

**EASTERN ELEMENTARY  
Lexington Local School District**

155 Castor Road  
Lexington, Ohio 44904  
(419) 884-3610  
www.lexington.k12.oh.us

**Dear Student(s) and Parent(s),**

On behalf of the faculty and staff, we extend to you a warm and sincere “welcome” as you begin a new school year or enter our school as a new student.

This handbook has been prepared to serve as a resource to assist the student in establishing the correct procedures, attitudes, and conduct necessary for good citizenship at school. This handbook has been approved by the Board of Education. Students and parents are encouraged to read it carefully.

Parents are an integral part of the educational process because their support, concern, and understanding are needed if the best is to be realized for the students to avail themselves in our academic program.

Our school will assist you in gaining knowledge, developing skills and creating positive attitudes that will benefit you in the present and in the future. Take advantage of these opportunities and make this a positive year for yourself.

We hope you enjoy your school year. If you have any questions, please feel free to ask any of us for help and assistance.

**EASTERN ELEMENTARY**

***Mission Statement***

As a team and collective family, we will promote a safe and loving environment for all students. Respect, responsibility, and readiness will prevail on a daily basis within each and every conversation and situation. Academically, we will increase the rigor of our teaching and base all decision-making around specific student data.

**ARRIVAL AND DISMISSAL/SCHOOL HOURS**

School hours for faculty are 8:30 a.m. to 3:50 p.m. and for students 8:47 a.m. to 3:30 p.m. Doors open at **8:20 a.m.** Students not riding the bus should not arrive before 8:20 a.m. (same time buses arrive) as there is no one to supervise them. Upon arrival, students should go directly to the cafeteria or outside if arriving prior to 8:45. Any student arriving after 8:47 should report directly to the office.

**ADDRESS CHANGE**

Please update FinalForms and then notify the school secretary immediately of any change in residential address and telephone or employment change. This information is vital in case of an emergency.

**DAILY TIME SCHEDULE**

TIME	EVENT
8:20	Bus Arrival/Parent Drop-Off Begins
8:20-8:45	Morning Recess/Breakfast
8:30	Teacher Arrival
8:47	Morning Announcements/Tardy
8:50	Classes Begin
11:40-11:55	4th Grade Lunch
11:55-12:25	4th Grade Recess
12:10-12:25	5th Grade Lunch
12:10-12:45	6th Grade Study Hall
12:25-12:55	5th Grade Recess
12:45-1:00	6th Grade Lunch
12:55-1:35	5th Grade Study Hall
1:00-1:30	6th Grade Recess
3:25	Afternoon Announcements
3:27	Parent Pick-Up Students Dismissed
3:30	Bus Dismissal Begins
3:50	Teacher Check-Out

**SUPPLIES REQUIRED**

Students are expected to be prepared with the necessary and required supplies on the first day of school. We ask that students use the supplies wisely and are prepared for each class. Supply lists are available on the Eastern Elementary website.

**CAFETERIA: Lunch Procedures**

A **closed lunch period** will be observed with all students eating in the cafeteria whether the food is purchased there or brought from home. **No soda pop is permitted.**

Cafeteria business may be conducted in the kitchen between 8:50 am and 10:45 am or money can be placed on the child’s account via the Internet. **No lunch charge payments will be taken during the lunch hour.** Students packing their lunch may purchase milk daily. Any questions regarding the cafeteria should be directed to the Food Service Director at 419-884-2192.

**Free and Reduced-Price Lunch Applications**

This application is sent home with each student each year for families who need assistance and qualify according to federal guidelines. Applications will be available in the office throughout the year.

**PARENT/GUARDIAN CONCERNS**

- If a concern emanates from a school situation, students or parents should **first discuss it with the teacher** or advisor most directly involved
- If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach a solution
- Concerns about administrative actions may be addressed directly to the building principal.

## TECHNOLOGY & ELECTRONICS

### Rules & Expectations

- Personal electronic devices should remain in student books during school hours
- Students are not permitted to carry phones throughout the school day.
- Students need to keep phones, iPods, Mp3 Players, iPads, Kindles, etc.... in their book bags. Teachers will not monitor or store devices for students.
- The school is not responsible for stolen or damaged devices. We will do everything to protect student belongings, but responsibility essentially relies on the students themselves.
- Cell Phones are not to be used as communication devices. **NO TEXTING OR CALLS** are allowed.
- Electronic devices are not to be used for taking pictures at any point in time, without prior permission from a teacher.
- Personal devices may be used for educational purposes occasionally with staff permission and supervision

### PROGRESS REPORTING/REPORT CARDS

#### Progress Reports (Grade Cards)

- Students will receive a standard grade card and grades by Friday following the end of the grading period.
- Student progress and grades are available online via ProgressBook. Parent login information is available upon request.

Grading Period Dates	Grade Cards Home
1 <sup>st</sup> Grading Period 9/6/2022-11/4/2022	11/11/2022
2 <sup>nd</sup> Grading Period 11/7/2022-1/20/2023	1/27/2023
3 <sup>rd</sup> Grading Period 1/23/2023-3/24/2023	3/31/2023
4 <sup>th</sup> Grading Period 3/27/2023—6/8/2023	6/8/2023

#### Interim Reports

Interim reports may be sent home halfway through the grading period if needed.

### PARENT TEACHER CONFERENCES

There are two scheduled “Parent-Teacher Conferences” during the school year. The schedule of times will be sent to each parent prior to the dates. We encourage all parents to attend these conferences if invited.

#### Conference Dates

Fall Conferences	11/10/2022 11/15/2022
Spring Conferences	3/9/2023 3/14/2023

### GRADING SCALE

100 – 97 A+	93 – 96 A	90 – 92 A-
87 – 89 B+	83 – 86 B	80 – 82 B-
77 – 79 C+	73 – 76 C	70 – 72 C-
67 – 69 D+	60 – 66 D	

## LOST AND FOUND

A Lost and Found is located outside of the principal’s office. If you find an article in the building or on the school grounds, bring it to the office. If you have lost something, notify the office. Place your name on all personal property. The school is not responsible for items lost. Items not claimed within a reasonable time will be disposed of (Goodwill/Associated Charities).

### FIRE/TORNADO/SAFETY DRILLS

All students will be given instructions on fire, tornado and emergency drills. Directions for leaving the building are posted in each classroom. Setting off false fire alarms or tampering with extinguishers is a serious (Federal) offense.

### INSURANCE

Student accident insurance is available to all pupils at a nominal charge. The accident policy affords coverage during school hours. Prepaid mailer forms are given to each student. The filing of claims is the responsibility of the student and parent. Claim forms are available in the office

### ATTENDANCE

**Illness/Excuses**—Regular attendance is important to a child’s success in school. The compulsory attendance in Ohio (O.R.C. 3321.04) states that parents are responsible for seeing that their son/daughter attend school regularly. The Ohio Revised Code 3321.01 lists the following reasons for which an absence will be excused.

- Personal illness or family illness.
- Death of a family member or relative.
- Quarantine for contagious disease.
- Acts of God.
- Observance of a religious holiday.
- Emergency or circumstances which the Principal approves one week in advance.

**Students will be referred to TEP (Truancy Education Program) at 30 consecutive unexcused hours (5 days), 38 unexcused hours (6 days) in a month or 65 unexcused hours (10 days) in a school year.**

**Official charges will be filed at 30 consecutive unexcused hours (5 days), 42 unexcused hours in a month (7 days) or 72 unexcused (11 days) in a school year.**

Students who are absent for discipline reasons, absent with/without parent knowledge other than those stipulated above, are permitted to make-up work.

### PRE-EXCUSED ABSENCE – VACATION

Absence due to work/travel/vacation must be pre-arranged with the approval of the principal. A form must be completed by the student and signed by all the teachers one week in advance. The student’s attendance and academic standing must be acceptable and all work must be made up.

### TARDINESS

Students arriving late to school must register in the office.

A Tardy is equivalent to 1 hour; a half-day is equal to 3.0 hours (11:50 a.m.); a whole day equals 6.5 hours (2:45 p.m.)

### **ILLNESS DURING DAY/SIGNING OUT**

Pupils who become ill should inform their teacher. The teacher will send you to the clinic. If you need to go home, your parents or those listed on the emergency information card will be notified. If the illness/injury is serious, we will follow the emergency medical information procedures.

### **REPORTING ABSENCES**

- All absences from school require a phone call from parents to the office between 8:00 a.m. and 9:30 a.m. (Unless prior approval has been obtained, or the absence is for an extended illness and the school has agreed to less frequent calls). Otherwise, we are required by law (O.R.C. 3313.205) to contact you by phone if possible or mail on the first day of your child's absence. Therefore, we appreciate your help in this matter.
- A written excuse signed by a parent or guardian must be turned in to the office upon return to the school.
- Half day absence will be charged against the pupils if they arrive after 11:50 a.m. or leave before 2:45 p.m. The following procedure is followed if the school is not notified by note in advance or phone between 8:00 a.m.- 9:30 a.m. the student's home will be called or the parent will be notified by post card through the mail (O.R.C. 3313.205).

### **MAKE-UP WORK POLICY FOR ILLNESS**

Students who are absent are required to make up missed and are responsible to ask the teacher for missed assignments immediately upon return to school. If you are absent one day, you have two days to make up the work; absent two days, three days to make up work, etc. Assignments may be obtained by calling the office if illness is prolonged or by visiting the teacher's web page ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)). Assignments may be available online and most of our staff have their email address listed on their web page. If the office is notified by 9:30 a.m., assignments will be ready by 3:00 p.m.; otherwise, they may not be available until 8:30 a.m. the next day.

### **LEAVING SCHOOL EARLY/PICKING UP STUDENTS DURING SCHOOL HOURS**

All requests for a student to leave school early must be cleared through the office. For the safety of all students, the following procedure must be followed:

- Parents should write and sign a note stating the student's name, destination, reason for leaving, and total time you will be away from school. If anyone other than the natural or custodial parent is to pick up the student, we ask that you send a DATED note stating this. Otherwise, we will be unable to release your child and they will have to go home on the bus as usual. **Please—emergency phone calls only. If you must fax a note for early release or pick-up, please, call the school to make sure that the school has received the fax. Do not email requests.**

- Give the note to your homeroom teacher to attach to the Daily Attendance Sheet which is sent to the office.
- Students should report to the office at the time you are to leave and wait for your parent to sign you out.

### **BICYCLE RIDERS**

All bikes are to be parked in the racks at the back of the building. Once you arrive at school, park your bike and it is not to be moved until dismissal time.

### **PHYSICAL EDUCATION**

It is a state mandate that all students take physical education. We expect students to dress for activities. Proper dress shall consist of tennis shoes and clothing which permits activity and does not restrict the student's movement.

1. If a student is injured or ill, a note from home will excuse him/her from active participation for that day; however, he/she will be required to participate in class in an inactive capacity (e.g. scorekeeper, referee, worksheets).
2. If a doctor's excuse requests that a student not dress, appropriate class-related written material will be assigned to determine the student's participation grade.
3. At the beginning of the year students are given detailed regulations concerning physical education. The regulations outline our dress policy, classroom procedures, grading system and excuses. Parents should review these regulations with students and encourage them to participate fully.

### **DRESS CODE REGULATION**

**School Administration will make all final decisions relating to dress code and dress code regulations.**

The following are specific guidelines:

- Footwear must be worn at all times and should be of a style that will not endanger the safety of the individual. Flip-flops, open-toe shoes, or backless shoes are discouraged. Students participate in recess daily and to ensure safety, proper outdoor shoe attire is recommended.
- Clothing cannot display inappropriate language or pictures, hate signs or advertisements.
- See-through and cut-off shirts are not permissible. Spaghetti strap tank-tops are not permissible. Shirts baring midribs are not allowable.
- Hats, hoods, and sunglasses may not be worn in the school building.
- Shorts are permitted all year long. They should be of appropriate length as to not be distracting or offensive.
- Students participate in recess daily, and to ensure the safety and well-being of all students, the weather and temperature should be taken into consideration.
- Clothing should not interfere with school work, create disorder, or disrupt the educational program

### **FINES/CARE OF SCHOOL PROPERTY**

- Damaged or Lost Books: If a school book is lost or if damage exceeds normal use, the student will be charged for an amount based on the replacement or repair cost.

- Damage to school property/equipment: Students will be required to either clean, repair, or replace the damaged item.
- Library Charges: A schedule of charges for damaged, or lost books is available in the school library.

### **WITHDRAWAL OF STUDENTS**

Parents should notify the office one week prior to the student's last day of school. Student transcript records will be released/forwarded upon the following conditions:

- Student obtains a withdrawal/transfer form and has each teacher sign it
- Students return all school items (books, technology, etc.)
- All school fees/fines/lunches are paid in full
- Current grades documented by teachers
- A record request form is received from the receiving school.

### **EMERGENCY SCHOOL CLOSING/DELAYS**

In the event of emergency situations or inclement weather, school may be closed or delayed. Notifications of such events will be announced via the Lexington web site, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us), Lexington Schools Social Media, Class Dojo, WMFD, Richland Source, Mansfield News-Journal, [www.mansfieldnewsjournal.com](http://www.mansfieldnewsjournal.com), TV station WMFD,(local cable channel 15), and various radio stations WNCO (Ashland) - 101.3 FM, WVNO – 106 FM, WYHT, 105.3 FM and WMAN (Mansfield) – 1400 AM. Cancellations and delays will be reported to the media between 5:45-6:00 A.M. Please do not call the school. There is also a text and email alert system that one can sign up for via the Lexington website, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us) to receive text or email alerts regarding school closings and other emergency information.

### **VISITORS**

All doors will be locked during school hours. Entry to the building can be gained by reporting to the main office door where visitors will be “buzzed” in. Parents and other visitors are then to report to the office, sign-in, and pick up a visitor badge. This is required by the State Law (O.R.C. 2917.221) and is for every student's protection.

### **GUIDANCE AND COUNSELING**

Lexington has two elementary guidance counselors who service all the elementary students in the Lexington Local School District. They are available for individual and small group sessions. One of our counselors is available at Eastern on any given day throughout the week.

### **STUDENT COUNCIL**

The Student Council at Eastern is composed of representatives from the homerooms. They are involved in charitable projects at the holidays, plan Fun Days for the student body, and serve as a forum for student concerns. The Student Council meets monthly and the guidance counselor serves as the advisor.

### **DIRECTORY INFORMATION**

According to the Ohio Revised Code 3319.321 (B1) the following is considered directory information: student's name, parents' names, address, date of birth, and class grade. If requested, this information will be made available to the public unless the recipient is engaged in profit making activities.

### **COMMUNICABLE DISEASES**

Please notify the school if your son/daughter is absent with a communicable disease. Your cooperation will help keep us informed and aware of what symptoms to look for to prevent any spreading of the disease.

### **CUSTODY NOTIFICATION**

#### **Reporting Court Decisions to School**

When a child custody order or decree, including a temporary order of child custody is issued resulting from action of divorce or separation, alimony annulment or dissolution of the marriage, the custodial parent of the child shall notify the school of those custodial arrangements. The custodial parent is to notify and provide the school administration with the court's legal certified copy of the custodial order or decree that makes the custodial modifications. The custodial parent has been assigned the responsibility to report the court action to the school district.

### **HEALTH NURSE SERVICES**

The school nurse makes regular visits to each school to keep records up to date and provide our students with the following services: 1) Vision and hearing tests, 2) Scoliosis Instruction and screening 3) Head lice assistance, 4) Immunization records maintenance (O.R.C. 3313.670), 5) Individualized emergency plan for maintenance and 6) Puberty talks. The school nurse serves as a resource person for medical problems, and may act as a referral source when needed. The school nurse may assist with case management of students when necessary.

### **EMERGENCY MEDICAL AUTHORIZATION**

Parents are required by law (O.R.C. 3313.712) to have an E.M.A. form on file at the school office. Changes in contact persons or physicians should be reported immediately to the school office.

### **MEDICATION/DISPENSING OF**

All medication will be kept in and dispensed from the office. Proper forms must be completed by the doctor and parent, according to state law (O.R.C. 3313.713) and Board policy and must be on file in the school office. No non-prescription medicine (including Tylenol and aspirin) will be accepted for administration unless accompanied by a form signed by parent with directions. Students must also provide their own medication.

### **PROMOTION/PLACEMENT/RETENTION**

All decisions relating to promotion/placement/retention are made as a team. Parents are a part of the decision-making team and participation in the decision is encouraged.

- Promoted: Student is advanced to next appropriate grade
- Placed: Student is advanced to next appropriate grade, will be closely monitored
- Retention—Student repeats current grade-level

### **DISCIPLINE/STUDENT RESPONSIBILITY**

The Ohio Revised Code 3313.661 specifies that the school has the right to expect reasonable behavior from the students. Teachers stand in loco parentis to students in their charge and may exercise such powers of control, restraint, and correction over them as may be reasonably necessary to perform their duties as a teacher and accomplish the purpose of education. It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others. Each student is responsible for his/her individual behavior while at school, traveling to and from school, or at school-sponsored functions. In order for each of us to have the best results for our efforts, certain standards and regulations must be enforced.

### **STUDENT CONDUCT CODE**

Students attend our school under the direction of state law and with full benefits of constitutional rights as citizens. This code, published in conformity with (O.C.R. 3313.661) specifies the school’s expectations and is posted in each classroom. Students have a right to reasonable treatment from school employees, and fellow classmates. The school, in turn, has a right to expect reasonable behavior from students. Violation of any rule may result in disciplinary action including lunch reflection, in-school detention, after-school detention, suspension from school, and/or expulsion.

#### **Due Process**

In all cases of suspension from school, students will receive due process, will receive written notification of the reason for the suspension, and parents will be notified of the action taken.

#### **Positive Behavior Interventions and Supports (PBIS)**

Eastern Elementary implements Positive Behavior Interventions and Supports (PBIS), and its discipline plan aligns to PBIS principles. The purpose of the PBIS plan is to reinforce positive behavior. Violations of the Student Conduct Code are divided into “Major” and “Minor” infractions.

#### **Major Violations of the Student Conduct Code:**

- Weapons
- Fighting or Aggressive Contact
- 3 Minor Infractions
- Aggressive or Foul Language
- Threats
- Harassment of Student or Teacher
- Truancy or Cut Class
- Drugs, Tobacco, Alcohol (Additional information on pg. 6-7 )

- Vandalism
- Cheating (Test, Quiz)
- Leaving School Grounds
- Insubordination
- Bullying (Additional information on pg. 7-10 )
- Sexual Harassment
- Theft
- Forgery
- Violation of Law
- Racial/Ethnic Discrimination
- Other Violations Not Listed

#### **Minor Violations of the Student Conduct Code:**

- Preparedness
- Calling Out
- Classroom Disruption
- Refusal to Follow a Reasonable Request
- Failure to Follow through an Assigned Consequence
- Put Downs to Others.
- Refusal to do Work.
- Inappropriate Tone or Attitude
- Misuse of Electronic Device
- Inappropriate Comments
- Inappropriate Use of Body Parts.
- Cheating (Assignment)
- Misuse of Property
- Dress Code
- Disrespect
- Other Violations Not Listed

### **PLAGIARISM**

When you copy directly the written words of another individual without stating your source, you are guilty of plagiarism and cheating. Any student who plagiarizes an assignment will be disciplined. The discipline could range from loss of credit for the assignment to the loss of credit for the course (if repeated).

### **COMPUTER ACCEPTABLE USE POLICY**

As adopted by the Lexington Local School District, at the beginning of each school year, each student will receive a copy of the District Acceptable Use Policy. This will include an explanation of the policy, consequences of violations and an Internet-use permission form. The form must be signed by the parent *and* student, and returned to the homeroom teacher. No student will be granted Internet access without the signed, returned form on file.

Violations of the Lexington Board of Education Acceptable Use Policy by students typing inappropriate matter or visiting/using the Internet in an inappropriate manner will be handled in the following manner:

- **First Offense:** Students will be removed from the computer and will lose the use of any computer in the building for one day. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.
- **Second Offense:** Students will be removed from the computer and will lose the use of any computer in the building for the remainder of the nine-week grading

period. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.

- **Third Offense:** Students will be removed from the computer and will lose the use of any computer in the building for the remainder of the semester. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.

#### **WEB PAGE PERMISSION POLICY**

- The Lexington School District is proud of the many successes that students and staff achieve every day and regularly announces and publicizes achievements, activities, and events. Achievements, activities and events include, but are not limited to, academic presentations, art exhibits, athletic events, awards, community service activities, concerts, contests, district presentations, honors honor roll(s), music, outstanding academic work, outstanding educational initiatives, plays special programs, sports, student(s) of the month, and/or teams.
- At various points throughout the school year, your child may have an opportunity to be photographed for announcement purposes through our web site or newsletters. With your permission, information that could possibly be posted on our district and/or school website may include student names; photo/image; artwork, etc.
- We are proud of our students' achievements and want to recognize and celebrate accomplishments.

#### **DISCIPLINE: SCHOOLWIDE PLAN**

Eastern Elementary implements Positive Behavior Interventions and Supports (PBIS), and its discipline plan aligns to PBIS principles. The purpose of the PBIS plan is to reinforce positive behavior. A PBIS Matrix is posted throughout the school to reinforce behavioral expectations.

#### **EMERGENCY REMOVAL FROM CLASS/ EXTRA-CURRICULAR ACTIVITIES**

If a student's presence poses a continuing danger to people or property, or is disrupting the academic process, then a teacher may remove the student from the activity. (O.R.C. 3313.66)

#### **FIELD TRIP INFORMATION**

The teachers plan extended field trips for students. The purpose of these trips is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students can earn by exhibiting responsible and cooperative behavior throughout the school year. Students may be denied the right to participate in these trips due to suspensions, chronic behavior problems and/or lack of academic efforts. Decisions regarding participation are made by the teachers and administrators.

#### **MUSIC PERFORMANCE GROUPS**

Band, strings, and choir are all performance groups. This means that children in these groups are expected to attend their group's after-school performance. Performance attendance will be part of their grade.

#### **IDENTIFYING CHILDREN WITH DISABILITIES**

- The Lexington Local School District is participating in an effort to identify, locate and appropriately serve all individuals with disabilities, birth through age 21. A variety of services are available for preschool and school-age children to age 21 who have one or more handicapping and/or learning disabilities.
- If you know of a diagnosed handicapped child who is not receiving services, please contact the Special Education Coordinator, at 419-884-1111.

#### **AMERICANS WITH DISABILITIES ACT**

- Lexington Local School District shall make reasonable accommodation(s) for a disabled person to be able to participate in and benefit from school services and programs. For assistance, contact Mr. Jeremy Secrist, at 419-884-2132.
- The Lexington Local School District provides equal opportunities for all children to achieve their potential through the District curriculum and associated programs and activities regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, or social/economic background.

#### **TITLE IX REGULATIONS COMPLIANCE**

- The Board of Education of the Lexington Local School District, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under federally assisted programs and activities, has established a grievance procedure whereby a complaint related to violation, interpretation or application of Title IX Rules and Regulations may be quickly and smoothly resolved.
- Students are eligible to participate in this grievance procedure by addressing the complaint in writing to the Title IX Coordinators:
  - Kevin Young, Assistant Superintendent  
103 Clever Lane  
Lexington, OH 44904  
419-884-2132 ext. 1902  
young.kevin@lexington.k12.oh.us
  - Julie Borchers, Special Education Director  
103 Clever Lane  
Lexington, OH 44904  
419-884-1111 ext. 1922  
borchers.julie@lexington.k12.oh.us

#### **DRUGS, TOBACCO, ALCOHOL**

##### **Definitions**

- **Illegal drugs/narcotics** are defined as any narcotics, drug, medicine, or pill, chemical preparation, plant, seed, or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature.

- **Paraphernalia** are instruments such as pipes, bowls, syringes, hypodermic needles, or any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs/narcotics
- **Look-a-like or counterfeit drugs** are specifically, amended Section 2925.01 (P) of the Ohio Revised Code, to mean any of the following:
  1. A drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
  2. Any unmarked or unlabeled substance that is represented to be a controlled, manufactured, processed, or distributed substance.
  3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging distribution, or the price for which it is sold or offered for sale.

**Drug/Alcohol 10 Day Suspension Reduction Procedures**

If a student is suspended for a first violation of the board of education alcohol and drug policy (except for the sale and transmission), the parent may request a reduction of up to five days of the suspension in the following manner:

- The parents will be advised of the reduction possibility by the administrator who notifies them of the suspension
- A combination of the following alternatives may be required by the administrator to effect
- a reduction in the suspension.
  - 1. Parents take their student to a school approved person or agency for a dependency assessment and authorize the release of the results to school.
  - 2. Failure of the student or parent to complete the activities assigned by the administrator will result in the days of reduction being reinstated.

**Use of Tobacco/Nicotine**

No pupil shall smoke, use or possess tobacco, or any substance containing tobacco, lighted or unlighted, including clove cigarettes, any smoking device, including lighters or cigarette rolling papers, any alternative nicotine products including electronic, vapor or other substitute forms of cigarettes, cigarillos, cigars, or pipes, or any tobacco or nicotine cessation product in any area under the control of the Board of Education; in any vehicle owned, leased, rented, or chartered by the Board. Use of tobacco shall mean all uses of tobacco, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; using or possessing any other matter or substances that contain tobacco, including clove cigarettes, or using or possessing any alternative nicotine products. Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

**Smoke Free Schools**

The Board recognizes that the use of tobacco/nicotine presents a health hazard which can have serious consequences for both the user and the nonuser and is, therefore, of concern to the Board. For the purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco, and the use of any electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes. In order to protect students and staff who choose not to use tobacco/nicotine from an environment noxious to them, and because the Board cannot, even indirectly, condone the use of tobacco/nicotine, the Board prohibits use of tobacco and alternative nicotine products or devices on school grounds, in school buildings, on school buses, and at any school-supervised activity.

**HARASSMENT, INTIMIDATION, BULLYING**

**Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrator
- The parents or guardian of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator
- Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators
- School administrators shall investigate and document any written or oral reports
- School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### **Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) Causes mental or physical harm to the other student, and (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- Violence within a dating relationship—The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

### **Conduct Constituting Harassment, Intimidation, or Bullying**

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- Physical violence and/or attacks.
- Taunts, name-calling, and put-downs.
- Threats and intimidation (through words and/or gestures).
- Extortion or stealing of money and/or possessions.
- Exclusion from the peer group or spreading rumors.
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - o Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  - o Sending abusive or threatening instant messages;
  - o Using camera phones to take embarrassing photographs of students and posting them online;
  - o Using Web sites to circulate gossip and rumors to other students;
  - o Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers
  - o Violence within a dating relationship.

### **COMPLAINT PROCESS**

#### **Formal Complaints:**

- Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying,

including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, 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 and action.

- Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

#### **Informal Complaints:**

- Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.
- In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation or bullying and help eliminate harassment, intimidation or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, bullying.”

#### **Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### **Investigation**

- The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board’s interest in a prompt and fair investigation.



- The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

### **Post-Investigation Procedures**

- Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall be sent to the Superintendent or his/her designee.
- A finding of no harassment, intimidation or bullying or inconclusive evidence shall end the investigation.
- If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

### **Retaliation is Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

### **Remedial Actions**

- Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.
- Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While

conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

### **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

### **Disciplinary Interventions**

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

### **Strategies for Protecting Victims**

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Informs school personnel of the incident and instructs them to monitor the victim and the offending party for indications of harassment, intimidation and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

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

- Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

- Planned professional development programs addressing bully/targeted individuals' problems;
- Data collection to document bully/victim problems to determine the nature and scope of the problem;
- Use of peers to help ameliorate the plight of victims and include them in group activities;
- Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- An attitude that promotes communication, friendship, assertiveness skills, and character education;
- Modeling by staff of positive, respectful, and supportive behavior towards students;
- Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and preventions of harassment, intimidation, or bullying and their rights and responsibilities under this and other district policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

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 a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws.