

## Newark City Elementary Schools

### **Ben Franklin Elementary**

533 Beacon Road  
Hours: 8:45-3:45  
Phone: 740-670-7340  
Attendance: 740-670-7343  
Fax: 740-670-7349  
Principal: Dena Cable-Miller  
dcable@laca.org

### **Carson Elementary**

549 East Main Street  
Hours: 8:45-3:45  
Phone: 740-670-7300  
Attendance: 740-670-7303  
Fax: 740-670-7309  
Principal: Julie Elwell  
jelwell@laca.org

### **Cherry Valley Elementary**

1040 West Main Street  
Hours: 8:45-3:45  
Phone: 740-670-7330  
Attendance: 740-670-7333  
Fax: 740-670-7339  
Principal: Chester Coleman  
ccoleman@laca.org

### **Hillview Elementary**

1927 Horns Hill Road  
Hours: 8:15-3:15  
Fax: 740-670-7319  
Phone: 740-670-7310  
Attendance: 740-670-7313  
Principal: Nicholas Myers  
nmyers@laca.org

### **John Clem Elementary**

475 Jefferson Road  
Hours: 8:45-3:45  
Phone: 740-670-7130  
Attendance: 740-670-7133  
Fax: 740-670-7139  
Principal: Lynda Nabors  
lnabors@laca.org

### **Legend Elementary**

1075 Evans Boulevard  
Hours: 8:15-3:15  
Phone: 740-670-7100  
Attendance: 740-670-7103  
Fax: 740-670-7119  
Principal: Ellen Cooper  
ecooper@laca.org

### **McGuffey Elementary**

130 Green Wave Drive  
Hours: 8:45-3:45  
Phone: 740-670-7140  
Attendance: 740-670-7143  
Fax: 740-670-7149  
Principal: Cynthia Baker  
cmbaker@laca.org



Administrative Service Center  
621 Mt. Vernon Rd  
Newark, OH 43055  
740 670-7000  
[www.newarkcityschools.org](http://www.newarkcityschools.org)

Dear Students and Parents:

Welcome to the Newark City Schools!

The beginning of a new school year is always an exciting time for students and staff. The Newark City School District had a great 2017-18 school year, and we look forward to an even better 2018-19 school year.

Among the many highlights from last year, we were named the School Breakfast Program of the Year by the Children's Hunger Alliance, thanks to the efforts of staff members who helped ensure nearly 4,000 free breakfasts were served every day.

In February, we hosted our first ever Social and Emotional Awareness Day. Districtwide, presenters from across the community hosted sessions with our students ranging from yoga to art therapy, coping strategies and more. Staff members came together to make the day a success.

In the classroom, our science, technology, engineering and math programs have expanded greatly. More than 500 students are involved in STEM-specific programs K-12, and many of them attended our third annual STEM Camp in the summer.

I say often that it's a great time to be a Cat, and that's as true today as it has ever been. We were honored to welcome 1980 graduate Roy Kelley to speak at our commencement ceremony. Rear Admiral Kelley is the commander of the Naval Air Force Atlantic. Newark High School's Class of 2018 is headed to more than 30 colleges in eight states; they've enlisted in each branch of the military. They will go on to do great things, just like the many Wildcats who have come before them.

The programs above are just a part of what we do every day in the Newark City School District. We look forward to working together with all of our families to make the 2018-19 school year great!

Sincerely,

A handwritten signature in black ink that reads 'Douglas Ute'.

Doug Ute,  
Superintendent

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions you and your parents may have during the school year and to provide specific information about certain Newark Board of Education policies and procedures.

This handbook contains important information that you should know. Please take time to become familiar with the following and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the board's policies and the school's rules as of May 2018. If any of the policies or administrative guidelines referenced herein are revised after May 2018, the language in the most current policy or administrative guideline prevails. Current copies of board policies are available online. Log on to the district's website, [www.newarkcityschools.org](http://www.newarkcityschools.org), and click on "board of education".

## **MISSION STATEMENT**

The mission of Newark City Schools is to ensure a quality education for all students to become productive citizens in a global society.

## **VISION STATEMENT**

To accomplish the mission of the Newark City Schools we will provide superior resources, rigorous and relevant programs, a safe and secure learning environment, and a highly skilled and caring staff in partnership with students, parents, and community members.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides equal educational opportunities for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's compliance officer identified below.

Curriculum Director  
740-670-7055

Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

## **INDIVIDUALS WITH DISABILITIES**

Public schools must adhere to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) which prohibit discrimination on the basis of disability. Section 504 ensures that students with disabilities have equal access to an education through reasonable accommodations and modifications. This protection applies to students as well as to those individuals who have access to the programs and facilities in the district.

The Individuals with Disabilities Education Improvement Act (IDEIA) assures services to children with disabilities. IDEIA governs how states and public agencies provide early intervention, special education

and related services to infants, toddlers, children and youth with disabilities. The law requires that students with disabilities have access to and progress in the general curriculum.

Section 504 and IDEIA require an evaluation to determine the handicapping condition impacting educational performance as well as the services, modifications, and/or accommodations required. Parental involvement is essential to and required in the evaluation process.

The Director of Student Services is the Compliance Officer for the Newark City Schools and can be contacted at 740-670-7025 to learn more about intervention and evaluation processes, special education programming, and procedural safeguards in the district. See Policy 2260.01 for details.

### **STUDENT RESPONSIBILITIES**

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

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

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

In order to keep parent(s)/guardian(s) informed of their child's progress in school, parent(s)/guardian(s) will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Our schools, however, may use the mail or hand delivery to ensure contact. Parent(s)/guardian(s) are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **SECTION I - GENERAL INFORMATION**

#### **ADVERTISING OUTSIDE ACTIVITIES**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent or designee.

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

When school officials make the decision to close or delay school, the superintendent or his designee will utilize the Schoolmessenger system to notify parents. Schoolmessenger has the ability to deliver messages to your telephones, and/or cell phones at the rate of up to 6,000 per minute.

The school will also notify the following media organizations:

Radio Stations:

WCLT (1430 AM)

WHTH (790 AM)

WCLT (100.3 FM)

WNKO (101.7 FM)



Television Stations:  
Wildcat News Network (channel 19)  
WBNS TV (channel 10)  
WCMH TV (channel 4)  
WSYX TV (channel 6)  
WTTE TV (channel 28)

Web sites:  
[www.newarkcityschools.org](http://www.newarkcityschools.org)  
[www.NewarkAdvocate.com](http://www.NewarkAdvocate.com)  
[Facebook.com/NewarkCitySchools](https://www.facebook.com/NewarkCitySchools)  
Twitter: @Newark\_Schools

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

### **FIRE, TORNADO AND LOCKDOWN DRILLS**

The Newark City Schools comply with all fire safety laws and will conduct fire and tornado drills in accordance with state law. Teachers will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Newark City Schools will also participate in annual lockdown safety drills as required by state law.

### **LOST AND FOUND**

Check the office for the lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the grading period.

### **MEAL SERVICE**

Our belief is that children cannot learn when they are hungry. Our food service offers well-balanced, nourishing breakfast and lunch meals for students at reasonable prices. The Food Service Director oversees the operation of a central kitchen and deliveries to all Newark City Schools and other nearby schools. The kitchen provides more than 7000 meals daily to students and staff.

Students not buying a hot lunch may bring a sack lunch and purchase milk in the cafeteria. The school food program of Newark City Schools is part of the National School Lunch Program, meeting all nutritional standards and criteria for federal and state reimbursement. NCS Food Service also participates in the Free & Reduced Meal Program, providing meals at no cost or a reduced price of 40 cents for lunch, and breakfast at no charge to all students, for students whose families meet certain income guidelines. Parents can apply for the free/reduced meal program on line at [www.myschoolapps.com](http://www.myschoolapps.com). Paper applications are also available at each school, or in the food service department. Students are approved for this program on an annual basis, and MUST reapply at the start of each school year.

The information provided on free/reduced meal applications is confidential. This information will be used only for determining eligibility. This information may be verified at any time during the school year by school or other program officials.

For added convenience, a debit system is available where funds may be placed on meal accounts for use by students in lieu of carrying cash. This system allows lunch lines to move quickly and efficiently. Pre-payment is accepted at any time for meals (checks preferred). Credit card payments can be made on line via [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents can also sign up at this website to request low balance notifications, monthly transaction statements, or to view daily meal activity for their child(ren). Cash or check payments can also be sent to school with the student. No E-Checks are accepted. At the elementary level, change will be added to the student's account unless a note is sent by the parent requesting change. Middle school and high school students will be given the option of receiving change or applying the change to their meal account. Newark City Schools will not be responsible for lost change, and we do not recommend sending cash payments in excess of \$5.00. Any excess money remaining on the meal account at the end of a school year will be carried over to the next school year. Parents of graduating seniors, or withdrawn students with

an account balance, must contact the food service department at 670-7450 if they would like to request a refund. A check will be mailed for refunds over \$10.00.

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

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Newark City Schools' Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan will be made available for inspection at the Administrative Offices office upon request.

### **STUDENT FEES AND FINES**

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

School fees shall be paid in advance for each school term at the time of initial registration

### **Fees**

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

- A. "School fees" do not include:
1. library fines and other charges made for the loss, misuse or destruction of school property;
  2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
  3. charges for optional travel undertaken by a school club or group of students outside of school hours;
  4. charges for admission to school dances, athletic events, or other social events;
  5. optional community service programs for which fees are charged (e.g. preschool before and after-school child care, recreational programs).

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

Typical students enrolled in Newark City Schools Special Education Pre-School will be charged \$10/week for consumable items. If a parent who is not eligible for waiving fees falls behind four (4) weeks or more in paying this fee, the student will be removed from the program unless other arrangements are made.

## **Fines**

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

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

Any fees, fines, and/or other charges collected by members of the staff that total more than \$1,000.00 or that cannot be safeguarded shall be turned in to the Treasurer within one (1) business day after collection. Any fees, fines, and/or charges collected by members of the staff that total less than \$1,000.00 and that can be safeguarded shall be turned in to the Treasurer within three (3) business days after collection. A place such as the building safe or a locked file cabinet shall be used for securing these monies until they are deposited with the Treasurer. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.

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

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

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with District Policies. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activity for a group in which they are members without the approval of the student's counselor(s).
- Student may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- Students may not sell any item or service in school without the prior approval of the principal.

Violation of this policy may lead to disciplinary action.

## STUDENT RECORDS

Newark City Schools maintains many student records including both directory information and confidential information.

Directory information includes the student's:

Name	Awards received
Address	Date of graduation
Telephone number	Dates of attendance
Date and place of birth	Major field of study
Participation in officially-recognized activities and sports	
Height and weight, if a member of an athletic team	

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. *Parents may refuse to allow the board to disclose any or all of such "directory information" by filling out a "Do Not Disclose" form available in the school office.*

Other than directory information, access to all student records is protected by the Family Education Rights and Privacy Act (FERPA) and Ohio law. Except in limited circumstances as specifically defined in state and federal law, schools are prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have entered a postsecondary educational institution at any age. The board will provide access to or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

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

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

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

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

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers;

- G. religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and board policy parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's office to inspect such materials.

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

The superintendent will provide notice directly to parent(s)/guardian(s) of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy. In addition, the superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
[www.ed.gov/offices.OM/fpco](http://www.ed.gov/offices.OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT PICTURES**

Pictures and/or videotape of students may be used in district publicity such as the district Web site, newsletters and/or television station (Wildcat News Network, Channel 19). These photos and/or videos are used to highlight the programs, activities and achievements in the Newark City Schools. If you would prefer your student not be photographed for these purposes, please contact your building principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books and other materials may be checked out for student use. Loan periods vary by school.

In order to avoid late/lost fees, all materials checked out of the library must be returned before the due date.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **USE OF TELEPHONES**

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

Possession of a cellular telephone or other electronic communication device (ECD), (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege.

Students in grades K-5 are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them "On" during the school day. This includes lunch periods and passing periods. "Using" refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.)

At the middle school and high school level, students may possess cellular phones and other electronic devices (ECD) in school, on school property, and during afterschool activities but they may only be used in designated areas and at designated times with specific permission from school personnel. Cellular telephones and other ECDs are not to cause classroom disruptions.

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy, may result in the loss of this privilege, additional disciplinary action (e.g., warning, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone or ECD (in which case, the cellular telephone or ECD will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity. Students also may not use cellular telephones or ECDs to access and/or review Internet web sites that are otherwise blocked to students while on school property or at a school-sponsored activity. Students cannot use a cell phone to violate school policy.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parent/guardians during the school day.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

## **VISITORS**

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

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

## **SECTION II – CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

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

### **Student Complaints and Grievances**

A complaint is an objection to a condition or a circumstance related to an act of discrimination regarding an individual based upon race, national origin, religion, creed, gender or disability. A parent or a student has the right to initiate a complaint. Normally, a complaint is oral; however, any party to a complaint may at any time request the complaint be reduced to writing. A grievance is a means by which a person may seek to resolve a complaint.

The following procedures are to be used by a person filing a grievance regarding a complaint. Failure to follow the procedures may result in no action being taken to resolve the grievance.

*Level 1*-Within ten (10) school days of the grievable incident, the student and/or parent must discuss the incident with the person who originally took the action upon which the complaint is based indicating this is a grievance. The person shall reconsider his/her original plan of action and give his/her decision to the complainant. If the complainant is not satisfied with the decision, the complainant may carry his/her grievance to Level 2. Students in eighth grade and under must have their parent or guardian carry the grievance to Level 2.

*Level 2*-If the grievance is not resolved at Level 1, it must be submitted in writing to the immediate supervisor of the person who took the original action within five (5) school days following the receipt of the response in Level 1. If it is not submitted to the immediate supervisor within five (5) school days following receipt of the Level 1 decision, the complaint is considered resolved. If the grievance is directed at a teacher, the immediate supervisor is the building principal or designee. If the grievance is directed at a principal, the immediate supervisor is the Certified Personnel Director.

*Level 3-* If the grievance is not resolved at Level 2 within five (5) days, the superintendent may elect to hear the grievance or direct it to an appropriate person for disposition. The superintendent or designee will review the grievance and will issue a decision regarding the grievance.

When a person wants to initiate a grievance, the procedure outlined under complaints must be followed. Failure to follow the procedure shall result in no action being taken to resolve the grievance.

## **ZERO TOLERANCE**

No form of violent, disruptive or inappropriate behavior, including excessive truancy, will be tolerated. The administration reserves the right to take necessary action for the good of the order and safety of the school or personnel.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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

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

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

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

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

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the



Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

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

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

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

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

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

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

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

### **Complaints**

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

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

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

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

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be

limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

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

### **Immunity**

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

### **Notification**

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

The statement may be sent with regular student report cards or may be delivered electronically.

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

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

### **Education and Training**

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

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

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

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

## **ANTI-HARASSMENT**

### **General Policy Statement**

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

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

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

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

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

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

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-

curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

### **Race/Color Harassment**

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

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

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

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

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or

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

### **Disability Harassment**

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

### **STUDENT DISCIPLINE CODE**

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action. The following behaviors are examples of misconduct; however, the list is not limited to those described below.

Each of the behaviors described below are examples and may subject the student to disciplinary action including, but not limited to, 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. Aiding or Abetting Violation of School Rules**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **2. Bomb Threats**

Making a bomb threat 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.

#### **3. Care of Property**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment as well as damage to school facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

#### **4. Damaging Property**

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity will be subject to disciplinary action.

#### **5. Displays of Affection/Sexual Activities**

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

## **6. Disruption of the Educational Process**

Disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

## **7. Distribution/Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

## **8. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives may subject a student to disciplinary actions.

## **9. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

## **10. False Alarms and False Reports**

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action.

## **11. Falsification of Schoolwork, Identification, Forgery**

Forgery of hall/bus passes and excuses as well as use of false IDs are forms of lying and are not acceptable. Students found engaging in such practices will be subject to discipline in accordance with the Student Discipline Code.

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

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

## **13. Gangs**

Gangs that initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

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

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

## **14. Harassment/Intimidation and/or Bullying**

The harassment, intimidation and/or bullying of other students or members of staff or any other individuals is not permitted. This includes any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it



creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

### **15. Hazing**

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.

### **16. Insubordination and/or Disrespect**

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting disrespectfully or in defiance of staff members will result in disciplinary action.

### **17. 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.

### **18. Loitering**

A student shall not loiter or delay in any way that may cause disruption of some activity or function.

### **19. Misconduct Against a School Official or Employee or the Property of Such a Person, Regardless of Where it Occurs**

The board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

### **20. Misconduct Off School Grounds**

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district.

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

### **21. Off-Limit Areas**

Students are prohibited from occupying off-limit areas. Off-limit areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day.

### **22. Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's drivers license.

### **23. Physical Contact**

A student shall not engage in fighting, physical altercations, horseplay or inappropriate touching of another student.

### **24. Physically Assaulting of/Fighting with a Staff Member/Student/Person Associated With the District**

Physical assault of or fighting with a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Assault of/fighting with any other individual may result in criminal charges and may subject the student to expulsion/suspension.

### **25. Possession of Electronic Equipment**

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of school personnel. Examples of prohibited devices include but are not limited to radios, “boom-boxes”, headphones, CD players, portable TVs, electronic games/toys, cell phones, pagers, beepers, other electronic devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

### **26. Prescription or Non-Prescription Drugs**

A student shall not use, sell, or distribute, buy or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school.

### **27. Profane, Obscene or Vulgar Language/Gestures/Media**

A student shall not use profane, obscene or vulgar language gestures, or media at school, on school buses or while engaged in or present at any school-sponsored event or activity.

### **28. Purposely Setting a Fire**

Nothing, such as fire, that endangers school property and its occupants will be tolerated. Arson is a felony.

### **29. Repeat Offenses**

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

### **30. Refusing to Accept Discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

### **31. Theft**

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal and/or teacher. The school is not responsible for personal property.

### **32. Threatening a Staff Member/Student/Person Associated with the District**

A student shall not engage in any behavior that threatens another student, staff member, or other persons associated with the district. This includes threats that are verbal, physical, or in written form.

### **33. Trespassing**

Although schools are public facilities, the law allows the board to restrict access to school property. 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.

### **34. 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.

### **35. Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

### **36. Use and/or Possession of Drugs and/or Alcohol**

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, 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, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a Breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **37. Use and/or Possession of a Firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on to school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

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 firearm silencer; or any destructive device (as defined in the Federal Gun-Free School Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

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

### **38. Use and/or Possession of Tobacco**

The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses and at any interscholastic competition, extra-curricular event. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, clove cigarettes or any other matter or substance that contains tobacco. Smoking paraphernalia such as lighters, matches, e-cigarettes, vapor pipes, etc. is also prohibited.

### **39. Use and/or Possession of a Weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any

toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

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

#### **40. Use of School and State Property**

Students will be careful in their use of all school property including school-owned books. Students are required to return material loaned to them in the same condition as existed at the time of the loan, subject to reasonable wear and tear. Students are required to pay for damage whether specifically caused by the student or not.

#### **41. Violation of Bus Rules**

Please refer to Section VI – Transportation for Bus Rules

#### **42. Violation of Individual School/Classroom Rules**

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

#### **43. Violent Conduct**

Students may face expulsion for up to one school year for committing an act of violence that would be considered a criminal offense if committed by an adult or that results in serious physical harm to one or more persons. Any act committed at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or an act directed at a board official or employee is subject to expulsion.

#### **44. Visiting Other Schools**

Students of one school SHALL NOT visit the building or grounds of another school while school is in session except with the permission of the principals of both schools.

### **DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events and on school transportation. Also, school rules apply 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 school official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

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

#### **Informal Discipline**

Informal discipline takes place within the school. It includes change of seating or location; and/or before school, lunchtime and/or after-school detention.

#### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

## **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for as many as three (3) school days, suspension for as many as ten (10) school days, expulsion for as many as eighty (80) school days, or the number of days remaining in a semester, whichever is larger, and permanent exclusion.

Suspensions and 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 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 school rules.

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

## **DUE PROCESS RIGHTS**

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

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

## **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the principal (or assistant principal or other administrator) will determine whether to suspend the student. If the decision is made to suspend the student, s/he and his/her parent(s)/guardians 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 five (5) days after receipt of the suspension notice to the superintendent. During the appeal process, the student shall not be allowed to remain in school.

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

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or 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 school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

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

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

## **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parent(s)/guardian(s) may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel and/or by a person of his/her choice at the meeting.

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

If a student is expelled, the student and the student's parent(s)/guardian(s) 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 rights 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.

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

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

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- Possessing selling or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- Complicity to commit any of the above offenses regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- rape, gross sexual imposition or felonious sexual penetration
- murder, manslaughter, felonious or aggravated assault
- complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

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 Act (IDEA), and, where applicable, the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

### **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever the school authorities 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 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.

## **STUDENT INTERROGATIONS**

All student interrogations will follow board policy that states in part, “The Newark Board of Education has responsibility for the control and management of students during the school day and during approved extra-curricular activities.” In addition, the board policy provides, “The schools have legal custody of students during the school day and during approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control.”

Newark City Schools will ensure student’s and parent’s/guardians' rights and civil liberties are protected at all times. The school will do this by acting “in loco parentis.” In loco parentis means “In the place of a parent; instead of a parent; charged with a parent’s rights, duties and responsibilities.”

Where it is necessary to maintain the safety of a student by conducting an investigation/interrogation, the school district will question the student.

When outside agencies wish to question a student, all authority to conduct the interview resides with the building administrator(s). The building administrator(s) will determine the necessity of immediate access to the student and whether there must be parent permission to move forward with the questioning/interrogation.

If Children Services requests an interview with a student, they will be allowed to question/interview the student only in the presence of a school administrator and or/designee.

If law enforcement requests an interview with a student, they must obtain permission from the building administrator. The building administrator will contact the parent to receive permission/approval from the parent(s)/guardian(s).

## **STUDENT RIGHTS OF EXPRESSION**

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

### **A. Material cannot be displayed if it:**

1. is obscene to minors, libelous, is pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing; intends to incite fighting; or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.



Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **SECTION III – ENROLLMENT & ATTENDANCE**

#### **ENROLLING IN THE SCHOOL DISTRICT**

In general, state law requires students to enroll in the school district in which their parent or legal guardians reside, unless enrolling under the district's open enrollment policy.

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

- A. an original birth certificate or similar document;
- B. custody (if applicable) or court papers allocating parental rights and responsibilities;
- C. proof of residency (i.e. a paid utility bill, lease or rental agreement);
- D. current immunizations record.
- E. Photo ID

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s)/guardian(s) will be notified about documentation required to establish permanent enrollment.

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

Homeless and foster students who meet the Federal Law may enroll after the District Liaison has been contacted in accordance with State guidelines.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

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

typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power or attorney or caretaker authorization affidavit.

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

- A. an updated copy of the student's transcript
- B. a report of the student's behavior while in DHS custody
- C. the student's current Individualized Education Program ( IEP), if an IEP has been developed for the child
- D. a summary of the instructional record of the child's behavior.

## **SCHEDULING AND ASSIGNMENT**

### Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselors in the high school and dean of students in the middle schools. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

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

Parents must notify the principal about plans to transfer their child to another school. School records will be transferred to the new school within fourteen (14) days of the parents' notice or request.

## **ATTENDANCE**

It is imperative that students attend each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic that will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the Newark schools want to help students develop as early as possible.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either; (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release.

No student will be released to a person other than the custodial parent(s) or guardian(s) without written permission signed by the custodial parent(s) or guardian(s).

## **ABSENCES**

### **Notification of Absence**

If a student will be absent, the parent(s)/guardian(s) must notify the school and provide an explanation. Please call your school's attendance phone number to report your child's absence no later than the time school begins. School attendance phone numbers are listed in the building directory at the front of this handbook.

When no report is made, the parent(s)/guardian(s) should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day(s). If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

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

### **Excused Absences**

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

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04 or,
- C. the student has received an age and schooling certificate.

### **Home Instruction**

Individualized instruction may be provided at home for students unable to attend school for more than 20 consecutive school days because of a serious accident, illness or disability. The condition must be documented by a physician and the student must be eligible for services under Individuals with Disabilities Education Improvement Act. Contact the Special Education Department at 740-670-7025 for additional information.

### **Make-Up Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the school office and/or teacher(s) as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he may arrange with the teacher to take the test at another time. If s/he misses a state mandated assessment test or other standardized test, the student will be given the opportunity to make up the test(s) on mandated make-up dates.

## **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for missed schoolwork. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district
- B. the student was excused from attendance in accordance with:  
R.C. 3321.04
  - 1. personal illness (a written physician's statement verifying the illness may be required);
  - 2. illness in the family;
  - 3. quarantine of the home;
  - 4. death in the family
  - 5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
  - 6. such good cause as may be acceptable to the superintendent;
- C. the student has received an age and schooling certificate.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. No credit shall be given for any schoolwork not completed because of truancy.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with state law and Board Policy 5200.

In order to address the attendance practices of a student who is habitually truant, the board authorizes the superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program;
- B. require the student's parent to attend a parental involvement program;
- C. require a parent to attend a truancy prevention mediation program;
- D. notify the Registrar of Motor Vehicles of the student's absences;
- E. take appropriate legal action;
- F. assignment to an alternative school.

### **SUSPENSION FROM SCHOOL**

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

Assignments may be obtained from the school upon request by parents.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the school office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher.

The student will be given full credit for properly completed assignments and will receive a grade for any made-up tests.

### **TARDINESS**

A student who is not in his/her assigned location by school start time shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Building administrators reserve the right to implement consequences for chronic tardiness.

## **VACATIONS DURING THE SCHOOL YEAR**

Parent(s)/guardian(s) are encouraged not to take their child out of school for vacations. However, students may be excused for vacation purposes a maximum of five (5) days during one school year. Parent(s)/guardian(s) must submit a written request prior to the date of absence and a review of the student's attendance history. No student shall be excused for vacation during the last five days of each semester. Make-up work may not be available prior to the vacation.

## **SECTION IV- ACADEMICS**

### **CURRICULUM PROGRAMS**

Newark City Schools provide comprehensive programs to serve the educational needs of students. The Newark Board of Education has the responsibility for establishing what students should learn. As a result, the board adopts a district curriculum that, to the extent possible, reflects the desires of the community, the needs of society, and the requirements of law.

The instructional programs meet the standards prescribed by the State Board of Education. For more information about Ohio's Academic Content Standards, visit [www.OhioAcademicStandards.com](http://www.OhioAcademicStandards.com).

### **FIELD TRIPS**

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

Attendance rules apply to all field trips.

While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Not attending a field trip does not constitute an absence.

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

### **GRADING SYSTEMS**

The Newark Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the district's program.

The board believes that the district's grading system should be a reliable system and one that ensures each student's grade signifies accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The periodic issuance of grades and interim reports serves to promote a process of continuous evaluation of student performance that informs the student, parents, pupil services personnel, and school administrators of student progress and is a basis for intervention necessary to bring positive student behaviors to increase student achievement.

It is the responsibility of each teacher, at the beginning of a course, to discuss the possible methods for determining course grades. Students should be included in determining the criteria for satisfactory

achievement whenever possible. Performance-based/authentic tasks, written or oral discourse, portfolios and self-assessment, as well as more traditional evaluation methods, should be used.

When evaluating student progress and, consequently, assigning an evaluation mark, the teacher should recognize that:

- A. quality tasks motivate students to do quality work;
- B. the welfare of the student and the student's needs and abilities are primary considerations;
- C. positive comments and encouragement result in increased academic achievement;
- D. the students should meet the standards for their grade levels in a subject area by the end of the school year.

Before the school year begins, each teacher will establish and communicate expectations for all classes they teach and all students in those classes regarding how student's grades could be affected by the items below. Teacher practices in the items below will be sent home in writing to parent(s)/guardian(s), with a separate sign-off sheet for the parent to sign and return. The parents will keep a copy, provided by the teacher, for future reference. All such expectations shall have the building principal's approval before they are communicated to the parent.

- A. Attendance;
- B. participation in class activities;
- C. absences from class and procedures for make-up work;
- D. disciplinary procedures in the classroom if class work or homework is not complete;
- E. failure to bring materials to class;
- F. elements of the class that require parent collaboration and support

#### Grading Scale For 4-12 Grades

A	= 90-100	Superior, excellent achievement
B	= 80-89	Good, above-average achievement
C	= 70-79	Average achievement
D	= 60-69	Average, borderline achievement
F	= 0-59	Failing/Unsatisfactory achievement
I	= Incomplete	The student has not completed required work – or – Improving (Grades K,1)
O	= Outstanding	
S	= Satisfactory (K-8)	
U	= Unsatisfactory	
N	= Needs to improve	
TR	= Trying but progressing slowly	
*	= Works below grade level	
No Mark	= Not evaluated at this time (Grades K,1)	

#### Grade Averaging in Grades 4-8

When averaging grades to arrive at a yearly average, the following scale will be used:

A = 4 points	O = 2 points
B = 3 points	S = 1 point
C = 2 points	U = 0 points
D = 1 point	
F = 0 points	

When grades are averaged for the year, the following scale is to be used when recording letter grades:

.0 - .59	= F
.60 - .74	= Teacher Option F or D
.75 - 1.49	= D

- 1.50 – 2.49 = C
- 2.50 – 3.49 = B
- 3.50 – 4.00 = A

#### Incomplete Grades

A student whose work is incomplete (“I” grade) at the end of a grading period must complete the work within two (2) weeks. Additional time may be allowed by the teacher and building principal/assistant principal for extenuating circumstances. If, at the end of two (2) weeks, or additional time given, the required work has not been made up, a final grade will be calculated with all incomplete work calculated as zeros. An incomplete may not be given for the last grading period of a school year.

#### Students in Special Education Classes

Grades in special education classes are based on individual student ability, progress, achievement, and effort.

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

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- completed the course and State-mandated requirement at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

### **GIFTED EDUCATION AND IDENTIFICATION**

Identification:

- A. The District shall identify children of the District, in grades kindergarten through twelve, who may be gifted in one (1) or more of the following areas:
  - A. Superior Cognitive Ability

- B. Specific Academic Ability in one (1) or more of the following content areas:
  - a. Mathematics
  - b. Science
  - c. Reading, writing or a combination of these skills
  - d. Social Studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama
- B. The District shall use only those instruments approved for use by the Ohio Department of Education for screening, assessment, and identification of children who are gifted.
- C. The District shall accept scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and trained personnel outside the school district.
- D. The District shall adopt and submit to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:
  - 1. The criteria and methods the District uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one (1) of the gifted areas.
  - 2. The sources of assessment data the District uses to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted.
  - 3. An explanation for parents of the methods the District uses to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language.
  - 4. The process of notifying parents regarding all policies and procedures concerning the screening, assessment, and the identification of children who are gifted.
  - 5. Provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services.
  - 6. Procedures for the assessment of children who transfer to the District.
  - 7. At least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.
  - 8. The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan.

## **HOMEWORK**

Homework is any assignment to be prepared outside of the school by the student or independently while in attendance at school. Homework is considered an important part of learning.

Rules for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience.
- B. Homework should help students learn by providing practice in the mastery of skills, experience and integration of knowledge and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student.
- E. As a valid educational tool, homework should be assigned with clear direction.



- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Homework is also part of the student’s preparation for the achievement tests and graduation.

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY PERSONAL RESPONSIBILITIES**

### Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### Term of the Permitted Use

**A properly signed and submitted copy of this document is required to have a computer account activated for the given school year. Please sign and return the Acceptable Use Agreement which is included in your packet.**

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

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

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

Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting

and enriching the curriculum and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

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

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

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

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

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

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

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but

not be limited to, education concerning appropriate use of any form of electronic communication, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

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

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy as they apply to students' use of the District's Education Technology.

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

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violators related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

**STUDENT ASSESSMENT  
2018-2019  
Assessment Calendar**

<b>Grade</b>	<b>Date Begin</b>	<b>Date End</b>	<b>Assessment</b>
K	August 21, 2018	November 1, 2018	KRA
K-12	February 4, 2019	March 29, 2019	OELPA
K		November 1, 2018	State Diagnostic's Reading
1-3		September 30, 2018	State Diagnostic's: Reading
1-2		School discretion	State Diagnostic's Math
1-2-3		School discretion	State Diagnostic's Writing
2	February 4, 2019	February 15, 2019	IOWA/CogAT
3-8, 10	February 18, 2019	April 12, 2019	Alternate Assessment (AASCD)
3-8, 10	April 15, 2019	May 31, 2019	Alternate Assessment Independent Field Test
3	October 22, 2018	November 2, 2018	English Language Arts
3	July 8, 2019	July 12, 2019	English Language Arts
3-8	March 25, 2019	April 26, 2019	English Language Arts
3-8	April 1, 2019	May 10, 2019	Math
4	November 5, 2018	November 19, 2018	IOWA/CogAT
5, 8	April 1, 2019	May 10, 2019	Science
HS	December 3, 2018	January 11, 2019	End of course tests
HS	April 9, 2019	April 27, 2019	English Language Arts
HS	April 23, 2019	May 11, 2019	Math
HS	April 23, 2019	May 11, 2019	Science
HS	April 23, 2019	May 11, 2019	Social Studies
11	February 20, 2019		ACT
11	March 12, 2019		ACT
11	April 2, 2019		ACT (make-up)
HS	July 15, 2019	July 26, 2019	End of year course test

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

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

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

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievement during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism.

## **SECTION V- HEALTH & WELLNESS**

### **WELLNESS (Policy 8510)**

As required by law, the Board of Education establishes the following wellness policy for the Newark City School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and wellbeing of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and wellbeing and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting good eating habits, and promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
  1. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
  2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
  3. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- B. Regarding **physical activity**, the District shall:
  1. **Physical Education**
    - a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
    - b. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
    - c. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
    - d. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
    - e. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

2. **Physical Activity**

- a. Physical activity should not be employed as a form of discipline or punishment.
  - b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
  - c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
  - d. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.
- C. Regarding other school-based activities the District shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- G. All food service personnel shall receive pre-service training in food service operations.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop procedures necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. review of the District's Wellness policy;
- B. presentation of the Wellness policy to the Board for approval;
- C. measurement of the implementation of the policy; and
- D. recommendation for the revision of the policy, if necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall include information in the student handbook.

### **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado and lockdown drills and accident reporting procedures. If a student is aware of a dangerous situation or accident, s/he must notify a staff person immediately.

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

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

### **CONTROL OF BLOOD –BORNE PATHOGENS**

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

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

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the principal or his/her designee and assist the student in completing the requisite documents.

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

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

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

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

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

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from the state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. A list of the required immunizations can be found in the registration section of the district's Web-site, [www.newarcityschools.org](http://www.newarcityschools.org). Click on "Parents" on the right side of the main page.

### **EMERGENCY MEDICAL AUTHORIZATION**

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

### **ILLNESS AT SCHOOL**

A student who becomes ill at school can be better cared for at home by their parent(s)/guardian(s). If a student's temperature is 100 degrees or higher or if he/she shows outwards signs of illness such as excessive coughing, vomiting, etc., the parent(s)/guardian(s) will be called to pick up their child.

The school will only release the child to the child's custodial parent/guardian or to the parent's designee.

Parent(s)/guardian(s) are responsible for providing the school with telephone numbers where they can be reached during the day. Parent(s)/guardian(s) are also responsible for providing the names and phone numbers of persons who can be contacted in the event of an illness or emergency, should the school not be able to reach a parent.



## **BEE STINGS AND OTHER ALLERGIES**

Parent(s)/guardian(s) are responsible for informing the school of any allergies their child may have to foods, medications, bee stings, etc. If your child is allergic to bee stings, please provide the school with bee sting medication along with medical authorizations from the child's doctor to administer the medication.

## **HEAD LICE**

Head lice are a common problem among school-age children. They are spread through close, personal contact with an infested individual, most commonly through sharing combs and brushes; sharing hats, caps, wigs or coats; or through a mix of these items at home, school or other public places. It is not true that only persons who are unclean become infested with head lice. Frequent bathing will not prevent or eliminate head lice.

When a student is sent to the office or clinic for a head lice check, the following procedures are followed:

1. If live lice are discovered, the child is sent home immediately.
2. If nits (lice eggs) are discovered, the student will be sent home. The parent(s)/guardian(s) will be notified and instructions for eliminating the lice will be provided.
3. Students may return to school after the lice are abated; Parents must accompany the child to school to ensure the lice are completely gone.

## **USE OF MEDICATIONS**

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

- A. Parent(s)/guardian(s) should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the principal's office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request.

Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession

If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s)/guardian(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

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

No staff member will dispense Non-prescribed, over-the-counter (OTC) medication to any students without prior physician and parent authorization. Forms that must be signed by both physician and parents are available from the principal's office.

Parents, or students authorized in writing by physician and parents, may administer medication or treatment, but only in the presence of another adult.

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

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is complete and on file in the principal's office.

A student who is authorized to possess and use a metered-dose or dry-powder inhalers may not transfer possession of any inhaler or other medication to any other student.

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

Newark City Schools recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to efficient District operation.

For the purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, staph infections, whooping cough, mumps, measles, rubella, chicken pox, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statues and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the nurse, the teacher may remove from the class-room and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the nurse is not present in the building when the decision needs to be made.

### **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Aseptic Meningitis, Hepatitis B and other disease that may be specified by the State Board of Health.

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

## **SECTION VI – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The Newark City Schools provide transportation for students in kindergarten through eighth grade according to Board Policy 8600.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. Students are permitted to only have 1 stop in the am and 1 stop in the pm. A student may be picked up and/or dropped off at a private address that is different than the home address, if 1) the private address is within the boundary of that student's school, 2) a new stop is not created, and 3) the student is already eligible for transportation to that school. The Transportation Department should be notified if a student is to be riding to a private address. If a student is not permitted to ride a school bus based upon the district's eligibility requirements, a parent may file for an exception from the Transportation Exception Review Committee.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses, school owned vans as well as any contracted transportation.

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

Students must comply with the following basic safety rules:

#### **Prior to Loading (on the road and at school)**

Each student shall:

- A. stay off the road at all times while walking to and waiting for school transportation;
- B. must be at bus stop 10 (ten) minutes prior to scheduled pick-up time
- C. line up single file off the roadway to enter;
- D. wait until the school bus is completely stopped before moving forward to enter;
- E. refrain from crossing a road until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

#### **During The Trip**

Each student shall:

- A. remain seated while the school bus is in motion;
- B. keep head, hands, arms, and legs inside the school bus at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be silent at all railroad crossings;
- F. be courteous to the driver and to other riders;
- G. not eat or drink on the bus;
- H. not bring animals or bugs (living or dead) onto the bus;

- I. not tamper with the school vehicle or any of its equipment.
- J. Refrain from bullying other students
- K. keep conversation noise to a reasonable level
- L. keep hands, arms, legs to themselves
- M. not swear or use foul or inappropriate language

### **Afternoon Drop-Off**

Each student shall:

- A. board the bus following the dismissal bell.
- B. provide their own transportation if they miss the bus after school;
- C. board the bus only after it has arrived at a complete stop at the school pick-up location(s).
- D. follow directions from the teachers, school aides, principal, bus driver, bus aide and all other adults working for Newark City Schools.

### **Exiting The School Bus**

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.
- D. wait at the designated area until the bus pulls away
- E. all Kindergarten students and all special needs students must have an adult at the stop unless the Transportation Department has been given written notification.
- F. if no adult is at the stop to pick up a Kindergarten or special needs student then that student may be brought back to the bus garage where a parent must pick up the student.

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

### **VIDEOTAPES ON SCHOOL BUSES**

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

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used to verify misbehavior. Due to privacy concerns, it is Newark City Schools policy that parents are not permitted to view the bus tapes.

### **PENALTIES FOR INFRACTIONS**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. The bus driver is responsible for the safety and discipline of the students on the bus. The bus is an extension of the school day. The bus driver in cooperation with the building principal has the authority to assign seats. The building principal and transportation administrators are available to give assistance to the driver and will determine consequences of misbehavior. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the student is dropped off at their designated stop in the afternoon. A Student who misbehaves on a Newark City Schools vehicle or at a bus stop shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. A suspension applies to all Newark City Schools vehicles unless otherwise designated by the Transportation Supervisor.

There are many types of misconduct that can occur on a school bus. The misconduct will be characterized into one of three tiers. The types of misconduct and the level of punishment are labeled below

in each tier. The principal and the Transportation Supervisor have discretion as to which tier the infraction falls into and the consequences that will follow. If unsafe behavior is occurring before the bus has left the school in the afternoon, a student may be removed from the bus and stay at the school with a staff member and a parent or guardian is required to pick the student up from the school.

### **Tier 1**

Eating or drinking on the bus; excessive noise; excessive horseplay; spitting; not staying in seat; riding unassigned buses; false identification; profanity; other offenses of this nature.

- 1<sup>st</sup> verbal warning by the driver
- 2<sup>nd</sup> write-up given to the principal for consequences to be determined at school
- 3<sup>rd</sup> write-up given to the principal for consequences to be determined at school
- 4<sup>th</sup> letter sent home to the parent by the school
- 5<sup>th</sup> suspension from bus ridership

### **Tier 2**

Hanging out of windows; throwing/shooting any object in or out of the bus; physical aggression towards any person; bullying; racial or derogatory slurs of any kind; use of tobacco products; vandalism (restitution will be made); lighting of flammable objects; entering or leaving bus without permission; use of emergency door; other offenses of this nature.

- 1<sup>st</sup> – written write up to the principal and/or suspension from the bus
- 2<sup>nd</sup> – suspension of bus services
- 3<sup>rd</sup> – suspension of bus services for up to 90 days
- 4<sup>th</sup> – termination of bus services until meeting with principal, parent and Transportation staff in accordance with Ohio Administrative Code 3301-83-08 with the possibility of loss of privileges

### **Tier 3**

Bringing any weapon onto a Newark City Schools vehicle; fighting; sexual harassment; any other infraction that makes it unsafe to operate a Newark City Schools vehicle.

Immediate removal from the bus and consequences to be determined by the building principal and the Transportation Supervisor

## **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

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

## **SECTION VII- DRESS CODE**

The purpose of the dress code is to establish limits on extremes in student appearance and to promote a safe and friendly environment that accepts all students. We want the focus of attention to be on student learning, not what the student chooses to wear to school. We all recognize the impact of clothing designers and while some things may be looked upon as attractive, those items are not always appropriate to the school environment.

Students are expected to maintain a neat and well-groomed appearance. This expectation can be met at any income level. We suggest that students can meet this expectation with school spirit wear. We also suggest that students can meet this with clothing that fits well, is clean and maintains a positive self-image for the student.

## **DRESSES**

Dresses may not be shorter than the mid-thigh area. Strapless dresses are prohibited at school. All dresses must have a minimum of “lasagna straps” and must cover to the under arm area.

## **FOOTWEAR**

All students must wear some type of soled footwear at all times. This is a safety and health issue. Shoes with laces are to be tied. Shoes should be comfortable and safe for all school activities. Closed-toed shoes are advisable for safety during recess and physical activities; otherwise, sandals may be worn. Rollerskates, rollerblades and shoes with wheels are not permitted.

## **HATS**

Hats and head coverings are not to be worn in the buildings. Hats promoting sex, drugs, racial slurs and ethnic intimidations, alcohol, tobacco, profanity and violence are prohibited at all times. Hats may be worn on special days established through the principal’s office and, if permitted, those that are in the school spirit area are encouraged.

Bandanas and “do rags” are prohibited at all times.

## **JEWELRY**

Please limit jewelry worn to school, particularly necklaces and chains so that it does not get lost or cause injury. Excessive, bulky, or extreme jewelry is not permitted. Jewelry or accessories with spikes or other potentially dangerous features are prohibited.

## **JEWELRY PIERCINGS**

Extreme and or excessive piercing is not appropriate at school. Excessive and/or extreme piercing can lead to health issues with potential for infection and injuries.

## **PANTS**

Pants must be properly fitted to stay on at least the hip area. Underwear of any kind should not be visible. Holes in pants should not be revealing and no holes are to be above mid-thigh area. Excessively baggy fitting pants and jeans are not to be worn to school. Students would meet this requirement with cloth twill pants, jeans or dress slacks.

## **SHIRTS, TOPS AND SWEATERS**

Low cut, see-through, mesh tops and shirts are prohibited. Underwear must not be showing.

Sleeveless shirts and sweaters may be worn. The shirt must be “lasagna strap” at a minimum and armholes must fit to the underarm area.

Showing the midriff area even with arms raised, is prohibited.

Shirts, blouses, and sweats that promote, sex, drugs, alcohol, tobacco, profanity, racial slurs and ethnic intimidation and violence are prohibited. School spirit wear is encouraged in shirts, blouses, and sweaters.

## **SHORTS**

Shorts are to be no shorter than mid-thigh. Shorts, like pants, should be properly fitted at least at the hip area. Shorts should not be excessively baggy or excessively tight. Underwear must not be visible.

## **SKIRTS**

Skirts may not be shorter than the mid-thigh area.

## **GENERAL GROOMING AND DRESS**

Chains worn on belts and out of pockets are prohibited. Chain necklaces that are extreme are prohibited. Clothing, jewelry and tattoos of any kind that depict gang affiliation or ethnic slur or intimidation are prohibited. This would include, but is not limited to, medallions and tooth grills.

Students are urged to give proper attention to their personal hygiene and cleanliness. Personal hygiene and cleanliness have a very strong impact on student self-image as well as acceptance among their peers.

Makeup is not appropriate for elementary school.

## **DRESS REQUIREMENTS FOR GROUPS AND SPECIAL ACTIVITIES**

Students who are representing the school at official functions or public events may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, band, orchestras and choirs. This would include students representing the school on field trips as well as involvement in civic/government events.

## **ENFORCEMENT**

All school staff will be involved in the dress code enforcement. Students who may be considered in violation of the dress code will be referred to the principal or his/her designee for final decisions. A student found to be in violation of the dress code will not be permitted to return to class until the dress code issue is corrected. Students refusing to comply with the dress code policy may have increasing levels of punishment under the standards of the Student Code of Conduct.

Students may be required to wear some school-provided clothing to complete a school day.

## **SECTION VIII – ACTIVITIES**

### **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Newark City Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Newark Board of Education authorizes the superintendent, principals, and assistant principals and other authorized personnel employed by the district to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing or appeal rights.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

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

Only a district-sponsored organization may use the name of the school or school mascot on any materials or information.

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

The school encourages students to attend as many after-school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

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

School rules apply at both home and away events for all Newark students.

Newark Schools participate in the “Respect the Game” program developed by the Ohio High School Athletic Association:

*“Respect the Game”* is not telling you to behave in a “sporting” manner, whatever that might be. It’s not about telling you what to do at all.

*“Respect the Game”* is just a reminder of what you already know; school athletics is important and valuable.

As such, it’s worthy of respect. And when people involved in high school sports treat each other badly, disrupt games, or generally behave in a manner unworthy of the game itself, they are devaluing what you, and all of us, care so much about.

When you remember this, you don’t need anyone else to tell you how to behave. You’ll know. With courtesy, dignity, and pride.”

### **BIRTHDAY PARTIES**

Please check with your child’s teacher regarding his/her birthday party policy. Students may not distribute invitations to personal birthday parties (held outside school time) unless every child in the class receives an invitation.