

# **Learwood Middle School**

**Parent and Student Handbook**

**2026-2027**



## **WELCOME TO THE AVON LAKE CITY SCHOOL DISTRICT**

This Parent/Student Handbook provides information about policies and procedures that govern our schools. Please read the handbook and discuss the appropriate information with your child.

Many individuals are responsible for the planning and implementing our excellent educational program. They include: Board of Education members, administrators, teachers, secretaries, tutors, nurses, teacher assistants, counselors, custodians, maintenance workers, psychologists, bus drivers, speech and language therapists, librarians, cafeteria personnel. Our success also is dependent on the cooperation and active involvement of our parents. Working together, Avon Lake students receive an outstanding start to their school year.

### **Mission Statement of the Avon Lake Schools:**

The mission of the Avon Lake City Schools, a district committed to personalized educational excellence, is to challenge all students and develop their individual goals through community partnerships, resources and technologies which will produce responsible and compassionate citizens.

### **Vision Statement:**

Inspiring resilient students to achieve meaningful, successful, and fulfilling lives contributing to the success of our Avon Lake community.

## **LEARWOOD MIDDLE SCHOOL**

### **Principal – Mr. Dave Schindler**

340 Lear Rd. Avon Lake, Ohio 44012

Office Phone: 440-933-8142

Attendance - (available 24 hrs.): 440-930-8294

### **Assistant Principal - Mr. M. Nori Okuma**

### **SCHOOL HOURS**

8:00 AM - 3:00 PM

### **ARRIVAL AT SCHOOL**

The school doors open up at 7:15 AM for student arrival. Students who arrive prior to 7:45 AM will need to wait in the hallway outside the main office, or in the MPR vestibule.

### **DISMISSAL FROM SCHOOL**

Students will be released from their 8th period class at 3:00 PM. Bus riders will exit out East doors, and car riders and walkers will exit out the North (MPR, Music Hall) doors.

### **VISITORS**

Visitors must report and sign in at the office before going to other parts of the building. All visitors must wear a "Visitor Badge" while in the school. All visits must be pre-arranged through the office or classroom teacher.

**Additional Information - Approved through our Online  
Back-to School Forms \***

- Immunization Requirements
- Medical Care Consent
- ALCS Bus Safety Rules and Safety Signals
- Field Trips within the Avon Lake City Limits
- Email Communication /Pearson PowerSchool Information
- Acceptable Computer Use
- Computer Technology Loaner Agreement
- Broadcast of Student Work, Photos, and Videos
- Notice Regarding Directory Information (FERPA)

\*Accessed via your PowerSchool Parent Account each fall  
The ALSC District Policy Manual may be viewed online:  
<https://go.boarddocs.com/oh/alcs/Board.nsf/goto?open&id=DGHPGZ649F23>

**Crisis intervention**

The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

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## **ATTENDANCE POLICIES AND PROCEDURES**

### **Student Absences and Excuses**

#### **Attendance Policy**

Ohio law requires attendance each day that school is in session. Regular attendance and punctuality are necessary for academic progress and success. In addition, regular attendance helps students learn responsibility as well as value the educational opportunities provided in the District.

Absences from school are considered either excused or unexcused.

Excessive absences from the classroom present a major obstacle to effective student learning. When students are absent, they miss the information given, but also the interaction, which adds to the overall learning experience. The activities in a classroom can never be totally replicated in make-up work.

#### **Excused Absence**

Excused absences from school are not counted in the number of accumulated absences.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness - a doctor's note is required for absences due to personal illness that are over three consecutive days or for absences beyond state attendance requirements each semester;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments with written note from doctor's office or other proof of attendance. Parents are encouraged to make appointments after school hours.

Reasons for which students may be non medically excused include, but are not limited to:

1. court appointments with written proof;
2. death in the family;

3. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. school approved field trips or extracurricular activities;
5. extenuating circumstances warranting individual consideration by the building administrator;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. pre-enlistment reporting to military enlistment processing station;
9. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
10. planned visits (limit ten days per year);
11. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applied to absences of up to 24 school hours) or
12. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

In addition, if the student will be out of the state for 24 or more consecutive school hours for a Board-approved enrichment activity or an extracurricular activity, a classroom teacher employed by the Board must accompany the student to provide instructional assistance.

Absences due to reasons indicated above will not be counted in the total accumulated absences. Students are still responsible for making up missed work.

A student with excused absences must, upon returning to school, make arrangements with his/her teacher(s) to makeup missed work. For excused absences, the student will have one school day to makeup work for each day absent.

## **Planned Visits**

Absence, due to a set of circumstances judged by the administrator to constitute good and sufficient cause for absence from school, may be approved for up to ten days per year. Reasons for such absence may include college visitations, retreats, participation in nonschool athletic events or family matters out of town. By State law, students must be counted absent unexcused when out of school because of family vacation. The vacation absence days are included in the total accumulated absences.

Students requesting planned visits must receive prior approval from the building administrator. Planned visit days will not be approved during test weeks.

## **Unexcused Absence/Truancy**

A student's absence is unexcused or truant when he/she misses school for an unacceptable reason or without parental permission. The following are unexcused absences in accordance with Ohio attendance laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Unexcused absence from school and/or classes include:

1. out of school suspension or expulsion;
2. truancy from classes and school and
3. unexcused with credit absences.

An absence is considered unexcused with credit when the absence is the result of personal illness or injury not requiring medical attention, documented with a parent phone call or note. These absences are counted in a student's accumulated absences as defined in the Board Policy on excessive absences.

While out-of-school suspension or expulsion are counted in a student's seven accumulated absences as defined in the Board Policy on excessive absence, out-of-school suspension or expulsion may not put a student over the limit for loss of credit.

## **Tardiness**

Accepting responsibility is an important part of learning and the tardy policy reflects the belief that getting to school on time is both a student and/or parent/guardian responsibility and a mandated school law.

## **Consequences for Excessive Absences**

Consequences for excessive absences will be appropriate for the specific age level of students.

## PLANNED ABSENCE

Absence due to a set of circumstances judged by the administration to constitute good and sufficient cause for excused absence from school may be approved per administration's discretion for students considered to be in good standing. Reasons for such absence may include college visitations, retreats, participation in non-school athletic events, or family matters/trips out of town. These absences, while excused, are still counted in the student's total accumulated absences by school law.

**Requests for planned absence should be submitted 5 school days prior to the anticipated absence.**

**Planned Absence Form:**

**<https://www.avonlakecityschools.org/forms>**

## REPORTING PROCEDURE FOR ABSENCE

The following information must be provided when reporting an absence. Calls must be received by 9:00 a.m. on the day of the absence. Email should not be used to report student absences.

- **Student's name**
- **Date of absence**
- **Teacher's name**
- **Reason for absence**

Students who arrive **tardy** to school are to report directly to the office. No student should go to class without reporting to the office first. Parents are asked to send a signed note with the child upon return from an absence.

## Student Health and Safety

### Guidelines for When to Keep Your Child Home from School

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

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

- Temperature above 100 F by mouth (\* see below)
- Vomiting or diarrhea within the past 24 hours (\* see below)
- Shortness of breath or has increase in wheezing during normal activity
- Has a cough that interrupts normal activity, pain from an earache, headache, sore throat or recent injury.
- Has yellow or green drainage from nose or eye(s)
- Eggs (nits) or head lice – until cleared by nursing staff (see school nurse for lice policy)
- Rash over body or localized to one area of the body, indicating a potential communicable disease (\* see below)
- Fatigue and needs bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (\* see below)

\*Students who are sent home with a fever 100 degrees or higher must remain at home until the student is fever free for 24 hours without the use of medication. In most cases this means that students will miss the following school day. Please understand that fevers can reoccur within a 24 hour time period and this policy is in the best interest for all students.

\*Students who are sent home due to vomiting or diarrhea must also stay home for 24 hours to ensure that these symptoms are gone before returning to school.

\*Students exhibiting signs of conjunctivitis (crusty eyes, red or swollen eyes) may return once the symptoms have been treated and are gone or a note is presented from a doctor stating that the student may return to school.

\*Students who show signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a note is presented from a doctor stating that the student may return to school.

Attendance is important for your child to be successful in school. If your child's absence requires a doctor's visit, please turn in the medical excuse to your child's school upon returning.

### **ADMINISTERING MEDICATION**

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information.
  - A. the name and address of the student;
  - B. the school and class in which the student is enrolled;
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional. The person designated by the Board establishes a location in each school building for the

storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board Policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

### **Inhalers**

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and

10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes, in good faith, that the written approval(s) have been received by the appropriate authority.

### **Epinephrine Autoinjectors**

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent(s). Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information.

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epipen appropriately and has provided the student with training in the proper use of the epipen;
5. circumstances in which the epipen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
  - A. the student may experience that should be reported to the prescriber or
  - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

## **Non-Individual Specific Epinephrine Auto Injector Policy**

As mandated by Section 3313.7110 of the Revised Code, this policy is intended to create a framework for accommodating individuals with undiagnosed life-threatening allergies (anaphylaxis).

Avon Lake City School District will procure epinephrine auto injectors for each school operated by the district to have on the school premises for the use in emergency situations identified under Ohio Revised Code, ORC 3313.7110(C)(5). Procurement can occur through purchase, accepting donations of epinephrine auto injectors from a wholesale distributor of dangerous drugs or a manufacturer of dangerous drugs, as identified in Ohio revised Code, section 4729.01. The district may also accept donations of money to purchase epinephrine auto injectors ORC 3313.7110 (E).

Avon Lake City School District will:

1. At all times, attempt to maintain at least two epinephrine auto injectors at each school operated by the district, ORC 3313.7110 (A)
2. Consult with a licensed health professional authorized to prescribe drugs, as defined in Ohio Revised Code, section 4729.01. , 3313.7110 (B)
3. Obtain and follow prescriber issued protocol specifying definitive orders for epinephrine auto injectors, conditions for which it is to be given, and dosages of epinephrine to be administered, ORC 3313.7110 (C).

### **Storage/Disposal, ORC 3313.7110 C:**

Avon Lake City School District will:

1. Identify one or more location(s) in each school operated by the district in which epinephrine auto injectors shall be stored.
2. Ensure the epinephrine auto injectors be stored in a safe, secure, accessible location in accordance with Ohio Revised Code 3313.713 to allow for rapid, life-saving administration.
3. Ensure epinephrine auto injectors that have expired will be disposed of in a sharps container.
4. Ensure epinephrine auto injectors that have been used will be either sent with emergency medical services personnel (911) at the time of administration or disposed of in a sharps container.

5. Ensure used and expired epinephrine auto injectors will be replaced in a reasonable time period.

**Usage-ORC 3313.7110 C:**

Only licensed health care providers, athletic trainers, and those individuals trained may administer an epinephrine auto injector to students, school employees, or contractors, school visitors and other individuals in the school building in an emergency situation when a person exhibits signs and symptoms of anaphylaxis on school premises during the school day.

Avon Lake City School District will be responsible for:

1. Identifying individuals employed by or under contract with the district board, in addition to the school nurse and athletic trainer, who may access and use an epinephrine auto injector to provide a dosage of epinephrine to an individual in an emergency situation.
2. Allowing identified individuals to attend training based on prescriber issued protocol before allowing access and use of epinephrine auto injector.
3. Identifying emergency situations as described within the prescriber issued protocol.
4. Summoning emergency medical services to the scene immediately upon administering an epinephrine auto injector.

Avon Lake City School District, a member of the district board of education, or a district or school or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an epinephrine auto injector under this section, unless the act or omission constitutes willful or wanton misconduct. This section does not eliminate, limit, or reduce any other immunity or defense that a school or school district, member of a district board of education, or district or school employee or contractor may be entitled to under Chapter 2744 or any other provision of the Revised Code or under the common law of this state ORC 3313.7110 (D).

The District shall report to the Ohio Department of Education each procurement and occurrence in which an epinephrine auto injector is used from a school's supply of epinephrine auto injectors ORC 3313.7110 (F).

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epipen because he/she has a good

faith belief that the conditions for carrying and using the medication have not been satisfied;

2. a school employee permits a student to carry and use an epipen because of the good faith that the conditions have been satisfied or
3. In instances in which a student is rightfully permitted to carry an epipen, the medication is used by a student for whom it was not prescribed.

## MISCELLANEOUS

### **Electronic Student Devices - cell phones and watches**

House Bill (HB) 250 requires each school district and community school to adopt a policy emphasizing student cell phone use be as limited as possible during school hours and reduce cell phone-related distractions in classroom settings.

As more students bring cell phones and watches with wi-fi and data capabilities, it is important to remember and inform your children about the policy of using them while at school. During school hours, students must keep the phone in the locker/cubby or backpack and have it turned off. If a parent needs to contact their child or a child needs to contact a parent, that communication must go through the school and in most cases the main office. Watches are another area where communication may occur if wi-fi or data are enabled. Students may wear watches and use the watches for time telling purposes or tracking their steps and other non-communication purposes. However, if students and parents are using the watch to call and text each other, those devices will be viewed more for communication and will be asked to be put away each day like a cell phone. Thank you for your attention to this matter and following these rules.

### **Filtering and Monitoring**

In the event that one of the circumstances is triggered, the school district must give notice of that fact to the student's parent within 72 hours. The 72-hour notice must include a written description of the triggering circumstance, identifying which features of the device were accessed and a description of the threat, if any. If notice would pose a threat to life or safety, it must instead be given within 72 hours after the threat has ceased.

### **Cold weather policy**

In the winter months, we strongly recommend that parents provide hats, gloves, waterproof boots and snow pants for their children and require them to wear them during recess. Outside temperature and wind chill are taken into consideration to determine outside recess each day during the winter months. Normally, **if the wind chill factor is above 20 degrees Fahrenheit**, students will be permitted outdoors.

### **Technology Loaner Agreement**

Avon Lake City Schools is committed to providing high quality educational technology devices to all students. Chromebooks will be checked out to students via our library circulation system. Any

loaned equipment is, and at all times, remains the property of

Avon Lake City Schools and is herewith lent to the Borrower for educational purposes only for the current academic school year. Students shall have no expectation of privacy with respect to the Chromebooks provided by the District or any materials therein and may be inspected without notice.

Borrowers may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Borrower losing his/her right to use this equipment. The equipment will be returned to the school when requested by Avon Lake City Schools, at year's end and/or if the Borrower withdraws from Avon Lake City Schools District prior to the end of the school year.

The Chromebook may be used by Borrower only for educational purposes, in accordance with the District's policies, Student handbook, and the District's Code of Conduct. Borrower may not install or use any software other than software owned or approved by the District and made available on the Chromebook. The Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of the device, to make no attempts to add, delete, access, or modify other user accounts.

Avon Lake City Schools asset tags and labels have been placed on the Chromebooks and are NOT to be removed or modified. If they become damaged or missing, contact your building's administrator for replacements. Additional stickers, labels, tags, or markings are not to be added to the Google Chromebook.

Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition. Students and parents/guardians must immediately report any damage to or loss of the Chromebook or accessories to the District. Avon Lake City Schools District can obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. In the event of damage to the Chromebook or accessories which is not covered by the warranty, (broken screens are not covered) the student and parents/guardians may be charged for the cost of repair or replacement of the Chromebook or accessories according to the following schedule:

- First incident in current school year – Free Repair
- Each Additional repair in current school year - \$50.00
- Replacement Chromebook - \$250.00
- Gross negligence or intentional misconduct – \$400.00

Avon Lake City Schools reserves the right to charge the student and parents/guardians the full cost of repair or replacement of the Chromebook or accessories at any time, such as when damage occurs due to gross negligence or intentional misconduct as determined by the District. In the event the Chromebook or accessories are lost, stolen, or otherwise not returned to the District, the student and parents/guardians may be billed a fine for the full cost of replacement of the Chromebooks or accessories.

### **Title IX Compliance**

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Katrina Muzingo: Director of Pupil Services  
Phone: 440-933-6210  
Fax: 440-933-7591  
175 Avon Belden Road, Avon Lake Ohio 44012  
katrina.muzingo@alcsoh.org

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

### **Civil Rights Compliance Officers**

Katrina Muzingo: Director of Pupil Services  
Phone: 440-933-6210  
Fax: 440-933-7591  
175 Avon Belden Road, Avon Lake Ohio 44012  
katrina.muzingo@alcsoh.org

## Artificial Intelligence

### **Digital Citizenship and Artificial Intelligence (A.I)**

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the district's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the district's mission, goals, and operational integrity.

Any use of AI technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 - Personal Communication Devices; Policy 5500 – Student Conduct; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety; Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

### **What Families Should Know**

At Avon Lake City Schools, we are committed to helping students learn and grow in a safe, responsible, and supportive digital environment. As artificial intelligence (AI) becomes more common in educational tools and online platforms, we want families to understand how AI may be used in our schools, how students are protected, and what expectations guide its use.

### **What is artificial intelligence**

Artificial intelligence, or AI, refers to computer systems that can recognize patterns, generate responses, and complete tasks that usually require human thinking. AI is already built into many digital tools, including search engines, writing supports, learning programs, and online help features.

### **Why is it important**

AI isn't a future concept—it's already built into the tools and careers students will encounter after graduation; such as agriculture (precision farming), construction (project planning and safety monitoring), healthcare, cybersecurity, data analysis, engineering, education, finance (fraud detection), manufacturing, software development, logistics and trucking (route optimization), marketing (customer insights), and even creative fields like graphic design and video production. Employers expect employees to understand how to use AI tools to solve problems, analyze information, and work more efficiently. For example, doctors and nurses use AI to help interpret medical data and improve patient care; skilled tradespeople use AI-powered diagnostics in automotive and HVAC systems; and office professionals rely on AI to draft communications,

analyze spreadsheets, and manage workflows. Teaching students how to use AI responsibly helps them understand both its benefits and its limitations and become more effective thinkers preparing them to enter a workforce.

### **How our district approaches A**

Our district believes that technology should support learning while keeping people at the center of education. Teachers, staff, families, and trusted adults remain the primary support system for students. AI may be used as a tool to assist with learning, feedback, accessibility, and instructional support, but it should never replace human judgment, relationships, or care.

We also do not support the use of AI tools that act like friends, companions, or emotional support for students. Why are we cautious about AI companions and chatbots?

- Reduced social skills & resilience — Bots don't challenge students or model conflict resolution.
- Emotional dependency — Always available "friendly" bots can increase isolation.
- Misinformation & unsafe advice — Bots may give incorrect, biased, or harmful answers.
- Delayed real help — Students might rely on bots when they should talk to counselors or trusted adults.
- Privacy concerns — Conversations may be stored or shared.
- Exposure to unsafe content — Some AI systems can generate inappropriate responses.
- Manipulation & commercial influence — Some systems may push products or viewpoints.
- Academic integrity issues — Overuse can reduce critical thinking and skill development.

Adolescence and childhood are important times for students to develop healthy relationships, communication skills, and resilience through real human interaction. Our focus is on using AI as an instructional tool, not as a substitute for personal connection or professional support.

### **How AI may be used in school**

Students may not use AI tools to complete schoolwork unless a teacher has specifically given permission. When AI use is allowed for a class activity or assignment, students may be required to identify how the tool was used and cite AI-generated content according to teacher directions. Unauthorized use of AI for schoolwork may be treated as academic dishonesty under the Student Code of Conduct.

# AVON LAKE CITY SCHOOLS

## STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

### ✓ **BASELINE RULE (Prohibition)**



Baseline Rule: AI Tools **STRICTLY PROHIBITED** for completing school work.



**UNLESS A TEACHER GIVES  
PRIOR EXPRESS PERMISSION**  
(Teacher discretion)



**NO**

**AUTHORIZED AI USE =  
PLAGIARISM /  
ACADEMIC DISHONESTY**



Subject to Discipline  
under the Student  
Code of Conduct.

**YES**

### **PERMITTED USES** (Examples)



### **ATTRIBUTION & TRANSPARENCY**

- ✓ Cite/Identify AI content
- ✓ Explain how AI tool was used



### **SCOPE, MONITORING, AND ENFORCEMENT**

#### **POLICY APPLIES TO:**



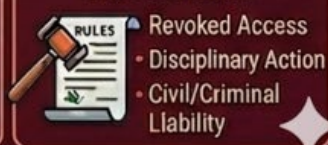
District Information & Tech Resources | Personal Devices  
(What an online network or for district purposes)

#### **NO EXPECTATION OF PRIVACY:**



District monitors and filters activity on all resources.

#### **ENFORCEMENT:**



- Revoked Access
- Disciplinary Action
- Civil/Criminal Liability

### **Digital citizenship and student learning**

Because AI is becoming part of the digital world students live in, we believe it is important to help students learn how to use technology thoughtfully and responsibly. This includes teaching students:

- that AI can make mistakes,
- how to question and verify information,
- how to protect privacy,
- when to seek help from a teacher or trusted adult,
- and how to use digital tools in safe, respectful, and academically honest ways.

We also provide ongoing learning opportunities for staff so they can stay informed about emerging technologies and use appropriate tools in ways that support instruction and student well-being.

### **Monitoring and safety**

To help maintain a safe school technology environment, the district uses tools such as Lightspeed Filter and Lightspeed Classroom. These tools help manage content access, support instructional focus, and allow staff to supervise the use of district-managed devices during learning activities. The district continually updates filtering and monitoring practices to respond to new websites, apps, and online content.

### **Student data privacy and SB 29**

Avon Lake City Schools takes student data privacy seriously. In compliance with Ohio Senate Bill 29, the district provides families with notice regarding the monitoring of school-issued devices and the sharing of student data with approved educational technology providers. This includes information about the types of monitoring that may occur on district-issued devices, the use of approved vendors, and annual parent notification requirements.

### **Board policies and resources**

Our district's use of technology and AI is guided by board policies (PO7540.09, PO7540.03, PO5136, PO5500, and PO7544) related to student technology use, employee technology use, student conduct, student privacy, and digital safety. These policies help ensure that technology is used in ways that support learning, protect students, and reflect legal and ethical expectations. For more information, families may review the approved vendor and student data privacy information, and board policies related to technology use and digital safety.

## Student Code of Conduct

### **Student's Rights and Responsibilities**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments. The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

This code shall serve as a guide to all Avon Lake School District students and to staff personnel involved in making disciplinary decisions that will result in positive student growth. In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Avon Lake School District staff personnel constantly strive to make disciplinary

decisions that will result in positive student growth. However, certain irresponsible acts can and will result in emergency removal, out of school suspension, expulsion and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function. Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis.

Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. Determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

### **Preventative Measures**

The Avon Lake City Schools believes in being proactive and preventative when it comes to violating the Student Code of Conduct. We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member, or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the administrative team can utilize mediation, counseling, etc.

### **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. If a student damages or loses school property, the student and/or their parent/parent's guardian/guardian's will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined.

## **ANTI-HARASSMENT: Bullying & Intimidation**

### **Policy 5517**

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, 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.

### 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:

1. 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.
2. Filing a malicious or knowingly false report or complaint of unlawful harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**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 District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

## **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:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. 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:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
3. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. 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.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. 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 any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Unwanted physical and/or sexual contact.
3. 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, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. 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, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching.
7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
11. 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.
12. 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.
13. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

### **Race/Color Harassment**

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

occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

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

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

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

Prohibited national origin/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 disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

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

The following individuals shall serve as the District's Anti-Harassment Compliance Officers (hereinafter, "the Compliance Officers"):

Director of Pupil Services  
(440) 933-4829 x1777  
175 Avon Belden Road  
Avon Lake, Ohio 44112

Special Education Coordinator  
(440) 933-4829 x1504  
175 Avon Belden Road  
Avon Lake, Ohio 44112

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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 individual 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 reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officers will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officers will designate a specific individual to conduct such a process. The Compliance Officers will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officers will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officers within two (2) 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 Officers or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

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

Students and all other members of the School District community along with Third Parties are required to 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 report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, 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 Complainant'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 the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) 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 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 promptly to stop inappropriate behavior and to 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. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

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.

The Complainant 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.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant 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 Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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, or appoint another individual to facilitate an informal resolution.

The Board'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 Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
3. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party 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 the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

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 official 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 formal complaint within thirty (30) 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 official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

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

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or 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/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:

1. interviews with the Complainant;
2. interviews with the Respondent;
3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
4. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written 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 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 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.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, 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. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/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 is learned or provided during the course of the investigation.

### Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

### Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any

other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

#### 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 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

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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:

1. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
2. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
3. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
4. written witness statements;
5. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
6. 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);
7. 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;
8. 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;

9. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
10. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, 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;
11. 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;
12. 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 Code of Conduct and/or Employee Handbooks); and
13. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

#### Reporting Requirement

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

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

#### Immunity

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

## Notification

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

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

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

## Student Discipline Code

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

1. **Insubordination:** Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.
2. **Tardiness:** Tardiness to class and school impede upon students' learning. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
3. **Violation of bus/school vehicle rules:** (see Policy 5000 and 5500)
4. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
5. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities.
6. **Inappropriate appearance:** Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere

is not allowed, presents a hazard to the health or safety of the student or to others in the school, causes excessive wear or damage to school property, or prevents the student from achieving the student's educational objectives because of blocked vision (e.g. hats, costumes, sunglasses) or restricted movement (e.g. hoods, ski masks). Shoes must be worn at all times for health and safety reasons (Policy 5511).

7. **Personal Communication Devices:** Students are not permitted to use any electronic devices during instructional time unless authorized by appropriate staff (Policy 5136).
8. **Failure to serve disciplinary consequence:** A student who fails to complete an assigned minor disciplinary sanction, such as a Detention, Saturday School, or ISACP will be subject to further disciplinary action.
9. **In halls without permission or misuse of a hall pass:** A student may not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student may not transfer or otherwise misuse a hall pass.
10. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except by following proper office protocols for leaving (e.g. a parent note, parent call into the main/ attendance office with legitimate excuse or with the consent from an administrator).
11. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture.
12. **Inappropriate display of affection:** Sexual affection or activity of any nature is prohibited.
13. **Other misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.
14. **Possession/Use of Tobacco:** The possession, consumption, use, distribution, purchase, and/or or concealment of tobacco, nicotine, or vaping products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is strictly prohibited.
15. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
16. **Academic dishonesty:** A student who has committed an act of academic dishonesty may be subjected to disciplinary action in accordance with Board Policy and the Student Code of Conduct (Policy 5500 and 7540.03).
17. **Injurious behavior:** Students will not act in a manner that injures or potentially

injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, and horseplay.

18. **Violating acceptable use policy:** Any violation of our acceptable use policy may be subject to discipline (Policy 5500 and 7540.03).
19. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.
20. **Disobedience to administrative directive:** A student may not defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in school discipline to fulfill his/her assignment.
21. **Misuse of facilities and equipment:** Students may not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement may be part of the disciplinary action.
22. **Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying):** Students may not engage in any obscene, abusive, profane, degrading gestures or expression, or disrespectful actions of harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group. This includes possession, publication, or distribution of materials (including electronic) meeting this description. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.
23. **Hazing:** Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

24. **Vandalism:** Students shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages may be part of the disciplinary action.
25. **Fireworks and explosives:** Students may not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
26. **Fighting:** Engaging in adversarial physical contact (differentiated from poking, pushing or shoving) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).
27. **Physically assaulting a staff member/student/person associated with the District:** Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member, student, or other person associated with the District may be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
28. **Use and/or Possession of a Weapon:** The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons (Policy 5772).
29. **Possession/Use of drugs and/or alcohol:** Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second

opportunity to take the test (Policy 5530).

30. **Theft, or knowingly receiving or possessing stolen property:** Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing may be disciplined and/or be reported to law enforcement officials.
31. **Arson and/or attempted arson:** Setting fires or use or possession of any incendiary device is prohibited.
32. **Interference, disruption, or obstruction of the educational process:** Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
33. **Extortion:** Any action that is the use of threat, intimidation, force, or deception to take or receive something from someone else is prohibited.
34. **Bomb threats, and other false alarms and reports:** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.
35. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Student Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
36. **Use and/or possession of a firearm:** A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device. Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for

bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with Policy 5610.

37. **Knowledge of dangerous weapons or threats of violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
38. **Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District:** Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.
39. **Unauthorized use of school or private property:** Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
40. **Class cuts:** A student may not be in the halls without permission or leave the building before the appropriate dismissal time except by following proper office protocols for leaving (i.e. a parent note, parent call into the main/ attendance office with legitimate excuse or with the consent from an administrator). Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
41. **Violent Conduct:** Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.
42. **Careless or Reckless Driving:** Driving on school property in such a manner as to endanger persons or property.

43. **Possession of Pornography:** Possessing sexually explicit material.
44. **Unauthorized use of vehicles:** Occupying or using vehicles during school hours without parental permission and/or school authorization.

## **DISCIPLINE**

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

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

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

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

### **Informal Discipline**

Informal discipline takes place within the School. It may include restorative practices, detentions, in-school discipline, Opportunity School, Saturday School. Informal discipline varies by building and is appropriate per age and grade level.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end

of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

### **Due Process Rights Policy 5611**

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

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

### **Suspension from School Policy 5610**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) calendar days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

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

### **Emergency Removal Policy 5610.03**

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

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

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

### **Expulsion from School Policy 5610 and 5611**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the

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

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

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

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

### **Permanent Exclusion Policy 5610**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be

permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

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

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

### **Discipline of Students with Disabilities**

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

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide

whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

### **Search and Seizure Policy 5771**

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

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

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

### **Interrogation of Students Policy 5540**

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

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

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

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

### CONSEQUENCE DESCRIPTIONS

#### **Detention**

Detentions are held before school from 7:05-7:35 a.m., during students' lunch period, and after school from 3:00-3:30 p.m. During detention, students are expected to work on school assignments. Failure to have proper schoolwork and/or materials will result in dismissal from detention. Students who do not attend detention will receive further disciplinary action. Students who are absent from school and miss a detention should automatically report to detention before or after school the day they return to school.

#### **Saturday School**

Saturday School will be held every Saturday morning except over Holiday weekends. Students need to report to the Common's doors before 8:00 a.m., and quietly wait to be escorted by a staff member to the classroom where Saturday School will be held. No one will be accepted into Saturday School after 8:00 a.m. for any reason and failure to report on time may result in additional consequences being assigned by the student's grade level administrator. Students who need to reschedule an assigned consequence must get prior approval from their grade level administrator. Parents of students who are ill and unable to attend Saturday School are to call the grade level administrator no later than 9:00 a.m. on the first school day after a missed Saturday School.

Students must leave the building immediately at the dismissal of Saturday School, which ends at 11:00 a.m. All school rules apply while students are on school property for Saturday School. Students will be provided one restroom break at 9:30 a.m. Students are required to bring textbooks or supplemental readings for classes, paper, writing utensils, and other equipment necessary to complete work.

### **In-School Alternative Classroom Placement**

(ISACP) In-school Alternative Classroom Placement results in the loss of the privilege of the student to participate in classes. Students spend the school day(s) in a designated classroom completing assigned work from teachers. Students are expected to complete all assigned work for the day during ISACP. Students who are in ISACP will not be given additional days to complete assigned work. Failure to report for ISACP will either result in additional days of ISACP or in suspension from school.