

## Ripley Union Lewis Huntington School District 2019 – 2020 School Calendar

Monday	August 12	RULH District Opening Day – AM; Teacher prep in rooms - PM	
Monday	August 12	RULH Open House for Students	4:00 – 7:00
Tuesday	August 13	Building/District PD Day – Staff Work Day	
Wednesday	August 14	<b>First Day for Students</b>	
Monday	September 2	Labor Day - Holiday	No School
Tuesday	September 3	Staff Inservice	No School
Friday	September 20	Interim Reports Issued	
Monday-Friday	September 23–Sept. 27	Brown County Fair	No School
Tuesday	October 1	Parent/Teacher Conference – Elementary School	4:00 – 7:00
Wednesday	October 2	Parent/Teacher Conference – Middle School	4:00 – 7:00
Thursday	October 3	Parent/Teacher Conference – High School	4:00 – 7:00
Thursday	October 17	End of 1st grading period	<b>40 43</b>
Friday	October 18	Staff Inservice (BCESC PD 8 – 1) (staff grading 1-3)	No School
Friday	October 25	Report Cards Issued	
Friday	November 15	Interim Reports Issued	
Tuesday	November 19	Parent/Teacher Conferences – Middle School	4:00 – 7:00
Wednesday	November 20	Parent/Teacher Conferences – High School	4:00 – 7:00
Thursday	November 21	Parent/Teacher Conferences – Elementary School	4:00 – 7:00
Wednesday - Friday	Nov. 27 – Nov. 29	Thanksgiving Break (Nov. 27 – PT Comp. )	No School
Thursday	December 19	2 hr. Early Dismissal (End of 2nd grading period) (staff grading 1-3)	<b>41 44</b>
Friday	December 20	Staff Inservice Day	No School
Monday-Wednesday	December 23 – January 1	Christmas Break	No School
Thursday	January 2	Students return	
Friday	January 3	Report Cards Issued	
Monday	January 20	Martin Luther King Jr. Day –Holiday	No School
Friday	February 7	Interim Reports Issued	
Tuesday	February 11	Parent/Teacher Conference – High School	4:00 -- 7:00
Wednesday	February 12	Parent/Teacher Conference – Elementary School	4:00 – 7:00
Thursday	February 13	Parent/Teacher Conferences – Middle School	4:00 – 7:00
Friday	February 14	Staff Inservice Day	No School
Monday	February 17	President's Day – Holiday	No School
Thursday	March 12	2 hr. Early Dismissal (End of 3 <sup>rd</sup> Grading Period) (staff grading 1-3)	<b>48 49</b>
Friday	March 13	No School for Students or Staff	No School
Friday	March 20	Report Cards Issued	
Friday—Wednesday	April 10 - April 15	Spring Break (April 15 <sup>th</sup> - Parent/Teacher Comp. Day)	No School
Thursday	April 16	Students return	
Friday	April 17	Interims Reports Issued	
Wednesday	May 20	Last Day for Students, <b>2 hr. Early Dismissal</b> (End 4th grading period/) (staff grading 1-3))	<b>44 46</b>
Thursday	May 21	Staff inservice day	<b>173 182</b>
Sunday	May 24	Graduation	2:00
Monday	May 25	Memorial Day – Holiday	No School

## RIPLEY UNION LEWIS HUNTINGTON SCHOOL DISTRICT



## 2019-2020 STUDENT HANDBOOK

### STATEMENT OF NONDISCRIMINATION

The Ripley-Union-Lewis-Huntington Local Schools (RULH) affirms that equal opportunities are offered without regard to race, color, religion, sex (including sexual orientation and transgender identity), military status, national origin, disability, age, ancestry or genetic information of a person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail over all Board policies concerning school employees and students.

## **RULH SCHOOL BOARD MEMBERS**

Jeff Cluxton	President
Daniel Oberschlake	Vice President
Jeff Wilson	Board Member
Glenda Huff	Board Member
Kim Stauffer	Board Member

## **RULH DISTRICT OFFICE**

**502 S. Second St. • Ripley, OH 45167 • (937) 392-4396**

James Wilkins II	Superintendent
Jeff Rowley	Treasurer
Lisa Patrick	Assistant Treasurer
Karen Dunn	Executive Secretary
Kim Myers	Fiscal Clerk
Dick Zurbuch	Maintenance Supervisor
Bill Frazier	Transportation Supervisor
Kim Maiberger	EMIS Coordinator

## **RULH ELEMENTARY SCHOOL**

**502 S. Second St. Ripley, OH 45167 • (937) 392-1141**

Emily Marshall	Principal
Joanne Wagner	Secretary
Elaine Manning	Nurse
<b>Special Services Office</b>	<b>937-392-7036</b>
Kara Williams	Special Services/Title Director
Heather Hauke	Special Services Secretary
Lola Royalty	School Psychologist

my child or ward to use the building-approved account to access the School district's computer network and the Internet and, to the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

By signing this agreement, I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child; for my child's image (photograph or video) to be published online; I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.

\_\_\_\_\_  
Parent or Guardian Name(s) (PRINT CLEARLY)      Date

\_\_\_\_\_  
Parent or Guardian Signature(s)

**Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to and use of the Education Technology Network/Internet to individuals who violate the Board's Student Education Technology Network and Internet Acceptable Use and Safety Policy, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

## **ACKNOWLEDGEMENT AND UNDERSTANDING OF STUDENT HANDBOOK**

I/we acknowledge that I/we have received a copy of the Ripley Union Lewis Huntington School District Student Handbook for the 2019-2020 school year. I/we have read the Student Handbook and agree to its contents.

STUDENT: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT: \_\_\_\_\_ DATE \_\_\_\_\_

## **RULH MIDDLE SCHOOL**

**2300 Rains-Eitel Rd. • Aberdeen, OH 45101 • (937) 795-8001**

Jerod Michael	Principal
Christy Haitz	Secretary
Elaine Manning	Nurse
April Michael	Counselor

## **RULH HIGH SCHOOL**

**1317 S. Second St. • Ripley, OH 45167 • (937) 392-4384**

Chris Young	Principal
Janet Dugan	Secretary
Jasmine Osman	Counselor
Elaine Manning	Nurse
<b>Technology Office</b>	<b>937-392-7032</b>
Russ Curtis	Technology Director

## **WELCOME**

Welcome to the Ripley Union Lewis Huntington School District. This handbook is for your use in making you aware of the rules, policies, and information necessary for a successful year. We urge you to read this book carefully and keep it handy for reference. Please contact your building principal or superintendent if you have any questions. We value your input and know that by working together, (students, parents, school staff and community), our school district will improve in its quality of education and you will be proud to say, "I am from the Ripley Union Lewis Huntington School District." Have a good year!!

## **RULH PHILOSOPHY**

It is the belief of the Ripley Union Lewis Huntington School District that education is vital for the continuance of the American society as a free democracy. Education is also a function of the total society. Therefore, it is imperative that the public school and community strive to hold identical beliefs about that which is educationally valuable and work as a single positive unit toward the attainment of these goals.

It is also held that the ultimate aim of formal education is to aid in the developmental growth of the total human being capable of high self-actualization dedicated to the pursuit of truth and understanding, and capable of functioning as a positive, productive, creative human being within the context of our changing society.

## RULH MISSION STATEMENT

The mission of the Ripley Union Lewis Huntington School District is to prepare all students to become productive global citizens who are career or college ready. The RULH School District will provide a strong educational foundation and learning experiences that will challenge all students to reach their fullest academic, social, and emotional potential. The RULH School District will provide a dynamic and rewarding educational system centered on student success, personal development, and preparation for life for all students.

## JURISDICTION

The rules and regulations of this handbook begin when any RULH student boards the bus, enters and exits the school area, and exits the bus in the evening. They also pertain to all school-sponsored activities.

## A+ ONLINE PROGRAM

The *A+nyWhere Learning System* is a courseware program that not only provides core curriculum content, but also provides assessment tools to match skill levels of all students, whether on a developmental, remedial or enhanced track. The A+ program is designed for remediation, enrichment and/or credit recovery.

## ANTI-HARASSMENT and NON-DISCRIMINATION POLICY (Policy #5517; ORC 4112.02; Revised 12/19/18)

### General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

(Detach and return this sheet to school)

## STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT: Student Agreement

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort 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 determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students **accessing** the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

---

Student Full Name (PRINT CLEARLY)

---

Grade

---

Student's Signature

---

Date

## Parent/Guardian Agreement

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. I hereby give permission for

approved plan for such use. but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT**

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return the Student Education Technology Acceptable Use and Safety Agreement at the end of this Student Handbook. Students eighteen (18) and over may sign their own forms.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts: A) Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation., B) Filing a malicious or knowingly false report or complaint of unlawful harassment., C) Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **Definitions Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: **A)** teasing; **B)** threats; **C)** intimidation; **D)** stalking; **E)** cyberstalking; **F)** cyberbullying; **G)** physical violence; **H)** theft; **I)** sexual, religious, or racial harassment; **J)** public humiliation; or **K)** destruction of property.

#### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: A) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; B) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or C) has the effect of substantially disrupting the orderly operation of a school.

#### **Sexual Harassment**

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

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to: **A)** Unwelcome sexual propositions, invitations, solicitations, and flirtations. **B)** Unwanted physical and/or sexual contact. **C)** Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances. **D)** Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls. **E)** Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals. **F)** Unwelcome and inappropriate touching, patting, or pinching; obscene gestures. **G)** A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another. **H)** Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history. **I)** Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life. **J)** Verbal, non-verbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

forms of direct electronic communications; **B)** the dangers inherent with the online disclosure of personally identifiable information; **C)** the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and **D)** unauthorized disclosure, use, and dissemination of personal information regarding minors.

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

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

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

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

Students are responsible for good behavior when using District Technology Resources - i.e., behavior comparable to that expected of student when 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. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's

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

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

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

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

Pursuant to Federal law, students shall receive education about the following:  
A) safety and security while using e-mail, chat rooms, social media, and other

### **Race/Color Harassment**

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

### **Religious (Creed) Harassment**

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

### **National Origin/Ancestry Harassment**

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

### **Disability Harassment**

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

or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

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

Mr. Ken Stuckey  
Brown County Educational Service Center  
9231 Hamer Road  
Georgetown, OH 45121  
(937) 378-6118  
E-mail: ken.stuckey@brownesc.us

The names, titles, and contact information of these individuals will be pub-

have been returned and all fees paid. A student withdrawing who owes fees may have grades withheld until all debts are paid.

### **WORK PERMITS**

Work permits must be obtained before a child under the age of 18 years may be legally employed (Child labor Laws of Ohio). To obtain a full-time permit, an applicant must be 16 years of age. All work permits must be approved by the Superintendent. Applications must be made in the office. Students must provide a birth certificate or the documentary evidence of age at the time of presentation of completed forms to the office.

### **STUDENT EDUCATION TECHNOLOGY**

#### **ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes

only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).



activities, athletics, detentions, or other reasons, may not ride other buses without the principal's permission. Bus transportation is provided to students as a convenience to parents and is a privilege. Students are expected to follow all school rules while on the way to and from school.

### **VISITORS**

Parents and citizens of the Ripley-Union-Lewis-Huntington School District are encouraged to visit our schools, but upon arrival are required to report to the principal's office and may be issued a **VISITOR'S PASS**.

- Anyone in the school without a visitor's pass will be asked to go to the office to sign in and get a visitor's pass.
- If your presence causes a disruption of normal school activities, you will be asked to leave. Refusal to do so may result in the filing of trespassing charges against you.
- Visitors in the classroom must have prior approval by the principal 24 hours in advance.
- Student visitors from other schools are not permitted.
- Students are not permitted to open doors for visitors. All visitors must report to the front office to enter the school.
- Items brought to school for students will be left in the office for teachers or students to pick up as their schedule allows.

### **VOLUNTEER PROGRAM**

RULH Schools are looking for concerned and dedicated adults who are willing to give some of their time, talents and energy for the benefits of students.

- If you will be working with students alone and outside of the classroom background checks are required.
- We need volunteers to work directly with the children on a tutorial type basis. We need others to assist in non-instructional types of activities such as helping teachers with classroom jobs, doing clerical work for staff or helping in our library.
- Your volunteer service can be on a regular basis, depending on the amount of time you have to give.
- If you would like to be a member of the volunteer team please contact the building office.

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school to transfer to another school must complete a withdrawal form and have all teachers sign it to show that all books

lished annually on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

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

### **Investigation and Complaint Procedure**

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

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

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

### **Informal Complaint Procedure**

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

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

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

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

11. Students must not use tobacco or tobacco products on the bus.
12. Students must not have alcohol or other drugs in their possession on the bus except for prescription medication required for a student.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students may carry on the bus only objects that can be held in their laps unless otherwise authorized by the bus driver.
15. Students must not have firearms, ammunition, explosives, animals (dead or alive), glass containers or any other dangerous materials or objects on the bus.
16. Students are to observe quiet at all railroad crossings or during any other time specified by the bus driver.
17. Remain seated until the bus stops to unload. Standing while the bus is moving will not be permitted. Wait for signal from the bus driver and then cross the road at least ten (10) feet in front of the bus.
18. Students must leave or board the bus at locations to which they have been assigned. The Transportation Supervisor will authorize deviation from this policy only through written parental request and authorization

**MISBEHAVIOR ON SCHOOL BUS:** Misbehavior on a school bus which directly or indirectly violates any of the rules on discipline or which causes a problem with safety on the school bus may subject the student to either suspension or expulsion from school, bus, or both.

When discipline problems with individual students arise the following procedures should be applied:

1. The driver should handle the problem himself/herself, if possible.
2. Driver will contact the parent regarding the problem
3. When the driver is unable to solve the problem, he/she should report it to the Bus Supervisor who will perform an investigation regarding the problem.
4. Cases that cannot be solved through the courses outlined above will be referred to the principal of the building and then to the Superintendent.
5. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than ten (10) minutes prior to the scheduled time of the arrival of the school bus.

Students are not permitted to get off the bus other than at their stop unless a note is written and signed by the parent requesting the change and the note is presented to the office before school and is approved by the principal.

Students who miss their regularly scheduled bus because of school sponsored

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any students.

Regulations regarding conduct on school buses, safety instruction for grades program will be approved by the Board and made available to all parent(s)/guardian(s) and students.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops-walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule. Drivers are not required to wait for tardy students.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom. Parent(s)/guardian(s) may request deviation from this rule in writing only. Requests will be directed to the Building Principal and approved only in accordance with established procedures.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not engage in loud talking, laughing or use of profane language. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
8. Be courteous to fellow students and to the bus driver.
9. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts are unnecessary. Parent(s)/guardian(s) will be responsible for any damage to a bus by their children.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.

tion, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following: **A)** Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser. **B)** Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends. **C)** If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

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

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

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

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

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

Within two (2) business days of receiving the complaint, the Compliance

changes to a student's after school plan.

- Any requests for students to travel by bus to an alternative drop off from normal (going home with another student or to a babysitter) must be made in writing to the Transportation Supervisor. The Transportation Supervisor can be reached at 392-4396. Due to safety concerns, students will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.
- All notes sent in by parents will be sent to the office where an official **BUS NOTE OR PICK UP NOTE** will be written by the Transportation Supervisor. Please remember – teachers do not write bus notes or pick up notes – the Transportation Supervisor does this – we must have complete information. The secretary or student helper in the office may not be familiar with your child. Please don't assume they know where you live – always include complete information.
- The following information must be included on all bus notes: 1) Date (s), 2) Child's full name, 3) Teacher's name & grade, 4) Address of child's destination, 5) Phone number, 6) Parent or guardian signature
- When a child comes to school without proper transportation arrangements or information, every effort will be made to contact the parent. If a parent cannot be contacted the child will be sent home on their regular bus.
- We do not take the word of a student as to where they are going after school. It is the responsibility of the parent to authorize all transportation arrangements.
- Excessive problems with bus notes will constitute a conference with the parent, the principal and the transportation supervisor.
- If you need to pick up your child at the end of the day, please come to the office before 2:00 and the secretary will make the arrangements for you.
- If during the day, you realize that your child's afternoon destination must change, you will need to bring a signed and dated note to the school secretary.

#### **TRANSPORTATION: REGULATIONS FOR STUDENT CONDUCT ON SCHOOL BUSES**

Although the Ripley Union Lewis Huntington School District furnishes transportation in accordance with State Law, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

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

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

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

#### **TELEPHONE USE**

The office phone is for official school business. Incoming calls are received in the school office in an emergency. Students will not be called from classes to answer the phone. In order to protect instructional time, all phone calls to teachers will be directed to the teacher's voice mail. Teachers check their voice mail during the day and will return your call during their planning time or after school. Students will not be called from classes to answer the phone.

#### **TRANSPORTATION**

The Ripley Union Lewis Huntington Local Board of Education will provide bus transportation for all students who are eligible to be transported. This includes students who participate in the vocational programs, special programs and co-curricular/ extracurricular programs when required. Students are encouraged to ride to and from vocational programs on buses provided by the Ripley Union Lewis Huntington School District.

**BUS NOTES:** Our students quickly adjust to the dismissal routine established for each of them by the school and parents. If it becomes necessary for you to change your child's afternoon destination, please send a note in advance. **Due to safety precautions, bus note changes will not be taken by telephone.** Students who maintain a regular destination rarely have problems with getting lost or confused. Please make an effort to establish a pattern and maintain it for your child's sake.

- All changes to a student's after school plan must be in writing. Notes may be sent with the student, emailed or faxed. If you find it necessary to email or fax a note to change transportation plans, please contact the school so they can make sure the note was received. In addition, school personnel may contact you with questions about your request. No phone calls to change buses will be accepted. Only the parent or legal guardian may send a note to make

Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/ harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include: **A)** interviews with the Complainant; **B)** interviews with the Respondent; **C)** interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; **D)** consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school

days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

#### **Privacy/Confidentiality**

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

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

#### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superinten-

**LEVEL 2:** A written grievance must be sent to the Building Principal within three school days after the decision was rendered in Level 1. A formal meeting shall be held within five school days of the receipt of the grievance. Those present at the meeting shall include the grievant and the person named in the grievance. Both parties have the right to have a person of their choosing present at the meeting. The Principal shall hear and consider any presentation or argument(s) offered by the grievant and the person named in the grievance. The Principal, within three school days following the meeting, shall issue a written decision on the grievance. The decision shall include reasons or supporting criteria upon which the decision is based. A copy of the decision shall be given to all parties to the grievance. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 3.

**LEVEL 3:** Within three school days after the decision is rendered in Level 2, the grievant must present his/her grievance in writing to the Superintendent. A hearing shall be scheduled within ten school days. Those present at the hearing shall include the grievant and the person named in the grievance. Each party has the right to have a person of his/her choosing present at the hearing. The superintendent shall hear arguments of both parties. Witnesses may be called to testify on behalf of either party. The Superintendent shall issue his/her decision in writing within five school days following the conclusion of the hearing. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 4.

**LEVEL 4:** Within three school days after the decision is rendered at Level 3, the grievant must present his/her grievance in writing to the office of the Superintendent for a review by the Board of Education of the decision within 30 calendar days after the grievance is received. The Board, at its discretion, may hold a hearing or may rely on the records and previous findings in reaching its decision.

### **STUDENT HAZING**

**(Policy #5516; ORC 2307.44, 2903.31, 3313.661; Revised 6/19/2007)**

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

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

The notice must include the reasons for the expulsion and the right of the student, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing to be held in executive session. The Board of Education may hold a hearing in executive session but must act upon the expulsion only at a public meeting. The Board may, by a majority vote of its full membership, reinstate a student.

**Appeal to the Board of Education:** A student or his parent or custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. (In suspension cases the designee would be the superintendent). Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board in order to be heard against such suspension or expulsion. (Note: A suspension hearing is not an adversary hearing and the student has no "right" to legal counsel at this administrative level). A verbatim, word for word, record is required. (This may be a tape recording, etc.) No particular procedure for the hearing to follow is required. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session. The decision of the Board is further appealable to the Court of Common Plea under O.R.C. 2506. There is no time limit regarding a request for an appeal to the Board of Education. It is assumed that the appeal will be set at the discretion of the Board.

**Student Grievance Procedures:** A grievance is a means by which a person may seek redress to a situation, which has arisen from the lack of compliance with the application or the misapplication of written rules, laws, regulations or policies. A grievance may be initiated by a student or his/ her parents or guardian. If a person desires to initiate a grievance, the established grievance procedure must be followed. Failure to follow the procedure set forth below shall result in the loss of the use of the grievance procedure. During the summer months between academic years, the term "school days" shall refer to days when the District administrative offices are open for business. The following procedure is to be followed by a person filing a grievance. However, if the grievance alleges misconduct of a staff member, the student shall have the option of presenting the grievance directly to the Building Principal at Level 2. If the person named in the grievance is the Superintendent, the grievance may be advanced directly to level 4.

**LEVEL 1:** The person initiating the grievance must meet informally with the person who initiated the action upon which the grievance is based. The meeting must take place within three school days after the action was taken. The person shall review his/her action and shall inform the grievance as to his/her decision within three school days. If the grievant is not satisfied with the decision, he/she may carry the grievance to Level 2. If the person named in the grievance is the Principal, the grievance may be advanced directly to Level 3.

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

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

### **Retaliation**

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

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

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

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

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

### **Allegations Involving Conduct Unbecoming the Teaching Profession/ Suspension**

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

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to: **A)** all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy; **B)** any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy; **C)** any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy; **D)** written witness statements; **E)** narratives, notes from, or audio, video, or digital recordings of witness interviews/statements; **F)** e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident); **G)** notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents; **H)** written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy; **I)** dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the par-

If, as a result of this hearing the decision has been made to suspend the pupil, the parents or guardians and the Clerk of the Board of Education must be notified within twenty-four (24) hours. This notification must include the specific charges made against the pupil and explanation of his right to request a formal hearing with the local superintendent to appeal the principal's decision.

If a formal appeal hearing on a student suspension is requested, the local superintendent's office should be contacted to set up a time and place for this hearing. This hearing shall be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is not an adversary hearing and the student has no right to legal counsel at this administrative level).

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

If the principal's decision is reversed by the superintendent, or (in expulsion cases by the Board), the student's records shall be cleared (expunged) of this offense and he shall be allowed to make up all work missed and have all days of absence, during this suspension, erased from his record.

Copies of all correspondence pertaining to the out-of-school suspension of student's from school shall be forwarded promptly to the superintendent and the clerk/treasurer of the Board of Education. Further copies of such correspondence shall be placed in the student's permanent record.

**EXPULSION:** Only the superintendent may expel and only for the same reasons as outlined in the Student Conduct Code for suspension and expulsion.

The superintendent must give the pupil AND his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provisions:

- A. The notice is to include reasons for intended expulsion.
- B. The pupil and parent or representative have the opportunity to appear on request before the superintendent or his designee to challenge his action or otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event pupil and parent choose not to have a hearing.
- C. The notice is to state the time and place to appear, and **must not** be less than **three** days nor later than **five** days after the notice given.
- D. Within 24 hours of the expulsion, notify the parent/guardian, or custodian of the pupil and the Clerk of the Board of the action to expel.



hours, a student who is removed from an activity is expected to leave school property immediately. If a teacher makes an emergency removal, the reasons **MUST** be submitted to the principal **IN WRITING** as soon after the removal as practicable.

Any school personnel may order a student to leave the school premises after school hours when the student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extra-curricular activity and does not require notice or a hearing.

If an emergency removal exceeds one day, a due process hearing must be held within 72 hours after the removal is ordered. **WRITTEN** notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.

The person who ordered or requested the removal **MUST** be at the hearing.

If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used.

If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given **WRITTEN** reason for the reinstatement.

The teacher cannot refuse to reinstate even though reasons are given.

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

**SUSPENSION:** The principal or superintendent may cause the suspension of a student from school for offenses are detrimental to the discipline and operation of the school or potentially dangerous to the wellbeing of the school. No suspensions are to exceed (10) ten days. Such suspension shall occur only after a student has been notified of the incident and given notice of the specific charges against him.

The student will be given written notice of the specific charges on the official school form of intention to suspend, the reason (s) therefore, and the right to be heard informally regarding the charges. If it appears that the student may be suspended from school, he will be given a **NOTICE** of Intended Suspension. (Intent to suspend does not necessarily mean that the student will be suspended, it means that he is being considered for suspension, pending the final outcome of the hearing). This hearing may take place immediately and the parents or guardians do not have to be present.

ties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy; **J**) documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders; **K**) documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects; **L**) copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct); **M**) copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## **ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES**

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at 502 S. Second Street, Ripley, Ohio 45167 or s/he can be reached by calling (937) 392-4396.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. An individual will have a "legitimate educational pur-

pose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.
- B. to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf
- C. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. to accrediting organizations to carry out their accrediting functions.
- F. to parents of an eligible student if the student is a dependent for IRS tax purposes.
- G. to comply with a judicial order or lawfully issued subpoena.
- H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.

their parents, **must receive permission from the administration and sign out before leaving school, including those students who are over the age of eighteen (18). No student may sign themselves out. Students leaving school without permission or properly signing out will be considered truant.**

## **DISCIPLINARY SANCTIONS**

All warnings are considered to have been given when the policies, rules, and/or regulations are first explained to the student and/or when the student is given a copy of the Student Handbook. The following disciplinary sanctions may be used depending on the severity of the behavior.

**Emergency Removal:** which means the student would be removed from an activity, class or school immediately.

**Lunch Detentions:** Lunch Detentions will be used mainly by the classroom teachers for minor violations that they do not wish to report to the office as a matter of official record. Detentions will be served at the teacher's discretion.

**Detentions:** The principal will assign all day in school detention or detentions after school or on Saturday. The students will be located in an isolated setting for the entire day. They will not participate in lunch or recess with the other students. Lunch will be served to them in the all-day detention room.

**Suspension**

**Expulsion**

**Criminal Charges Being Filed**

**Emergency Removal from a Class, an Activity or School:** There are times when it is necessary to remove a pupil from curricular or extra-curricular activities because his presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

**Who may remove a student?**

**The superintendent, principal, or assistant principal** may remove the student from the premises, curricular or extra-curricular activities without advance notice.

**A teacher** may remove a student from curricular or extra-curricular activity under his/her supervision. (Advance notice is not required). During regular school hours, the pupil who has been removed must report to the principal's office and remain there until matter has been properly resolved. After school

10. Form-fitting, spandex-type clothing, such as leggings, must be covered by a shirt or tunic.
11. Generally, dress shall be clean, neat, moderate, and in good taste. Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property; or is blatant sexual exhibitionism, shall be prohibited.

**Rule 16 – Cheating and Lying:** Students who give or receive information during an examination or on certain assignments, or utilize online resources in an unauthorized manner, will be found guilty of cheating and subject to disciplinary action. This rule includes giving a false report or false testimony to school personnel that seriously affects the welfare of others or the routine of the normal school day.

**Rule 17 – Sexual Harassment:** Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature." No student, male or female, should be subjected to or display, unwelcome sexual overtures of any type towards any individual. Example of such behavior includes display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical contact. This prohibition includes sexting behaviors, i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. (See rule 14).

**Rule 18 – Excessive Public Display of Affection:** Students will be use appropriate discretion and restraint in showing affection toward other individuals while on school property or at school functions. This prohibition includes, but is not limited to, necking, petting, and kissing.

**Rule 19 – Hazing and Bullying:** Acts of hazing or harassment (one time occurrence) and bullying (more than one time occurrence) shall be prohibited at school or on school premises, on school buses, and during school activities either on or off school premises. Students are prohibited from acts of harassment, intimidation, hazing and bullying, whether written, verbal, or physical, that a student may exhibit towards another student or students. This prohibition may also include violence within a dating relationship. Acts of hazing, harassment, or bullying may cause 1) mental or physical harm to the other student; and 2) be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

**Rule 20 – Skippping Class and Leaving School:** Students reporting to school are to remain on school grounds and within their assigned, supervised areas for the remainder of the school day. This includes reporting to scheduled classes, lunch period, and homeroom. Students are not permitted to leave for lunch. Exceptions are made for students involved in work-study programs and/or College Credit Plus programs. **All students**, unless accompanied by

- I. to appropriate officials in connection with a health or safety emergency.
- J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.
- K. to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties. The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.
- L. to comply with a court order when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship
- B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and

should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

- C. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See Paragraph B above).
- E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a

18 is considered child pornography and can result in criminal charges for students sending such messages, regardless of age.

**Rule 15 – Inappropriate Attire and Grooming:** Dress code guidelines are designed to create a good atmosphere for our school, with emphasis on building respect and pride in the individual. It is felt that students who take pride in their appearance and behavior create a more positive learning environment. In this vein, we are adopting the following guidelines.

Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school; (this includes facial jewelry)
- B. Materially interfere with school work, create disorder, or disrupt the educational program,
- C. Cause excessive wear or damage to school property;
- D. And/or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The school administration has the authority to make final interpretation of the dress code.

- 1. All students shall exercise sound hygiene practices, clean body, hair and clothing. Hair shall be of a natural color (no green, pink, purple, blue, etc.)
- 2. The following facial piercings are prohibited: eyebrows, mouth, cheek, lips and tongue. Nose piercings shall be modest (no bull rings).
- 3. Spaghetti straps and tank tops shall be covered.
- 4. Wearing apparel shall not display writing, images, or symbols pertaining to drugs, alcohol, tobacco, sex, gang affiliation, racial or ethnic slurs or symbols, vulgar, subversive, obscene, or sexually suggestive language or images, or any illegal activity.
- 5. Shoes shall be worn by all students while on school grounds. **HEELIES ARE NOT PERMITTED.** Wearing flip flops is strongly discouraged due to safety issues.
- 6. Clothing with extensive holes shall not be allowed, including large arm-holes.
- 7. No unapproved headgear of any kind (hats, bandanas, scarves, hoods, sun visors, toboggans, caps, etc.) shall be worn in the building.
- 8. Skirts and shorts shall be a modest and reasonable length. Both garments shall come to the middle of the thigh.
- 9. **Sagging Pants:** Students shall not wear pants that, when fastened, sag or fit below the waist. All pants shall fit around the waist and be properly fastened.

to any teacher, administrator, staff member, school personnel, or another student. Examples of this offense could be making disparaging remarks; being outwardly sarcastic, or saying things to achieve a derogatory effect. Language or actions that demeans or insults a particular race, sex, or ethnic group is strictly prohibited.

**Rule 8 – Fire and Related Offenses:** A student shall not set, or attempt to set, any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code and could lead to expulsion and referral to the local police or fire department.

**Rule 9 – Loitering:** A student shall not be on school property or at a school sponsored activity without a specific school-related reason or purpose.

**Rule 10 – Gambling:** A student shall not be involved in the act of gambling while on school premises, or at school sponsored activities. Collecting, contributing, and accepting money for doing things that are disruptive to normal school routine would be considered a form of gambling.

**Rule 11 – Forgery and Plagiarism:** A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or its personnel. This includes hall passes and notes from home. A student shall not intentionally represent another person's words, thoughts, or ideas as his/her own.

**Rule 12 – Profanity and/or Obscene Language:** A student shall not use profanity or obscene language either written, oral, or electronic, in communicating with any school personnel, other students or visitors. (Visitors would include anyone not in the school personnel or student classification). Included in this prohibition, but not limited to, would be the use of obscene gestures, signs, pictures, or publications, or any type of pornography.

**Rule 13 – Stealing:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. The school assumes no responsibility for personal items lost, stolen, or damaged at school, including cell phones or other electronic devices. Reports of stolen property should be made to the principal and the local police. Items brought to school should be clearly labeled with the student's name. No trading, selling, or borrowing of personal items shall be permitted.

**Rule 14 – Distribution of Unauthorized Materials:** Any materials that are distributed at school must first be "checked" or "cleared" through the office. Material that would degrade, disgrace, or be offensive will not be allowed. This prohibition includes printed or electronic materials via texting, email, or other electronic storage and distribution systems, as well as sexting. Sexting is defined by the U.S. court system as "an act of sending sexually explicit materials through mobile phones." The messages may be text, photo, or video. In addition to being against school rules, students should understand that sending or receiving a sexually suggestive text or image under the age of

drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". 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.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

### **SPECIFIC EVENTS/ACTIVITIES**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) area ("protected information surveys"):

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental or psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) critical appraisals of other with whom respondents have close family

relationship;

6) legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;

7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or;

8) income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students, as well as the right to opt their child of surveys or screenings.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at (937) 392-4396 for assistance and information.

### **ATTENDANCE POLICY FOR RULH SCHOOLS**

Every child of the age of six (6) to eighteen (18) must attend a school that conforms to the minimum standards prescribed by the Ohio Revised Code and the Ohio State Board of Education, in the district where the child resides for the full time it is in session. The Board of Education believes in

the importance of good attendance, and that good attendance supports both school achievement and graduation. The Board of Education also believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

The following procedures are implemented in accordance with O.R.C. 3321.191. Their application to all students is done in cooperation with Brown County Juvenile Court and Children's Protective Services.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to

dent), conceal, consume, distribute, or be under the influence of tobacco or nicotine products, narcotics, alcoholic beverages, drugs, mind-altering substances such as glue, etc. on school grounds, in school or school-approved vehicles, or at an school-related event. Also, included in this rule is any look-alike drug, as covered by Am. HB 535 amended section 2929.01, and enacted section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. Drug-related paraphernalia is also included in this rule.

Over-the-counter and prescription medications are also included in this rule. Any student who finds it necessary to take medication at school must comply with the district's medication policy which includes having a signed medication form on record. All medications are kept in the office and dispensed by the nurse or the nurse's delegate unless other permission is on file. See health services section of handbook. When prescription drugs are taken in excess, the same rules apply that apply to illegal drugs.

**For any use or possession of tobacco, including, but not limited to cigarettes, snuff, chewing tobacco, and smokeless or e-cigarettes, a suspension will result.** A strong smell of fresh tobacco smoke on the body and breath of a student will be considered reasonable cause to suspend.

**"Look-A-Like" drug provisions:** "Counterfeit controlled substance" is defined in the following ways: 1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademarks authorization; 2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; 3) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or the marking, labeling, distribution, or the price for which it is sold or offered for sale.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Rule 6 – Insubordination:** (Defined as – unwilling to submit to authority or disobedient) A student shall comply with the directions or instructions given by school personnel, including administrators, staff, teachers, substitute teachers, teaching assistants, bus drivers, kitchen, office, custodial staff, or other authorized personnel, while the student is under the authority of the school. Repeated violation of any minor rule, classroom procedure, directive, or discipline procedure shall also constitute insubordination.

**Rule 7 – Disrespect:** No student shall at any time show a lack of respect

**filed with the appropriate court system.**

## ***RULES***

**Rule 1 - Disruption of School:** A student shall not by any means cause material disruption or obstruction to the education process or the normal school routine, such as but not limited to, willfully aiding another person to violate school rules, or causing such disruption themselves. This includes disruption to the district computer network and other electronic systems.

**Rule 2 - Damage of Public or Private Property:** A student shall not cause or attempt to cause damage to public or private property on school premises, or at any school activity on or off school grounds. This prohibition includes virtual attacks or disruption to the district's network and other virtual systems or electronic programs. Furthermore, students shall not damage or attempt to damage the property of school employees at any time.

**Rule 3 - Assaults (Physical, Verbal, Menacing, Fighting):** A student shall not cause injury or act or behave in such a way as could cause physical injury or mental anguish to another student, teacher, visitor, or other employee of the school district. This prohibition includes acts which frighten, degrade, or disgrace, or tend to frighten, degrade, or disgrace fellow students, visitors, school personnel, law enforcement officials, etc. by means of writing, speaking, or gestures.

The term assault means both physical, verbal, or gestures. Verbal assault is defined as "words or phrases which are vulgar, obscene, degrading, or threatening harm to staff or students." Off-hand comments may be considered inappropriate or verbal assaults. Threats or implied threats toward staff or other students are inappropriate and will not be tolerated. Language that demeans or insults a particular race, sex, or ethnic group is strictly prohibited.

**Rule 4 - Dangerous Weapons and Instruments:** In accordance with the Gun-Free Act, students are prohibited from bringing, possessing, or using any weapon on school property, in school vehicles, or at any school sponsored activity. Students who violate this policy will be subject to expulsion or removal from school for a period of not less than one year. The Superintendent shall have the authority to modify this expulsion on a case-by-case basis after considering all relevant facts and circumstances, including applicable Ohio and Federal law.

The definition of weapon shall include, but is not limited to firearms, rifles, shotguns, knives, explosives, poisonous gas, or any form thereof or paraphernalia associated with such weapons or looks like a weapon. Also, any instrument that is used to inflict, or attempt to inflict, bodily harm may fit the definition of a dangerous weapon or instrument. (Legal reference: 20U.S.C. 3351, 18 U.S.C. 951, R.C. 3313.66, R.C. 3313.662)

**Rule 5 - Tobacco, Narcotics, Alcoholic Beverages, Look-A-Like Drugs and Drugs:** A student shall not possess, sell, use, transmit (give to another stu-

reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

ORC has defined chronic absenteeism, habitual truancy and excessive absences as the following:

<b>Legal Definitions under ORC 3321.191 (C)(1)</b>			
	<b>Consecutive Hours</b>	<b>Hours per School month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b>	<b>30</b> <i>without</i> Legitimate excuse	<b>42</b> <i>without</i> Legitimate excuse	<b>72</b> <i>without</i> legitimate excuse
<b>Excessive Absences</b>	--	<b>38</b> <i>with or without</i> Legitimate excuse	<b>65</b> <i>with or without</i> Legitimate excuse
<b>Chronic Absenteeism</b>	--	--	<b>10%</b> <i>with or without</i> legitimate excuse

## **DISTRICT RESPONSIBILITIES WHEN CHILD HAS EXCESSIVE ABSENCES**

When a student has excessive absences from school, with or without a legitimate excuse the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

## **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - A. Select members of the absence intervention team;
  - B. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

***Please follow the attendance guidelines below to insure your child's attendance is reported appropriately.***

1. When your son/daughter is absent ***call the school*** in the morning and report the absence. Parents should call the office by 8:30 A.M. on any day their child misses school. When the child returns to school, they should bring a note and attach doctor verification whenever possible.
2. It is the decision of the school whether reasons for absences are excused or unexcused. If after two (2) days a note is not received from the parents or legal guardian the day (s) of absence will be unexcused. Students are expected to make-up any missed work whether or not the absence is excused or unexcused in a timely manner. The building administrator has the right to assign the student additional time beyond the school day to complete missed work. **Needed at home is an unexcused absence.**

School officials determine the status of "excused" versus "unexcused". This decision is final and may supersede parent notes. The RULH Board of Education considers the following to be reasonable excuses for time missed at school:

- A. Personal illness
- B. Death in the immediate family
- C. Out-of-state travel (up to maximum of four (4) days per school year to participate in a District-approved enrichment or extra-curricular activity.
- D. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence

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

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

### **SIGNING IN/SIGNING OUT OF SCHOOL**

Students shall not leave the school building or school grounds during normal school hours without gaining proper permission through the principal's office. Students must be signed out through the office before leaving the building.

All students arriving at school after 8:00 A.M. must sign in at the office on the appropriate form provided. All students must be signed in or signed out by an adult when entering or leaving at irregular times, but signing in or signing out does not excuse you; it merely helps to keep accurate records for attendance. You still must have a note from home with an excusable reason when signing in or signing out or you will be considered unexcused. You must be given permission to sign in and out by the principal or his/her representative. This includes all students regardless of age.

### **STUDENT CODE OF CONDUCT**

Just as the national and state governments are charged with the responsibilities of adopting rules and regulations for all people to follow, schools must adopt rules and regulations for students to follow. Students have the right to reasonable treatment from the school and its employees. In turn, the school has the right to expect reasonable behavior from the student.

The following list of rules will be enforced on school grounds during, before, and after school hours and at any time when the school is being used by any school group. Rules of conduct extend to any school activity, function, or event, and on school buses when students are being transported.

Following school rules involves the cooperation of students, staff, and parents. We ask that parents cooperate and support enforcement of the school's rules. Violation of the rules may result in parents being held legally liable for vandalism, theft, or injury to others for which their child is found to be responsible.

**Failure to follow the Student Code of Conduct may result in emergency removal, detention, suspension, expulsion and/or criminal charges being**



## SEARCH AND SEIZURE (Policy #5771)

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

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

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

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

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

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

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

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

from school.

- E. Medical necessary leave for a pregnant student in accordance with Policy 5751.
- F. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.
  - 1. 5 parent notes will be permitted and accepted as an excused absence each semester for illness. A physician's excuse will be required after the 5<sup>th</sup> absence.
  - 2. In the event that a student suffers from a chronic illness and/or acute long-term illness, special considerations will be made. It is of extreme importance that parents/guardians contact and inform the principal of such illnesses so that an absence intervention plan can be created specifically for the student. Physician notes, makeup work, and other arrangements will be made on an individual basis.
  - 3. Vacation trips and emergency work are not allowed without advance notice, then, limited to only five (5) days. Any parent/guardian requesting special arrangements for such purpose must request it at least 15 days before the date of absence, secure permission from the principal and have arrangements made with all teachers. This can be accomplished by processing the request with the Principal.
  - 4. Students who miss up to one and half hours (1 ½) of school, either at the beginning or end of the day, will be counted as tardy. Students who miss more than an hour and a half (1 ½) will be counted a half (1/2) day absent. Students must be in attendance a minimum of three hours per day to be counted as half day of attendance. Normal absence policy will apply in instances of half day attendance. **Tardies: 3 tardies = 1 unexcused absence.** Morning tardy bell rings at **8:00 a.m. High School Only—every 6 tardies = Friday Night School**
  - 5. Attendance records will be thoroughly monitored on a routine basis. Unexcused absences, tardies and general attendance issues will be handled in a continual manner from year to year. In grades 7-12, if a student accumulates more than *21 hours of* total absences in a semester, he/she **will not** receive credit for the course. Parents will be notified of the non-credit status. In case of unusual circumstances, the student or parent may appeal in writing to the building principal, who will present the appeal to the attendance committee.
  - 6. Students achieving non-credit status may continue to attend school. When this happens, a plan of action (contract) will be established between student, parents, *principal, and attendance liaison* to help the student achieve success for the remainder of the school term.

**Early check-out** - Early Checkout is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and a review of homework assignments. Parents are urged to make doctor's appointments after school hours. If it becomes necessary for a student to be dismissed early from school, parents should report to the office and sign the student out. The following procedures are used to assure the safety of students who are released during the day.

- All students that leave during school hours must be signed out. If a student is to be released early, a written parental permission should be sent to the office stating the requested time of release.
- Students may only be signed out by adults that have been listed by the parent/guardian on the Emergency Medical form on file in the office. If the student's parent/guardian wishes to make changes to the adults on the list after submitting the original list at the beginning of the school year or during enrollment, they must come to the school office to do so. All persons signing out students must have picture ID.
- All students will be called to the office and then permitted to leave the school with the person signing out the student. Parents are not permitted to go to the classrooms to pick up a student.

It is important that all students begin with an excellent attendance record and maintain that record. Students and parents or guardians should routinely check their attendance record and monitor absences. Missing as little as two days a month can result in habitual truancy.

### **Attendance Reward—High School Only**

During the 2019-2020 School Year, a student will be excused from a mid-term and/or final exam for each individual class in the semester if he/she meets one of the following requirements:

Grade of "A" in the class and two (2) or less days absent during the semester (3 tardies = 1 day absent).

Grade of "B" in the class and one (1) day absent during the semester (3 tardies = 1 day absent).

Grade of "C" in the class and perfect attendance during the semester (2 or less tardies).

### **DEFINITION OF A FULL-TIME HIGH SCHOOL STUDENT**

Students are expected to be enrolled on a full-time basis. With the compulsory school age being until a student turns 18 years of age, there is no such thing as a part-time student. There are several ways to fulfill this requirement:

1. Attend RULH HS on a full-time basis or

make a prior notification request please contact the main office at (937) 392-4396.

### **PETS AND ANIMALS**

Pets and animals should not be brought to school without the permission of the teacher and principal. Proper documentation is required that indicates the animal has been given appropriate shots and is healthy. Pets and animals should be confined in a container safe for both the animal and any person near it. They should be kept in designated areas during the school day. Only in special circumstances will pets or animals be allowed on bus transportation.

### **PORNOGRAPHIC MATERIALS**

No student shall possess, edit, sell, or read pornographic materials on school property or at school functions.

### **PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

All schools in the Ripley Union Lewis Huntington School District receive federal funds through the Title I Disadvantaged Program, or ESSA. As a result, parents at any school may request information regarding the professional qualifications of their child's teachers and/or paraprofessionals, if the child is being served by a paraprofessional. For more information, contact the principal.

### **SCHOOL FEES**

School Fees are important to the financial interests of the building. These fees are used to purchase supplies used daily in the education of students and are determined by the building/department. Students experiencing economic hardship may apply for a waiver of school fees (but NOT class dues). Contact the office for the proper form.

Some high school classes will include an additional fee for consumable materials. A complete list of these fees can be found on the High School webpage under Guidance Counselor.

Fees must be paid before grade cards will be issued and before students may participate in dances and other special events.. Fees include those listed below as well as library fines, lost books, technology damage fees, and lunch charges.

Fees Schedule		
Elementary	Middle	High
\$15.00 General Class Fee	\$15.00 General Class Fee	\$20.00 Class Dues
\$5.00 Technology Fee	\$5.00 Technology Fee	\$5.00 Technology Fee

- ing how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement;
- C. educating teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal programs;
- E. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators to improve the effectiveness of such training;
- B. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- C. train parents to enhance the involvement of other parents;
- D. adopt and implement model approaches to improving parental involvement;
- E. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- F. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

#### PERSONAL PROPERTY

Students are strongly encouraged not to bring toys, personal items, or equipment to school. **If such items are brought to school, the student assumes full responsibility for the item.** Any toys brought for use at recess or in class projects must be kept in designated areas until time for their use. The principal or teacher may confiscate these items if they are interfering with the educational process or the school atmosphere.

#### PESTICIDE APPLICATION

Any staff member or contractor who applies pesticides on District property shall meet the requirements established by the Ohio Department of Agriculture. According to Ohio law parents, adult students, and employees have the right to request prior notification of such pesticide applications. In order to

- 2. Attended SHCTC on a full-time basis (grades 11 and 12) or
- 3. Attend RULH HS part-time and SHCTC part-time or
- 4. Attend College Credit Plus on a full-time basis or
- 5. Attend RULH HS part-time and College Credit Plus part-time or
- 6. Attend the A+ Academy Lab on a full-time basis (placed or recommended by Administration and only after meeting with parents and student)
- 7. Attend RULH HS classes part-time and the A+ Lab part-time.

#### POSITIVE BEHAVIOR SUPPORT (JAYS)

Elementary School	Middle School	High School
Just show respect	J-Just show respect	J-Just show respect
Always listen and try your best	A-Always be prepared	A-Always be prepared
You should always follow school rules	Y-You are responsible for your actions	Y-You are responsible for your actions
Smile and be a good friend	S-Strive to Succeed	S-Strive to Succeed

#### BEHAVIOR EXPECTATIONS POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

We are committed to a high level of student achievement, which can only occur in an orderly environment. The staff at RULH Schools uses a school-wide positive behavior support system. The system focuses on common language and expectations for all students in common areas such as classrooms, hallways, cafeteria, playground, and restrooms. All expectations were collaboratively developed by the staff based on the school's Positive Behavior Support philosophy.

**These expectations are in place at all times, whether students are in the classroom, a special class, the lunchroom, on the playground, participating in an athletic or extracurricular activity, or on a field trip.**

#### 5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall

work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

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

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

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

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

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

## DEFINITIONS

**Aversive behavioral interventions** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

**Chemical restraint** means a drug or medication used to control a student's behavior or restrict freedom of movement that is not: A) Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and B) Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

**De-escalation techniques** are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

D. Parents of participating students' must be provided with:

a. timely information about the Title I program and the school's parent involvement policy;

b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;

c. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible;

E. As a component of the school parental involvement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents which outlines how the school staff, the parents, and the student will share responsibility for academic improvement and the means by which the school and parents will build and develop a partnership to help students achieve State standards. The compact must:

a. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;

b. describe the parent's responsibility to support their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children;

c. address the importance of parent/teacher communication on an ongoing basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents on their child's progress; and reasonable access to the staff and to observe and participate in classroom activities.

F. Parents of children receiving Title I services must be notified about school parent involvement policies in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.

G. School parent involvement policies must be evaluated periodically to consider whether they meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving students achievement, the Superintendent and building principals must include provisions in the School District and school parent involvement policies regarding:

A. assisting parents of children served under Title I in understanding the State's academic content and assessment standards, and in understand-

- G. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. Conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. Provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. Involve parents in the planning, review, and improvement of the Title I program;
- L. Communicate information concerning school performance profiles and their child's individual performance to parents;
- M. Assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. Provide timely responses to parental questions, concerns, and recommendations;
- O. Coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. Conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.
- B. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities.
- C. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.

**Functional behavior assessment** ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

**Mechanical restraint** means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: A) restraints for medical immobilization; B) adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or C) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent** means: A) a biological or adoptive parent; B) a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State); C) an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; D) a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or E) any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

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

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to: A) break up a fight; B) knock a weapon away from a student's possession; C) calm or comfort; D) assist a student in completing a task/response if the student does not resist the contact; or E) prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

**Positive Behavior Intervention and Supports** ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in or-

der to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**Positive Behavior Support Plan** means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

**Prone restraint** means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

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

**Student** means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

**Student Personnel** means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

**Timeout** means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

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

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

PBIS shall include: A) school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur; B) preventative assessments that include: 1) review of existing data; 2) interviews with parents, family members, and students; and 3) examination of previous and existing behavioral intervention plans; C) development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including: 1) modification of environmental factors that escalate inappropriate behavior; 2) supporting the attainment of appropriate behavior; and 3)

should be returned in to the office. Personal property should be labeled with the student's name.

## PARENT/TEACHER CONFERENCES

Conferences are scheduled for the purpose of allowing parents and teachers to talk about the student's progress. We encourage parents to schedule appointment times to meet with teachers. Failure to schedule an appointment could result in unnecessary waiting. We ask that parents please call and leave a voice mail message or send in a note to schedule a conference time. Conferences will also be held several times during the school year during evening hours.

## PARENT INVOLVEMENT IN TITLE I (Policy 2261.01)

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:

- A. Involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
- B. Provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
- E. In consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
  - a. identifying barriers to greater parent participation;
  - b. designing strategies for more effective parental involvement; and
  - c. revising the parental involvement policy if necessary;
- F. Involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;

ing, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator (or designee) will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

**Investigations of Violations of Law by Law Enforcement Agencies:** Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student (s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

**Notification and Release of Records:** Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy [8330](#)).

### **LOITERING AND TRESPASSING**

Loitering and Trespassing is defined as willful presence in the school building or on school grounds at times when a student does not have a regularly assigned class or is not involved in regular school activity. Any student returning to school during school hours, after their scheduled classes are over (unless in a supervised activity) must report to the principal's office and receive a visitor's pass, or be considered in violation of this rule.

### **LOST AND FOUND**

All lost articles should be reported to the office at once and found articles

use of verbal de-escalation to defuse potentially violent dangerous behavior.

The Superintendent shall develop emergency procedures for the District.

**SECLUSION:** Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

**Additional requirements for the use of seclusion:** If Student Personnel use seclusion, they must: A) continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern; B) use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible; C) remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated; D) conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and complete all required reports and document their observations of the student.

**Requirements for a room or area used for seclusion:** A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student. A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

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

Seclusion shall not be used: A) for the convenience of staff; B) as a substitute for an educational program; C) as a form of discipline or punishment; D) as a substitute for less restrictive alternatives; E) as a substitute for inadequate staffing; F) as a substitute for staff training in positive behavior supports and crisis prevention and intervention; G) as a means to coerce, retaliate, or in a manner that endangers a student; or H) if it deprives the student of basic needs.



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

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

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

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

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

**Prohibited Restraint Practices:** The following restraint practices are prohibited under all circumstances, including emergency safety situations: A) prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an

gress at the mid-point of a grading period. The purpose of the interim report is to help parents identify the student's strengths and weaknesses and to help the teacher evaluate and plan instruction accordingly. Conferences are encouraged to discuss student strengths and weaknesses. Parents are encouraged to schedule a conference on one of the designated Parent/Teacher Conference dates, or they may schedule a conference any time by calling the student's teacher and setting up an appointment.

Report cards and progress reports are issued four times a year at nine-week intervals. Student report cards will be held if fees, lost books, and lunch charges have not been paid.

Parents are encouraged to monitor their student's grades on a regular basis online using Progress Book. Information necessary for setting up an account is available in each school's office.

### **INTERROGATION OF STUDENTS (Policy #5540; Last Revision 9/18/07)**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency: Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy **8462**.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to question-



meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

#### Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

#### Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

<sup>1</sup> According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

#### **INTERIM REPORT/PROGRESS REPORT/REPORT CARDS**

Interim and progress reports are used by teachers to report student pro-

extended period of time"); B) physical restraint that restricts the airway of a student or obstructs the student's ability to breathe; C) physical restraint that impacts the student's primary mode of communication; D) restraint of pre-school-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control; E) restraint that deprives the student of basic needs; F) restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques: 1) using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way; 2) pinning down the student by placing knees to the torso, head and/or neck of the student; 3) using pressure points, pain compliance, or joint manipulation; 4) dragging or lifting of the student by the hair or ear or by any type of mechanical restraint; 5) using other students or untrained staff to assist with the hold or restraint; or 6) securing the student to another student or to a fixed object; G) mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or H) chemical restraint (which does not include medication administered as prescribed by a licensed physician).

**ADDITIONAL PROHIBITED PRACTICES:** The following practices are prohibited under all circumstances, including emergency safety situations: A) corporal punishment; B) child endangerment as defined in Ohio Revised Code 2919.22; and C) aversive behavioral interventions

**CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL:** In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

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

**TRAINING AND PROFESSIONAL DEVELOPMENT:** The District shall provide training as follows: A) All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy. B) the Superintendent, in consultation with each school building's principal, shall identify which District employees should receive additional training so that an

adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training. C) The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis. Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

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

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

**REQUIRED DATA AND REPORTING:** Each use of restraint or seclusion shall be: A) documented in writing; B) reported to the building administration immediately; C) reported to the parent immediately; and D) documented in a written report.

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

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

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

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

or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

#### Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

#### Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

1. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
2. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
3. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

#### Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection,

Education upon request.

\*Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

#### **BOOKS, MATERIALS, EQUIPMENT**

Each student should care for textbooks, library books, materials, and equipment. If books/materials/equipment are lost or damaged, parents will be responsible for the payment to replace the item (s). Textbooks and equipment are expected to last for five years. Fees to replace damaged or lost textbooks or equipment will be assessed according to the following percentages as follows:

New	100% of cost
1-year-old	80% of cost
2 years old	60% of cost
3 years old	40% of cost
4 years old	20% of cost
5 or more year's	\$5.00 fee

#### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (Policy # 5517.01; Last Revision 12/17/2013)**

**Harassment, intimidation, or bullying behavior by any student in the Ripley-Union-Lewis-Huntington Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: A) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, B) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational envi-**

## **Environment for the other students.**

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

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

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

**Types of Conduct:** Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include: A) physical violence and/or attacks; B) threats, taunts, and intimidation through words and/or gestures; C) extortion, damage, or stealing of money and/or possessions; D) exclusion from the peer group or spreading rumors; E) repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following: 1) posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries); 2) sending abusive or threatening instant messages; 3) using camera phones to take embarrassing photographs of students and posting them on-line/otherwise distributing them; 4) using web sites to circulate gossip and rumors to other students; and, 5) excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers; and F) violence within a dating relationship.

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

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

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

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

### Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

building, substandard housing, bus, or train station, or similar setting.

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

#### Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

1. transportation services;
2. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
3. programs for children with disabilities;
4. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP);
5. programs in career and technical education;
6. programs for gifted and talented students;
7. school nutrition programs; and
8. before - and after-school programs.

#### School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

1. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
2. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

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

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

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

Step 1: Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step 2: The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any com-

plaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

**Step 3:** If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

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

**Retaliation/False Charges:** Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

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

Harassment, intimidation, and bullying behavior can take many forms and

2. The school and grade in which the student is enrolled.
3. The name of the drug and the dosage to be administered.
4. The times or intervals at which each dosage of the drug is to be administered.
5. The date the administration of the drug is to begin.
6. The date the administration of the drug is to stop.
7. Any severe adverse reactions that should be reported to the physician.
8. Special instructions for administering the drug, including sterile conditions and storage/refrigeration.

In special situations, students may be permitted to carry medication (for example, asthma inhalers, epinephrine, diabetic medication) if the proper forms have been completed by the parent and physician and submitted to the school nurse and building principal. See Board Policy 5330 for more information, or check with the school nurse.

The parents, guardian, or other person having care or charge of the student must submit to the school officials, a revised statement signed by the physician who prescribed the drug if any of the information provided by the physician changes.

When the school nurse is out of the building or is unable to administer medication at the designated time, the school principal or their designee will administer the prescribed medication and document it.

#### **HOMELESS STUDENTS (Policy #5111.01; Adopted 3/21/18)**

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria: **A)** Share the housing of other persons due to loss of housing, economic hardship, or similar reason. **B)** Live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations. **C)** Live in emergency or transitional shelters. **D)** Are abandoned in hospitals. **E)** Have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or **F)** Live in a car, park, public space, abandoned

students beginning in grade 9. All graduating students must:

- Have the necessary credits (24) as determined by the RULH Board of Education and
- Beginning with the class of 2018, students must earn 18 points on state-designated end-of-course exams.
- Effective for the Class of 2022 and beyond, no student shall be eligible to graduate high school as the Valedictorian and/or Salutatorian unless the student has completed the requirements for an academic honors diploma, set forth by the Ohio Department of Education.
- Early Graduation: Please contact the school counselor and refer to Board Policy #5408

### HEALTH SERVICES

**INJURIES OR ILLNESS AT SCHOOL.** Any student who is injured or becomes ill at school should report that fact to the teacher in charge, who will refer those cases needing further attention to the office. In consultation with the parent, a determination will be made if the student is able to remain in school, should be sent home, or needs immediate medical attention. If a decision is made to send the student home, school personnel will make the necessary contacts and release the student. Students will not be permitted to go home unless permission has been obtained from parent/guardian and/or there is a responsible adult at home to care for the student. A student must be fever free for 24 hours, without a fever reducing medication, to return to school

**Reminder:** It is very important we are able to locate you at anytime. Please list phone numbers of a person who would know your whereabouts and who may pick up your child when she/he is ill, on the emergency medical form. The information on the emergency medical form needs to be updated and kept current throughout the school year.

**ADMINISTERING MEDICATION AT SCHOOL:** School personnel will not administer any medication at school unless regular classroom attendance is impossible without medication. When students must take over-the-counter or prescription medication at school, the following procedures must be followed.

The parent, guardian, or other person having care or charge of the student must submit a written request to school officials that the drug be administered to the student. This is the Parental Authorization and Release Form.

**For Prescription Medications:** The physician who prescribed the medication must submit a written statement (Physician's Request for Administration of Prescription Medication by School Personnel) to school officials that includes all of the following information:

1. The name and address of the student

can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

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

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

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

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

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

**Police and Child Protective Services:** Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District

Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

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

The following definitions are provided for guidance only. 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.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical—hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal—taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" - the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, 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." [Bill Belsey (<http://www.cyberbullying.org>)]

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

*performance* at school.

3. Parents who wish to chaperone on field trips must complete a background check through the district office. The background check will be valid for purposes of carrying out volunteer activities until such time as your child leaves the RULH school system. Chaperoning parents may not bring younger children and must abide by all school rules and policies. Only school approved chaperones may ride the bus on a field trip.

4. The school nurse must be provided with current medications for each child, if applicable, prior to the date of the field trip. If the medications are prescribed a doctor's order must accompany the medication when given to the nurse. The school nurse will then make sure that the child's teacher, or field trip sponsor, has the medication on the trip in case of emergency. Without essential medication students may not be allowed to go on field trips.

Student can return home with parent if prior arrangements have been made with the school and the parent signs the child out.

We ask that you sign a "permission to walk" at the bottom of the student information sheet and turn in at the beginning of the year to all homeroom teachers. This allows the students to walk to or participate in local educational field trips.

### FUNDRAISING PROJECTS

Fundraising projects must be school sponsored. Any projects must have prior approval of the principal's office. Under no circumstances are students to sell, trade or buy items at school without the principal's approval.

### GRADING SYSTEM

**All class work and exams that are graded on a percentage scale can be translated into the following letter scale:**

100-92=A	P=Passing
92-83=B	I=Incomplete
82-74=C	
73-65=D	
64-0=F	

All grades will be reported on report cards as percentage grades, except for pass/fail classes and the awarding of a P in an academic class that the students would have otherwise failed, but the instructor believes the student has achieved to the best of his/her ability.

### GRADUATION

All RULH High School students are expected to graduate in 4 years. The Principal, Guidance Counselor and graduation coaches will monitor the progress of



- All automobiles, including mopeds and motorcycles, must be registered in the principal's office.
- Parking permits must be displayed on the back of the rear view mirror.
- Vehicles are to be parked in designated areas **only**.
- Autos are not to be driven, or sat in, during school hours.
- Students must drive in a safe manner to, from and at school. The school district will not be responsible for damage or theft of the vehicle or its contents.
- Any student that becomes a habitual attendance issue may have their driving privileges revoked.
- Student drivers and passengers will be monitored for proper seat belt usage.
  1. First parking and/or driving offense will result in a warning.
  2. Second parking and/or driving offense will result in a telephone call and/or letter to parents/guardian.
  3. Third parking and/or driving offense will result in a revocation of driving privileges for three (3) days.
  4. Fourth parking and/or driving offense will result in a revocation of driving privileges for five (5) days.
  5. Fifth parking and/or driving offense will result in a revocation of driving privileges for 1 year from the date of the 5<sup>th</sup> offense.

### EDUCATIONAL OPTIONS

All educational options including summer school, A+, College Credit Plus, and flex credit must be approved by the Principal prior to the student enrolling in the course. These options can be explained to the student and their family by the Guidance Counselor. The Principal must submit any such option to the Superintendent for final approval.

### FIELD TRIPS

Field trips are conducted throughout the school year and are tied to educational experiences students are having in the classroom. To help make this activity worthwhile and rewarding, please adhere to the following guidelines and rules:

1. Students must have a signed permission slip to be allowed to go. The signed permission slip does not remove any liability from the teacher or school.
2. The school reserves the right to deny individual student participation on a field trip due to misconduct, *poor attendance, and/or poor academic*

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property.
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or
- C. Creating a hostile educational environment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

### CAFETERIA

All RULH Schools offer a daily school breakfast and lunch program for students. Monthly menus are available on the district Child Nutrition webpage. The district participates in the National School Lunch Program sponsored by the USDA which provides a healthy and nutritional breakfast and lunch to all students.. The district participates in "offer vs. serve" federal and state breakfast and lunch programs.

### OFFER VS. SERVE BREAKFAST:

*What a Student Must Be Offered:* The *first requirement* for a reimbursable breakfast is that all four (4) food components must be offered (made available) to all students. The four (4) components that must be offered consist of:

- one serving of fluid milk;
- one serving of vegetable/fruit, or 100% fruit juice or vegetable juice,
- and either two servings of grains OR one serving of meat/meat alter-

nate and one serving of grains.

The second requirement is that the serving size of those four (4) required food components must equal the minimum quantities specified in the School Breakfast Meal Pattern Requirement.

*What a Student Must Take:* For breakfast to be reimbursable under offer vs. serve, a student must take full portions of at least three (3) of the four (4) food components offered. Breakfast must be priced as a unit and the same price charged whether three (3) or four (4) components are taken. Students are required under the School Breakfast Program to take at least one full serving of a fruit or vegetable as one of their meal components.

#### **OFFER VS. SERVE LUNCH:**

*What a Student Must Be Offered:* The first requirement for a reimbursable lunch under offer vs. serve is that all five (5) food components must be offered (made available) to all students. The five (5) components that must be offered consist of:

- One serving of meat/meat alternate in the adjusted quantity and portion size by age or grade
- One serving of vegetables to total the minimum quantity and portion size by age or grade
- One serving of fruits to total the minimum quantity and portion size by age or grade
- One serving of grains in the adjusted quantity and portion size by age or grade
- One serving of fluid milk in the adjusted quantity and portion size by age or grade

The second requirement is that the serving size of each of the five (5) food components must equal the minimum quantities specified by USDA Federal National School lunch program requirements. The third requirement is that the lunch must be priced as a unit and students may take three (3), four (4), or all five (5) components for the same price.

*What a Student Must Take:* For a lunch to be reimbursable, a student must take the full portions of no fewer than three (3) of the five (5) food components offered. Students are required under the National School Lunch program to take one full serving of a fruit or vegetable as one of their required meal components. All portion/serving sizes are based on guidelines set by the USDA Federal National school lunch program and school breakfast program.

Students may have the option to purchase a-la-carte items (i.e. ice cream) during lunch. Students wishing to purchase a-la-carte items must pay for those items separately from the regular lunch.

- Juniors that participate in the fund-raising activities for prom and are in good standing will be also invited to the prom and will be permitted to invite one guest.

- All students attending the prom must be in attendance at school the entire day before the prom.

- Juniors, with the approval of the prom sponsor (s), will make all the decisions about the prom.

- The prom court will be chosen by the juniors and seniors from those students eligible to attend the prom.

- Prom is a formal dance and appropriate dress is required.

#### **DIRECTORY INFORMATION**

The Family Rights and Privacy Act provides for directory information to be released without written consent of the student or parent. Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." 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; awards received; or school-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. **Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.**

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. **A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student.**

#### **DRIVING AND PARKING REGULATIONS**

- **The cost of registration is \$20.00.**

- Driving to school is a privilege. To maintain this privilege, the student must comply with the rules and regulations of student drivers.

pension or expulsion or have previously been removed from a school sponsored activity due to drugs or alcohol.

2. All students attending a dance must be in attendance at school the entire day of the dance.
3. Dance times and dates must be approved by the building principal.
4. Students will be admitted to dance up to one hour after the start time. Students leaving the building during the dance will not be readmitted.
5. Regular school rules apply to all dances.
6. Participation in dances is a privilege. Students must be in good standing as determined by the principal to participate in dances.

**HIGH SCHOOL ONLY:** Students may not invite any guest, 21 years of age or older, to any dance. All guests must provide picture ID cards and the appropriate form completed 5 days before the dance.

**MIDDLE SCHOOL ONLY:** Only RULH Middle School students may attend dances. Dances are closed to outside guests. Students may not invite any guest who is not an RULH Middle School student. Students will not be permitted to call home the day of the dance to make arrangements or request money to attend a dance.

#### ***Special Dances: HOMECOMING***

This is a semi-formal dance that is for grades 9-12 only. Guests, at least in the 9<sup>th</sup> grade and under the age of 21, are permitted providing proper pre-registration is completed. Students from other schools and all guests must provide picture ID cards and the appropriate form completed 5 days before the dance.

#### ***Special Dances: PROM***

This is a formal dance that is for grades 11 and 12 only.

- Guests, at least in the 9<sup>th</sup> grade and under the age of 21, are permitted providing proper pre-registration is completed. Students from other schools and all guests must provide picture ID cards and the appropriate form completed 5 days before the dance. Guests cannot be your sibling or a junior/senior that has not met the requirements to attend the prom. Persons who are age 21 or older may not participate in prom or Grand March as the guest or date of a student..
- All juniors and seniors are so classified for the purposes of attendance to prom on the first day of school.
- Seniors in good standing will be invited to the prom. They will be permitted to invite one guest.

#### **TYPE A MEAL STUDENT PRICES FOR 2019-2020:**

Building	Reduced	Full
Breakfast is free to all students at all buildings.		
Additional Student Breakfast at each bldg.		\$1.85
Elementary School	\$0.40	\$2.95
Middle and High Schools	\$0.40	\$3.00
Ala Carte Milk and Juice (All buildings)	\$0.50	\$0.50
Adult Breakfast		\$2.40
Adult Lunch		\$3.65
Adult Salad per pound		\$5.00

#### **CHARGING GUIDELINES**

For definition purposes, meals, as previously defined, are a complete lunch and a la carte items are incomplete meals and/or extra food items. It is the responsibility of the parent/student to keep adequate money in their account; however, the parent/student will be advised when the account is depleted and the student is going into "emergency charge" limitation mode.

The child nutrition department allows the emergency charge limitation to be based on two meals (\$6.00 for paid meals or \$0.80 for reduced meals) maximum charging limit for meals per student account. No Charging is allowed for a la carte items. No child will go hungry in the event that they have reached their maximum charge limit. Each child will be offered a cheese sandwich or peanut butter sandwich and milk until charges are paid.

Students may see their account balance on a daily basis as they reach the cashier station. Parents/guardians may obtain account information by contacting the student's school or the Child Nutrition Department.

A la carte items and additional entrée choices are offered in the middle school and high schools as alternatives for students unless otherwise noted on menu. Food items will be individually priced. The prices for these foods will be more because there is no state or federal reimbursement for these items. All students will pay for a la carte items. Charging of a la carte items will not be permitted, regardless of meal eligibility benefits.

#### **MEAL BENEFITS**

To receive FREE or REDUCED MEALS, one application per household regardless of number of students in household must be completed by a parent, guardian, foster parent, or emancipated student, and returned to the

school office to determine eligibility. Applications are available throughout the year in the principal's office, administrative office, or the district website. Applications can be completed at any time throughout the school year. Incomplete applications cannot be processed or approved. There will be a 30-day grace period to start each school year to give parents/guardians time to complete and return current year meal applications, as well as giving the child nutrition department time to process each application. It is the responsibility of the parent/guardian to cover any charges that may accrue during that time. If a new application is not received within that 30-day grace period, student's status will change to full pay until a new current application is completed and processed. It will be the parent/guardian responsibility to cover any charges during that time.

### **MEAL ALTERNATIVES**

If desired, the student may bring lunch from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal if desired.

### **CAFETERIA ETIQUETTE**

The cafeteria is a place to eat and talk quietly. Students are expected to go through the cafeteria line in an orderly manner. Line jumping is not permitted and could lead to disciplinary action. Good manners are expected at breakfast and lunch. Students should clean up any litter and report any spills to a cafeteria worker. No food is to be taken out of the cafeteria unless arrangements are made by the teacher (s). Students are not permitted to purchase soda from vending machines during school. Alternative beverage options are available at the high school and all building offer portable water on request. Taking items without paying is considered stealing and disciplinary steps will be taken according to each building's disciplinary policy.

### **CLOSED CAMPUS**

The Ripley Union Lewis Huntington Schools are **closed campus facilities**. Students may bring meals from home or purchase from the school food service cafeteria. Parents and/or students may not have food delivered to the school from any establishment. Students may NOT leave the school premises for meals. All students eat at school by purchasing meals from the cafeteria or they may pack their lunch from home. **BRINGING OR HAVING FOOD ORDERED AND DELIVERED TO THE SCHOOL VIOLATES BOARD POLICY.** Disciplinary action could be enforced based upon each building's disciplinary policy.

### **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES (Policy #5136; Revised 3/21/18)**

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/

user and the software code of ethics. In addition, Internet Use Agreements must be signed before students will be allowed to access Internet services. Once signed the form will be good for the upcoming school year unless parents notify the school there is a change in status. Should students commit any violations, access privileges may be revoked. School disciplinary and/or appropriate legal action may be taken. The complete policy is available at the end of this Student Handbook under "7540.03 - Student Education Technology Acceptable Use and Safety."

### **CUSTODY/LEGAL DOCUMENTATION**

Legal documentation must be filed with the school concerning all custody issues. Parents are to inform the school anytime the custody of a child changes (SB - 140 requires this information). School officials must be presented with the most recent copy of court orders pertaining to a child's custody.

- If a parent has no visitation rights or custodial rights, then a court document must be in place in the office stating the custodial arrangements.
- If a parent is listed on the birth certificate, they have the right to visit or have the child released to them unless proper documentation is on file to deny that access.
- Omitting their name from the emergency medical form or verbally denying them access will **NOT** be sufficient.
- RULH Schools **WILL NOT** interject itself in a custody or visitation dispute between two parents.

The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information.

**Non-Custodial Parents** - a divorce or change in custody does not change the rights of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, stepparents have no rights to records, reports, or conferences unless the custodial parent grants these rights.

### **DANCES**

The following rules will apply to all school dances at both the Middle School and High School:

1. No student or guest may attend a dance when on an out of school sus-

### CLASSROOM INTERRUPTION

Our goal at RULH Schools is to ensure that all students and teachers are engaged in meaningful instruction during the school day. We are asking for your help to protect instructional time and avoid classroom interruptions. Please help us protect the instructional time by abiding by the following guidelines:

- If you need to speak with your child's teacher, please make arrangements to set up a 10-15 minute appointment during the teacher's planning time.
- Teachers are only free to meet with parents during the non-instructional part of the school day. You can also leave a voice mail message, send an e-mail, or write a note to request a conference.

**If you need to give your child a message, homework, lunch money, supplies, etc. the office staff will take care of this for you.**

### CLOSING FOR INCLEMENT WEATHER

When it is determined by the superintendent that the weather and road conditions are unsafe to the extent that a sizeable portion of the bus routes cannot be traveled safely, school will be closed until conditions improve sufficiently to resume school. Notification will be made by School Messenger and by announcements over area radio and television stations.

Parents should make advance preparations for children in the event of inclement weather schedule changes. Please listen to local radio and television stations for announcements about school closings, delayed openings or early closings. **AVOID CALLING THE SCHOOL FOR THIS INFORMATION.**

- **2 Hour Delay** – A 2 hour delay will mean that buses, building opening, and the beginning of school will begin two hours later than the regular schedule. **Breakfast will be served when observing a 2 hour delay.**
- **Early Dismissal** – Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are becoming hazardous, school will be dismissed early. Parents must make arrangements on a form provided to them at the beginning of school regarding the destination of their child if school is dismissed early.

### COMPUTERS/LOCAL AREA NETWORK INTERNET USE

Access to computers and technology is a privilege and students are expected to respect equipment, software and/or privacy of other computer users. Students and parents must read and sign the Acceptable Use Policy signifying understanding of their responsibilities as a computer/network

cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs, as designated by the principal, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Although PCDs may be used by students, if permitted by the principal and/or teacher, the district does not support use of these devices, nor will these devices be connected to the district network or resources.

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

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

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

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

PCDs, including but not limited to those with cameras, may not be activat-

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

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

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location 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.

### **CHEATING**

Any form of copying work from another person is considered cheating. When a student is found guilty of cheating the first time, he/she will automatically receive no credit for the work involved. The teacher or principal will determine appropriate disciplinary action. The second time the student may fail the class for the grading period. In extreme cases the student may fail the subject for the entire year.