANCE**

##### **School Attendance Policy**

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

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor

in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

**Explanation of Absenteeism and Truancy**

- **Habitual Truancy** is defined by House Bill 410 as having 30 consecutive hours of unexcused absences, 42 hours of unexcused absences in a calendar month, or 72 hours of absences in a school year.
- **Excessive Absenteeism** is defined by House Bill 410 as being absent 38 hours per calendar month or 65 hours in a school year. These include both excused and unexcused absences.
- **Chronic Absenteeism** is defined by the Every Students Succeeds Act as missing 10% or more of the school year, whether or not the student is excused. These include both excused and unexcused absences.

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

**Chronic or Terminal Illness**

The school district should work to develop or modify a student’s IEP or 504 Plan to accommodate for a chronic or terminal illness.

**The District’s Responsibilities for Excessive Absences**

- The school will notify the parents in writing 7 days after the triggering absence.
- The student will follow the district’s truancy plan.
- The student and family may be referred to community resources.

**The District’s Responsibilities for Habitual Truancy**

- Within 7 days of the triggering absence:
  - Select members of the absence intervention team; and
  - Make 3 meaningful attempts to secure the student’s parent or guardian participation in the absence intervention meeting.
- Within 10 days of the triggering absence the student will be assigned to the absence intervention team.
- Within 14 days after assignment to the intervention team, an absence intervention plan will be developed.

- Within 7 days after the intervention plan is developed, the district shall make reasonable effort to provide written notification to the student’s parents or guardian; and
- The student has 60 days to successfully implement the plan. If not successful, the school will file a complaint with the Juvenile Court.

**Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. If a student is habitually or chronically truant, they, along with a parent or guardian will meet with an attendance committee for corrective action and intervention. Failure of a student or parent to attend the attendance intervention meeting or failure of the intervention strategies will lead to a complaint filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200. Habitual or chronic truancy can also result in:

A.	provide counseling to the student
B.	notify the Registrar of Motor Vehicles of the student’s absences
C.	take appropriate legal action
D.	assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

**Excused Absences**

The word “excused” means that the student is excused to do the assignments they have missed during absence, but it still counts toward total absences.

Parent notes are accepted until the student reaches 65 hours of absence from school. Any student who is absent more than 65 hours from school will be required to bring a Doctor’s note/Court excuse/Funeral note or be considered unexcused.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

A.	personal illness (a written physician’s statement verifying the illness may be required)
B.	illness in the family necessitating the presence of the child
C.	quarantine of the home
D.	death in the family
E.	necessary work at home due to absence or incapacity of parent(s)/guardian(s)
F.	observation or celebration of a bona fide religious holiday
G.	out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
	Any classroom assignment missed due to the absence shall be completed by the student.
H.	such good cause as may be acceptable to the Superintendent
I.	medically necessary leave for a pregnant student in accordance with Policy <u>5751</u>

**Medically Excused Absence**

Medically excused absence is any absence in which a medical note is provided to cover such absence. Two provisions apply:

- Medically Excused Absence – awarded based on dates in which a student was excluded from school by a medical professional.
- Partial Medically Excused Absence – awarded for routine medical appointments (dental, physical therapy, vision, wellness, etc.) in which the student was in attendance at school at least 50% of the school day.



Partial Medically Excused Absence notes must include the date and time of the medical appointment. All notes must be provided within 3 school days of the student's return to school. Only notes signed by a medical professional and on official stationery will be accepted. Failure to provide an acceptable medical note within the timeline, will result in the absence being processed in accordance with district attendance procedures including HB 410 calculations.

### ***STUDENT DISMISSAL PROCEDURES***

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

### **Notification of Absence**

If a student will be absent, the parents must notify the School at 532-3347 by 9:30 A.M. and provide an explanation. Calling the school is a state requirement and does not excuse your student from school. The parents should provide a written excuse as soon as possible after the student's absence. 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.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

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

### **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 guidance department.

### **Make-up of Tests and Other School Work**

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

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 School Principal to arrange for administration of the test at another time.

### **Suspension from School**

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

A suspended student will be allowed to make-up school work missed due to suspension and will receive credit for work assigned on days missed. It is the student's responsibility to obtain missed assignments and tests. It is also the student's responsibility to return completed assignments within three days after returning to school.

### **Tardiness and Early Dismissal**

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. Students will be considered tardy until 8:45 A.M.

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

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

### ***CODE OF CONDUCT***

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

School staff may report suspected criminal 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.

### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class
- work cooperatively with other 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 and Grooming**

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

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

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

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

### **Dress Code**

All students enrolled in the Ironton City School District are expected to dress in an acceptable fashion. Extremes of any nature that detract from the educational process will not be permitted. Extremes are those forms of dress that cause a disturbing affect on the student body, hinder the normal pattern of the educational atmosphere, or are injurious to the child's safety. If a student's health habits indicate a hazard to other students, remedial action will be taken.

1. Students may wear slacks, jeans, skirts, skorts (split skirts) or dresses.
2. Sunsuits and swimsuits are not permitted.
3. Tops with halters, spaghetti straps, open backs, bare midriiffs and exposed cleavage are not permitted.
4. Extremely tight or baggy pants or shorts will not be permitted.
5. Sleeveless shirts should be tight under the arm, and must conceal underclothing.
6. Length of shorts should be to the tips of the fingers when student's arms are resting at sides.
7. All clothing must be free of all sexually suggestive, obscene, profane, or vulgar, slogans, pictures, or words.
8. Headbands, chained billfolds, bandannas, heel or toe taps, and knife holders are not to be worn.
9. Hoop piercings may not be worn in any part of the body except ears. Spikes are not permitted as jewelry/piercings. Any piercings shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process. Sunglasses, caps, scarfs and hats are not to be worn inside the building.
10. See-through clothing is not acceptable.
11. Underclothing worn as outer garments is not acceptable.
12. Shoes will be worn. For safety reasons, high-heel shoes, high-heel boots and wooden shoes may not be worn by elementary students.

13. Foundation garments will be worn.
14. Students may carry cell phones provided they are registered with the principal's office and a Cell Phone Acceptable Use Agreement is on file. Phones must be turned off during school hours unless permitted by classroom teacher.
15. Leotards are not to be worn alone as a substitute for jeans or slacks.
16. Drug, alcohol, or tobacco related logos, insignias, slogans, or pictures on clothing, buttons, patches, or signs are not permitted.
17. Jeans or pants must fit properly around the waist. Any jeans or pants that cannot stay up without a belt or suspenders are prohibited. In addition, no undergarments can be showing at the waist.
18. Athletic bags carried to school must be stored in appropriate locker room areas or other designated areas. Athletic bags cannot be carried from class to class.
19. Trench coats, over coats, and/or out-of-door coats are not allowed to be worn during class unless otherwise specified by the principal.

The Dress Code applies not only to school, but also extends to school activities. If there is a violation of the Dress Code, the student will not be permitted in class until the infraction is corrected (removal from the classroom). Repeated violations of any dress code guideline will be considered insubordination and may result in suspension. Class time lost due to infractions must be made up by the student. Corrections to the dress code violation can be accomplished in one of the following ways:

- \* Replacing the item (example: changing a T-shirt)
- \* The student removes the item, which violates the dress code (example: sunglasses, caps, etc.)
- \* Students may call home to have replacement clothing brought
- \* Student may be sent home to change

Clothing and grooming may be more strictly regulated when students are working with machinery, working in a laboratory, preparing food in class, working in the cafeteria, or participating in sports or physical education classes.

The principal and/or assistant principal shall have the final authority to determine violations of this policy

Students who are representing Ironton City 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.

**BULLYING, HARASSMENT, AND INTIMIDATION**

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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.

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

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

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

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

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

## **Complaints**

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

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

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

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

## **Privacy/Confidentiality**

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

## **Reporting Requirement**

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

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

### **Immunity**

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

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

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

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

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

### ***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.

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

**2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. 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 5610.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

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. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

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

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

**7. Arson**

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

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

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

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

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff 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. Extortion is against the law.

**13. Gambling**

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

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

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

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

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

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

**16. Terroristic Threat**

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

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

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

**18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or

permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, or knowingly receiving or possessing stolen property**

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

**20. Insubordination**

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

**21. Damaging property (Vandalism)**

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

**22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused 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. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

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

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Possession of electronic equipment**

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

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

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

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

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

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

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

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes 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.

The Complaint Coordinator is 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 Coordinator 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 AntiHarassment Complaint Coordinator 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 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.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies 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. 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.

**36. Burglary**

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

**37. Fighting**

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

**38. Lighting Incendiary Devices**

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

**39. Possession of Pornography**

Possessing sexually explicit material.

**40. Unauthorized use of vehicles**

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

***DISCIPLINE***

It is important to remember that the School's rules apply 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 could include: writing assignments; change of seating or location; pre-school, lunch-time, or after-school detention; in-school discipline; Saturday school; or Alternative 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.

### **In-School Discipline**

Saturday school will be in session from 8:30 A.M. to 11:30 A.M.

Assigned students will attend a continuous 3 hour period. Each student shall arrive with sufficient educational materials to be busy during this 3 hour study period.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, or Saturday School may be given an additional time. Failure to timely serve Detention, In-School Discipline or Saturday School assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline and Saturday School:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given permission to do so.

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

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

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

No food or beverages shall be consumed.

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

Students being considered for 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 assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 days after receipt of the suspension notice, to the Superintendent's office. 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 assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing immediately. 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 on the next school day 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, assistant 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 14 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.

### **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 assistant 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.

### **Ironton City Schools Disciplinary Guidelines**

#### **Step 1:**

Verbal warning and/or written notice  
Review of offense  
Conference with Principal/Counselor/Parent  
Loss of privilege(s)  
Make-up Time  
Lunch Detention

#### **Step 2:**

Verbal warning and/or written notice  
Review of offense  
Conference with Principal/Counselor/Parent  
Loss of privilege(s)  
Minimum After School Detention or In School Suspension

#### **Step 3:**

Verbal warning and/or written notice  
Review of offense  
Conference with Principal/Counselor/Parent  
Loss of privilege(s)  
Minimum Alternative School or Out of School Suspension  
Possible Expulsion

**SEVERITY OF ACTION, OR PERSISTENT MISBEHAVIOR MAY RESULT IN STEPS 2 or 3 WITHOUT PRIOR STEPS BEING TAKEN.**

**ANY PROHIBITED ITEMS WILL BE CONFISCATED.**

**STUDENTS WITH DISABILITIES ARE SUBJECT TO APPLICABLE STATE AND FEDERAL LAW IN ADDITION TO THE STUDENT CODE OF CONDUCT. TO THE EXTENT ANY CONFLICT EXISTS, STATE AND/OR FEDERAL LAW WILL PREVAIL.**

**DISCIPLINARY DECISION WILL BE DETERMINED BY CAMPUS ADMINISTRATORS, OR DESIGNEE.**

**ANY VIOLATION OF THE STUDENT CODE OF CONDUCT NOT ADDRESSED IN THESE GUIDELINES WILL BE DETERMINED BY THE CAMPUS ADMINISTRATOR(S)**

**STUDENTS WILL BE EXPECTED TO FOLLOW ALL SPECIFIED INSTRUCTIONS REGARDING SAFETY AND SPACING REGARDING COVID-19, IF REQUIRED. ANY INTENTIONAL VIOLATION OF PROCEDURES WILL ESCALATE DISCIPLINARY ACTIONS, FALLING IN THE CATEGORY OF DISORDERLY CONDUCT.**

<b>Categories</b>	<b>Offense</b>	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>	<b>EXTENSION</b>
Disorderly Conduct / Insubordination	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 1 Day	<b><u>Step 2</u></b> 1 Day	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 2 Days	<b><u>Step 2</u></b> 2 Days	
	3rd Offense	<b><u>Step 2</u></b> 3 Days	<b><u>Step 3</u></b> 3 Days	<b><u>Step 3</u></b> 3 Days	
Student to student verbal abuse, profanity, vulgar or inappropriate language or behavior, obscene gesture. Racial slur	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 1 Day	<b><u>Step 2</u></b> 1 Day	
	2nd Offense	<b><u>Step 2</u></b> 1 Day	<b><u>Step 3</u></b> 3 Days	<b><u>Step 3</u></b> 3 Days	
	3rd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	
Cheating / Copying /Plagiarism	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	May result in grade reductions
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	May result in grade reductions
	3rd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	May result in grade reductions
Sexual Harassment	1st Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	Report to law enforcement. Possible referral to CPS
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Report to law enforcement. Possible referral to CPS
	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Report to law enforcement. Possible referral to CPS
Possessed, purchased, used, or accepted a tobacco product.	1st Offense	<b><u>Step 2</u></b> 2 days	<b><u>Step 2</u></b> 2 days	<b><u>Step 2</u></b> 2 days	
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	

Vaping / e-Cigarettes	1st Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	Possible referral to counseling services/law enforcement/court
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Possible referral to counseling services/law enforcement/court
	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Possible referral to counseling services/law enforcement/court
Defacing or damaging school property	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	Report to law enforcement. Possible referral to court. Restitution.
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Report to law enforcement. Possible referral to court. Restitution.
	3rd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Report to law enforcement. Possible referral to court. Restitution.
Fraud / Forgery	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
	3rd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	
False Identification	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 2</u></b>	
	3rd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
Gambling	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 1 day	<b><u>Step 2</u></b> 1 day	
	3rd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
Violation of Vehicle use on district property	1st Offense	<b>N/A</b>	<b>N/A</b>	<b><u>Step 3</u></b> 3 days	Parent conference. Report to Law enforcement
	2nd Offense	<b>N/A</b>	<b>N/A</b>	<b><u>Step 3</u></b> 5 days	Parent conference. Report to Law enforcement
	3rd Offense	<b>N/A</b>	<b>N/A</b>	<b><u>Step 3</u></b> 10 days	Report to Law enforcement. Loss of driving privileges.
Gang related activity or violence	1st Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	Parent conference. Possible law enforcement and/or court referral.
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Parent conference. Possible law enforcement and/or court referral.

	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Parent conference. Possible law enforcement and/or court referral.
Truancy	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	Court referral and make-up time required.
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	Court referral and make-up time required.
	3rd Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Court referral and make-up time required.
Truancy (Period)	1st Offense	<b>N/A</b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b>N/A</b>	<b><u>Step 2</u></b>	<b><u>Step 2</u></b>	
	3rd Offense	<b>N/A</b>	<b><u>Step 2</u></b> 1 day	<b><u>Step 2</u></b> 1 day	
Excessive Tardies	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	3rd Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 3 days	<b><u>Step 2</u></b> 3 days	
Violation of District Vehicle Rules	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 1</u></b> 5 days	Bus Safety Class required grades K-8
	2nd Offense	<b><u>Step 1</u></b> 3 days	<b><u>Step 1</u></b> 5 days	<b><u>Step 1</u></b> 10 days	Bus Safety Class required grades K-8 Possible court referral grades 9-12
	3rd Offense	<b><u>Step 1</u></b> Year	<b><u>Step 1</u></b> Year	<b><u>Step 1</u></b> Year	Possible court referral grades 9-12
Cell Phone	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 2</u></b> 1 day	<b><u>Step 2</u></b> 1 day	
	3rd Offense	<b><u>Step 2</u></b> 3 day	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
Dress Code Violation	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	
	2nd Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	
	3rd Offense	<b>Student sent home</b>	<b><u>Step 2</u></b> 2 days	<b><u>Step 3</u></b> 3 days	
Public Display of Affection	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	



	2nd Offense	<b>Step1</b>	<b>Step 1</b>	<b>Step 2</b>	
	3rd Offense	<b>Step 2</b> 1 day	<b>Step 2</b> 1 day	<b>Step 2</b> 1 day	
Fighting / Mutual Combat	1st Offense	<b>Step 2</b> 3 days	<b>Step 3</b> 3 days	<b>Step 3</b> 3 days	Possible law enforcement/court referral
	2nd Offense	<b>Step 3</b> 3 days	<b>Step 3</b> 5 days	<b>Step 3</b> 5 days	Possible law enforcement/court referral
	3rd Offense	<b>Step 3</b> 5 days	<b>Step 3</b> 10 days	<b>Step 3</b> 10 days	Possible law enforcement/court referral
Push, Shove, Hit	1st Offense	<b>Step 1</b>	<b>Step 2</b> 3 Days	<b>Step 2</b> 3 Days	
	2nd Offense	<b>Step 2</b> 1 Day	<b>Step 2</b> 5 Days	<b>Step 2</b> 5 Days	
	3rd Offense	<b>Step 2</b> 2 Days	<b>Step 3</b> 3 Days	<b>Step 3</b> 3 Days	
Student to employee or patrons, verbal abuse, profanity, vulgar or inappropriate language or behavior	1st Offense	<b>Step 1</b>	<b>Step 3</b> 3 days	<b>Step 3</b> 3 day	Possible law enforcement/court referral
	2nd Offense	<b>Step 2</b> 1 day	<b>Step 3</b> 5 days	<b>Step 3</b> 5 days	Possible law enforcement/court referral
	3rd Offense	<b>Step 3</b> 3 days	<b>Step 3</b> 10 days	<b>Step 3</b> 10 days	Possible law enforcement/court referral
Theft (Occurring at any ICS school sponsored event or activity.)	1st Offense	<b>Step 1</b>	<b>Step 3</b> 3 days	<b>Step 3</b> 3 days	Possible law enforcement/court referral. Restitution.
	2nd Offense	<b>Step 2</b> 3 days	<b>Step 3</b> 5 days	<b>Step 3</b> 5 days	Possible law enforcement/court referral. Restitution.
	3rd Offense	<b>Step 3</b> 3 days	<b>Step 3</b> 10 days	<b>Step 3</b> 10 days	Possible law enforcement/court referral. Restitution.
Violent disorderly conduct	1st Offense	<b>Step 1</b>	<b>Step 3</b> 3 days	<b>Step 3</b> 3 days	Possible law enforcement/court referral
	2nd Offense	<b>Step 2</b> 3 days	<b>Step 3</b> 5 days	<b>Step 3</b> 5 days	Possible law enforcement/court referral
	3rd Offense	<b>Step 3</b> 3 days	<b>Step 3</b> 10 days	<b>Step 3</b> 10 days	Possible law enforcement/court referral
Possessed, used, distributed, or was under the influence of an alcoholic beverage.	1st Offense	<b>Step 2</b> 2 days	<b>Step 3</b> 5-10 days*	<b>Step 3</b> 10 days	Possible referral to counseling services/law enforcement/court
	2nd Offense	<b>Step 3</b> 3 days	<b>Step 3</b> 10 days	<b>Step 3</b> 10-45 days	Possible referral to counseling services*/law enforcement/court
	3rd Offense	<b>Step 3</b> 5 days	<b>Step 3</b> 10-89 days	Step 3 10-89 days	Possible referral to counseling services/law enforcement/court

Breaking and Entering	1st Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Possible law enforcement/court referral. Restitution.
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Possible law enforcement/court referral. Restitution.
	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Possible law enforcement/court referral. Restitution.
Violation of Technology and/or Computer Acceptable Use Policy	Loss of network and computer privileges which may include <ul style="list-style-type: none"> <li>• Restriction to school day use only OR</li> <li>• Restriction to use only in classroom under direct teacher supervision OR</li> <li>• Complete prohibition on the use of school computers or the computer network</li> <li>• Detention / Suspension and/or / Expulsion</li> </ul>				

Hazing / Bullying	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 3 days	
	2nd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 5 days	Possible law enforcement/court referral.
	3rd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Possible law enforcement/court referral.
Serious or persistent misconduct in violation of the Student Code of Conduct.	1st Offense	<b><u>Step 1</u></b>	<b><u>Step 3</u></b> 5 days	Step 3 5 days	Possible law enforcement/court referral.
	2nd Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Possible law enforcement referral. Behavior plan/Expulsion hearing.
	3rd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Possible law enforcement referral. Behavior plan/Expulsion hearing.
Weapons	1st Offense	<b><u>Step 2</u></b> 3 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Report to court/law enforcement Immediate removal.
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 10-89	<b><u>Step 3</u></b> 10-89	Report to court/law enforcement Immediate removal.
	3rd Offense	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Report to court/law enforcement Immediate removal.
Possessed, used, distributed, or was under the influence of marijuana or other controlled substance	1st Offense	<b><u>Step 2</u></b> 2 days	<b><u>Step 3</u></b> 5-10 days*	<b><u>Step 3</u></b> 10 days	Possible referral to counseling services/law enforcement/court
	2nd Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10-45 days	Possible referral to counseling services*/law enforcement/court
	3rd Offense	<b><u>Step 3</u></b> 5 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Possible referral to counseling services/law enforcement/court
Threats made to the school (ie. bomb/shooting)	1st Offense	<b><u>Step 3</u></b> 3 days	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10 days	Report to court/law enforcement. Immediate removal. Restitution.
	2nd Offense	<b><u>Step 3</u></b> 10 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Report to court/law enforcement. Immediate removal. Restitution.
	3rd Offense	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	<b><u>Step 3</u></b> 10-89 days	Report to court/law enforcement. Immediate removal. Restitution.

### ***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.

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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;

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

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Superintendent 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 1 mile from school. The transportation schedule and routes are available by contacting the Transportation Department at 532-6705.

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 and Transportation Director.

The principal and transportation director 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 10 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;

- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the 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, or may be required to attend Bus Safety School.

#### **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:

Students are required to obey the parking lot speed limit of 10 mph.

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

**Ironton Middle School**

**Student/Parent Handbook**

***Signature Page***

All students must sign and return this slip signifying they and their parents/guardians have read and understand the regulations and rules set forth in this handbook.

In addition, my signature on this form acknowledges that I have received a copy and/or read the online copy of the Ironton City Schools Student Handbook for my child, which includes the school's Privacy Practices (HIPAA & FERPA Guidelines). I understand that this document provides an explanation of the ways in which my child's school records and health information may be used or disclosed by the Ironton City Schools and of my rights as a parent with respect to this information. I have been provided with the opportunity to discuss concerns I may have regarding the privacy of my child's records with the School Principal.

Failure to sign and return does not release the student from obligation of following the rules and policies contained within.

Parents/Guardians: Please co-sign with your student. After completing, please return this form to your homeroom teacher.

\_\_\_\_\_  
**Print** Student's Name

\_\_\_\_\_  
**Print** Parent/Guardian's Name

\_\_\_\_\_  
**Signature** Student's

\_\_\_\_\_  
**Signature** Parent/Guardian's

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade