



Pickaway-Ross

Career & Technology Center

**OPPORTUNITIES THAT
FIT YOUR FUTURE.**

2023-24 Student Handbook

Pickaway-Ross Career & Technology Center
895 Crouse Chapel Road
Chillicothe, OH 45601

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www.pickawayross.com

Pickaway-Ross Joint Vocational School District Board of Education Members

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|-------------------------------|-----------------------------------|
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Mr. Ben Buchwalter, Supervisor Innovation and Technology

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Pickaway-Ross Career & Technology Center

Daily Bell Schedule 2023-2024

Homeroom or Teacher's Assigned Duty – 8:00 a.m. (warning bell)

| | |
|-------------------|---|
| Period 1 | 8:25 a.m. – 9:01 a.m. (36 min) |
| Attendance Bell | 8:25 a.m. – 8:35 a.m. HSTW Sustained Silent Reading Time |
| Announcement Bell | 8:25 a.m. – Submit Attendance via Progress Book |
| | 8:35 a.m. - BRIEF – morning announcements |
| Period 2 | 9:01 a.m. – 9:43 a.m. (42 min) |
| | *2 min class change (+2 min) |
| Period 3 | 9:45 a.m. – 10:36 a.m. (51 min) |
| Period 4/L4 | 10:36 a.m. – 11:06 a.m. (30 min) |
| | *2 min class change (+2 min) |
| Period 5/L5 | 11:08 a.m. – 11:38 a.m. (30 min) |
| | *2 min class change (+2 min) |
| Period 6a/L6a | 11:40 a.m. – 12:10 p.m. (30 min) |
| | *2 min class change (+2 min) |
| Period 6b/L6b | 12:12 p.m. – 12:42 p.m. (30 min) |
| Period 7 | 12:42 p.m. – 1:03 p.m. (21 min) |
| | *2 min class change (+2 min) |
| Period 8 | 1:05 p.m. – 1:47 p.m. (42 min) |
| Period 9 | 1:47 p.m. – 2:38 p.m. (51 min) |
| Bell 1 | 2:25 p.m. – Dismiss all bus students (except Zane Trace) MADE Drivers can be dismissed to their vehicle but will be held in the parking lot until ALL buses have gone. |
| Bell 2 | 2:33 p.m. – Dismiss students who are picked up by parents. |
| Bell 3 | 2:38 p.m. – Dismiss all student drivers & Zane Trace bus students |

Master Calendar

| | |
|-------------------------|---|
| August 14, 2023 | Staff Inservice |
| August 14, 2023 | Open House/Career Tech Kickoff 5:00-7:00 pm |
| August 15, 2023 | First Day for Juniors |
| August 16, 2023 | First Day for Seniors |
| August 23, 2023 | School Picture Day |
| August 29, 2023 | Program Lock-in Date |
| September 4, 2023 | No School - Labor Day |
| September 14, 2023 | Progress Reports Due by 3:00pm |
| October 18, 2023 | First Nine Weeks Ends |
| October 18, 2023 | No School Main Campus-Remote Learning Day/Staff PD |
| October 18, 2023 | Evening P-T Conferences 4:00 pm-7:00 pm |
| October 19, 2023 | Morning P-T Conferences 8:00 am-12:00 pm |
| October 19-20, 2023 | No School for Students - Pumpkin Show |
| October 24, 2023 | Grades Due by 3:00pm |
| October 28, 2023 | Report Cards-available upon request |
| November 7, 2023 | Applications for 2024-25 Open on Final Forms |
| November 7-9, 2023 | Sophomore Tours |
| November 7-9, 2023 | No School for Main Campus-Remote Learning Day |
| November 9, 2023 | Sophomore Open House 5:00-7:00 pm |
| November 10, 2023 | No School-Veterans Day |
| November 16, 2023 | Progress Reports Due by 3:00pm |
| November 22-24, 2023 | No School - Thanksgiving Break |
| November 27, 2023 | No School Main Campus-Remote Learning Day/Staff PD |
| November 28, 2023 | School Resumes |
| December 20, 2023 | Second Nine Weeks End |
| December 21, 2023 | No School Students/Staff Inservice |
| December 21-Jan 3, 2024 | No School-Winter Break |
| January 3, 2024 | No School Students/Staff Inservice |
| January 3, 2024 | Grades Due by 3:00pm |
| January 4, 2024 | School Resumes |
| January 6, 2024 | Report Cards-available upon request |
| January 15, 2024 | No School - Martin Luther King Jr Day |
| January 26, 2024 | Priority Deadline for 2024-25 Applications |
| February 8, 2024 | Progress Reports Due by 3:00pm |
| February 19, 2024 | No School - Presidents Day |
| March 8, 2024 | Third Nine Weeks Ends |
| March 12, 2024 | Grades Due by 3:00pm |
| March 14, 2024 | Evening P-T Conferences 4:00pm-7:00pm |
| March 15, 2024 | Morning P-T Conferences 8:00 am -12:00 pm |
| March 25-26, 2024 | No School for Students |
| March 28-April 2, 2024 | "New Student Welcome" No School Main Campus-Remote Learning Day |
| April 3, 2024 | No School-Spring/Easter Break |
| April 11, 2024 | School Resumes |
| April 12, 2024 | Progress Reports Due by 3:00pm |
| April 12, 2024 | No School Main Campus-Remote Learning Day |
| May 13, 2024 | Business and Educational Workforce Summit/Staff PD |
| May 15, 2024 | Seniors Grades due by 3:00pm |
| May 16, 2024 | Senior Ceremony Rehearsal/Seniors Last Day 11:00 am |
| May 20, 2024 | Senior Ceremony 7:00 pm |
| May 22, 2024 | Junior Grades due by 3:00pm |
| May 23, 2024 | Students Last Day of School/Fourth Nine Weeks Ends |
| June 3, 2023 | Teachers Last Day of School |
| | Report Cards-available upon request |

PICKAWAY-ROSS COUNTY JOINT VOCATIONAL SCHOOL DISTRICT

Vision

Pickaway-Ross Career and Technology Center is an innovative professional educational community delivering quality services.

Mission

The Pickaway-Ross Career and Technology Center delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

Core Values

We realize our vision and accomplish our mission by:

- Providing career-oriented services responsive to community needs.
- Maintaining a highly qualified staff engaged in student needs and success.
- Offering flexible and hands-on training opportunities.
- Accepting individual differences through personalized attention.
- Creating safe, positive and nurturing learning environments.

EQUAL EDUCATION OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Any person who believes that they have been discriminated against on the basis of race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the school district's compliance officer:

Director of Secondary Education
895 Crouse Chapel Road
Chillicothe, Ohio 45601
740-642-1200

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.

SECTION A: ACADEMIC INFORMATION

As determined by the student's specific program, up to seven credits may be earned by students who successfully complete the course of study. **A student who drastically fails the second semester shall fail the subject for the year.** In the case of academics (block scheduling/semester credits), a last nine-week failure may be considered a drastic failure. First year students who fail laboratory requirements shall not continue instruction in the same program the second year and may re-apply in another program.

COLLEGE CREDIT PLUS

College Credit Plus provides students with the opportunity to take college classes offered by any Ohio public college or university, or from any participating private postsecondary institution, at their high school, on the college or university campus, or online. The program allows students to explore college interests sooner and to earn college credits toward a degree before graduating from high school. It is free to families when students take courses offered by Ohio public colleges and universities.

Dual enrollment classes are the opportunity to take college-level courses in the high school setting. Students will receive both high school and college credit for these courses. These courses are taught by high school teachers who have met the criteria to teach for the university. Specific criteria have been set for enrollment eligibility. Please contact the high school guidance office for more information.

Students participating in College Credit Plus OFF the PRCTC campus will need to work with the PRCTC Counseling Office.

CREDIT FLEXIBILITY

The credit flexibility initiative is part of a state-wide effort to increase learning and engagement and help students graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students including:

- Earning credit by demonstrating mastery of the essential content of a traditional course by "testing out", presenting a portfolio documenting mastery, or a combination of these.
- Successfully completing a mentorship, internship, educational travel, or service-learning program aligned to the academic curriculum.
- Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
- Successfully combining any of the options above as well as units of traditional courses.

Students must obtain prior approval of student-proposed educational options plans to be eligible for credit. Students considering this option should obtain a Credit by Educational Options Proposal packet from the Guidance Office. Students' families may be asked to contribute to the cost of educational options plans.

Credit flexibility is another example of how our district is working to prepare students for the 21st century by striving to address their unique needs and talents. Please contact the guidance office for more information.

DIPLOMAS, CAREER PASSPORTS AND SENIOR CEREMONY

Diplomas are awarded by the home school to Pickaway-Ross students who have completed the home school's requirements.

Career Passports will be awarded to students who have completed their program of study with at least a 70% grade point average. A Career Passport contains information that will assist potential employers in assessing a student's skills. A ceremony honoring senior students receiving passports will be held at the end of each school year.

GRADING SCALE

93% to 100% - A – Outstanding work
85% to 92% - B – Above average work
77% to 84% - C – Average work
70% to 76% - D – Below average work
60% to 69 % - F – Failing work.
I – Incomplete

(Attendance may be a factor in calculating grades.)

GRADUATION REQUIREMENTS/EARLY GRADUATION

- For the most up to date information regarding the changes in graduation requirements please visit the Ohio Department of Education website at the following address:
 - <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>
- Early Graduation
- Senior Ceremony Participation

Ohio's High School Graduation Requirements Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

| | |
|-----------------------|-----------|
| English language arts | 4 credits |
| Health | ½ credit |
| Mathematics | 4 credits |
| Physical education | ½ credit |
| Science | 3 credits |
| Social studies | 3 credits |
| Electives | 5 credits |

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*: Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

*At least one of the two must be a Foundational skill

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



NATIONAL TECHNICAL HONOR SOCIETY

Qualification Requirements:

- Overall cumulative average GPA must be at least 3.7 (93%)
- Enrolled in CTE program with GPA of 3.70 (93%)
- An average of 90% or better attendance (This will include accumulated ½ day absences)
- Currently affiliated and an active member of a CTSO
- No disciplinary suspensions, including local school infractions, for current or past school years
- No current discipline or attendance issues
- Ability to follow instructions/Work well with others
- Safety Awareness
- Dependable/Responsible/Honest/Good Attitude/Good Leadership Skills
- Students must be enrolled and/or complete coursework & testing required for graduation
- One page essay
- Completed National Technical Honor Society Application packet
- Recommendation by your program instructor and one academic teacher

HONOR ROLL STANDING

Students in grades 9-12 who attain letter grades of A and/or B in all subjects attempted during a nine-week period or have a GPA of 3.0 or above with no grade lower than a C shall qualify for the honor roll, provided no unsatisfactory marks in either conduct or effort are received.

INTERVENTION POLICY

Teachers may issue a grade of “Missing” in ProgressBook for any formative or summative assessment. In these cases, students are expected to make arrangements to complete their work as expected. In cases in which interventions such as reteaching and reassessing are required, students may be expected to complete this work outside of regular instructional time (before or after school, in study hall, After-School Study Sessions, etc.).

Teachers may issue grades of “Incomplete” on interim reports and report cards. “Incomplete” grades on report cards must be reconciled by the student at interims of the next 9 weeks, or they will be calculated as a failing grade.

To better meet the needs of students in general level classes, especially in end of course exam tested areas (English, Math, Science, and Social Studies), struggling learners may be offered additional attempts to re-do their assignments, and must follow the expectations outlined above. Students in upper-level classes (such as College Preparatory, Honors, Advanced Placement, and Dual-Enrollment classes) are expected to work at a faster pace with more rigorous material. “Redos” in these classes will be at the discretion of the individual teacher.

MID-TERM PROGRESS REPORTS

Parents may view their student's grades via Progress Book through the Pickaway-Ross website at any time. Parents are requested to contact the instructor and discuss the student's progress. Printed mid-term progress reports will be given to the student to take home upon request. Individuals on Student Success Plans will be reviewed according to their plan agreement.

PROGRESSBOOK

Parents are encouraged to regularly check student achievement via ProgressBook. Login and password information will be made available to all parents and students at the beginning of the school year. If you have questions about your username or password, please call the PRCTC office.

SPECIAL EDUCATION SERVICES

Pickaway Ross Career and Technology Center provides services to students identified as disabled under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Special education services are provided in accordance with Ohio's Model Policies and Procedures for the Education of Children with Disabilities. The special education students' needs are typically served in the general education classroom with additional support provided by an intervention specialist.

If you suspect your child or the child of someone you know has a disability, please contact the PRCTC main office at 740-642-1200. A school representative will contact the parents of the child to determine if the child needs to be evaluated. If a disability is suspected, free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education and related services.

STUDENT RECORDS

Any person or agency not officially connected with the school system and desiring access to any information in any pupil's record or file shall present in writing a request to the principal or counselor to receive such requests. The request must include (A) the person or agency for whom the information is required, and (B) the purpose for which such information will be used.

Requests for information from a student's record shall be placed in the student's file. Parents shall maintain an unrestricted right of access to all records concerning their children and shall be provided the opportunity to challenge the contents of their children's school records at a hearing if they believe any of the material to be inaccurate.

STUDENT OF THE YEAR

Student of the year candidates can be nominated by either their lab instructor or by an academic instructor. Students who are nominated for this award must demonstrate excellence in leadership, scholarship, and service to PRCTC and to the community. This may include academic achievement, awards and recognitions, co-curricular activities, volunteer/or work experience and personal qualities. Nominees will be evaluated and screened by the Pickaway-

Ross CTC administration. Finalists for the award will be recognized in the senior ceremony program. The winner of the Student of the Year award will be required to give a speech at the PRCTC Senior Ceremony.

SECTION B: ATTENDANCE

ASSIGNMENTS DURING ABSENCE/MAKE-UP WORK

It will be the student's responsibility to request make-up work for days absent. Make-up work is only allowed for excused/medical-legal absences and during in-school restriction or suspension. An unexcused absence means work may not be made up except for major tests and quizzes. Students will be allotted the same timeline to make up the work as the number of days absent. Special projects may be assigned in lieu of laboratory work. Assignments may be completed during in-school restriction or suspension.

ABSENCE TERMINOLOGY AND DEFINITIONS

As defined by Ohio law:

Habitually Truant: a student who is absent 30 or more consecutive hours without a legitimate excuse, 42 or more hours in one month without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse.

Excessive Absences: a student who is absent WITH OR WITHOUT LEGITIMATE EXCUSE 38 or more hours in one school month, 65 or more hours in one school year.

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

For students determined to be habitually truant:

1. Written notice will be given to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs

6. As applicable, the registrar of motor vehicles may be notified
7. Children Services will be notified if deemed necessary

For students determined to be excessively absent:

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

Absence Intervention Team

The school-based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each individual student, but each team is required to include:

1. A representative of the school or district;
2. Another representative from the school or district who has a relationship with the child; and
3. The child's parent/guardian.

The Absence Intervention Team may also include:

1. School psychologist, counselor or social worker;
2. Representatives from a public or non-profit agency;
3. A case worker from Children Services if there is an open case or if the child is in foster care.

*NOTE – excused absences are defined as medical, legal or parental excuses with documentation. **After 38 hours in one school month or 65 hours in one school year of absences, all other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation, other than parent notes provided for the purpose of excused absences from school, is reviewed by the Principal or designee.** Out-of-School-Suspension days may be counted when determining withholding course credit due to attendance at the end of first semester and at the end of the school year. Total days out of class/labs must not exceed the maximum listed amount, or credit may be withheld.

ABSENCE TYPES

Positive attendance is critical to school success. Thus, attending school every day is strongly emphasized. Written validation must be provided for absences. When a student is absent because of parental or self-discretion, the absence will be determined by the Principal or his Designee as "excused" or "unexcused" in compliance with attendance policies. Absences will be recorded by the length of time students are not in school. Proper documentation can be submitted at the front office or emailed to attendance@pickawayross.com.

Excused Absences*: To be classified as an excused absence, the student must present a written excuse signed by the parent/guardian when returning to school following an absence. **(*An excused absence means work may be made up.) Excuses must be received within one school week of the day that the student was absent, or the absence will remain unexcused.**

- Personal Illness/Injury. Ten **(10)** or more consecutive days of absence may require written medical verification.
- Death in Immediate Family
- Family Illness
- Quarantine of the home
- Medical or Dental Appointment.
- Court Appearance
- Personal/Emergency situations, which in the judgment of the principal or his/her designee constitute a good and sufficient reason for absence from school.
- Observance of Religious Holiday. Requires prior approval.
- Military
- Driving Test/In-Car Lessons

Unexcused Absences*: Absence from school for any reason other than the foregoing enumerated excused absences will be considered UNEXCUSED. Appropriate action will be taken against offenders of the compulsory school attendance law. **(*An unexcused absence means work may not be made up except for major tests and quizzes.)**

Anticipated Absences: If a student is to be absent due to circumstances other than those listed above, a parent or guardian must make a request prior to the absence.

Bus Days: Considering overall fairness and the safety of our students, there will be no bus student recorded as absent when transportation is not provided by respective home schools. In all cases, students will have the opportunity to make up missed work and should contact their teachers for assignments immediately upon returning to school. **Students who have a driving pass, are on job placement, or are magnet students who normally drive will not be excused when transportation is not provided by their respective home schools unless the closure is due to weather.**

Home School Closings: When the home school closes because of weather conditions, the students from that district including job placement and other students who drive to Pickaway-Ross, will not be required to attend Pickaway-Ross. Students should be in school all other days when we are open. **Home school closings, except for bad weather, do not excuse a student from school if they drive. Pickaway-Ross students MUST follow the PRJVSd calendar for attendance.**

Student Vacation with Parents: Students going on a family vacation will receive an excused absence provided the student and/or his/her parent have obtained prior administrative approval for such absence. Family vacations may total no more than five (5) days. The academic and career & technical teacher will make arrangements for the student to make up written tests or quizzes that have a direct bearing on the student's grade. Only one vacation will be approved per year and never during scheduled state testing End-of-Course Exams. If a student has not maintained 93% attendance, the request will be denied.

Job Interviews or College Visitations: Job interviews and college visitations are considered curricular in nature, similar to a field trip. Pre-approval and documentation upon return are required. This will be limited to three (3) days of college visits.

Deer Hunting: *Student absences for deer hunting may be excused as long as the student has maintained 93% attendance and must have prior approval from the Attendance Office. A student may be granted three (3) days excused with prior approval from Administration and the Attendance Office. It is the students' responsibility to notify teachers and to make up work.*

DRIVERS LICENSE SUSPENSIONS

House Bill 204 states that a student who is absent without excuse for 60 consecutive hours or at least 90 hours total during a term or semester or withdrawn from school, suspended, or expelled for use or possession of alcohol and/or drug abuse can have his/her driving privileges denied, suspended, and/or revoked under section 4510.32 of the Ohio Revised Code.

EARLY DISMISSALS – MAIN CAMPUS

Written verification of a justifiable reason must be presented to the Attendance Office or designee for an early dismissal. Students who become ill will be sent home only when a parent or emergency contact has been notified by the school nurse or attendance office personnel. No student may leave the building without reporting to the Attendance Office and receiving an exit slip as they leave. Early dismissals will be recorded by the length of time students are not in school.

EARLY DISMISSALS – MAGNET PROGRAMS

Students should receive permission from their instructor upon providing written verification for an early dismissal.

MISSING CHILD POLICY

The Pickaway-Ross Career & Technology Center requests that a parent/guardian call or email attendance@pickawayross.com the school when their child is known to be absent. When notification is not received, the school will attempt to contact the parents/guardians by our automated phone system within two hours of the beginning of the school day.

PARENT EDUCATION PROGRAM

Parents of a truant student may be assigned to the Parent Project in Pickaway or Ross County for a period of 10-weeks for failing to comply with compulsory Ohio attendance laws. Attendance in the Parent Project is mandatory. A court may require a parent who fails to attend a required education program to give a bond in the sum of \$100. Failure of the parent to attend this program may result in a complaint of Parental Education Neglect being filed in the Juvenile Court that has jurisdiction based upon the location of the school. A parent found guilty of this charge may be fined up to but not more than \$500.00 or may be ordered to perform not more than 70 hours of community service work. A truant student as used in this section is a habitually truant student as defined in the Ohio Revised Code [2151.011 (B) (188)] which states, “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year.”

Parents are requested to email or call the Attendance Office between 8:00 a.m. and 9:30 a.m. when they know their child will be absent.

In accordance with Section 3321.13 of the Ohio Revised Code and the Pickaway-Ross Joint Vocational School District’s Board of Education Policy, any student who:

1. is a child of compulsory school age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent.
2. is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days, 60 consecutive hours in a month or for at least 90 hours in a school year.
3. is suspended or expelled from school pursuant to Ohio Revised Code 3313.66 and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.

Tardies

Students reporting to school late will report directly to the front desk receptionist to sign-in and secure a pass to admit them to class. Validation from a parent/guardian is required for a tardy to be excused.

Consequences for a Morning Tardy

Students arriving at PRCTC after 8:25 a.m. must enter through the front entrance.

- Consequences for tardies will be as follows:
 - 1st – 3rd tardy – automated phone call
 - 4th tardy – phone call from attendance personnel
 - 5th tardy – meeting with administrative personnel
 - 6th tardy and beyond subject to discipline
- **tardies count toward attendance hours and may result in truancy****

- Excused Tardiness: will require a note or call from the parent or guardian and may be given for the following reasons:
 - Doctor/dental appointment
 - Legal appointment – court, etc.
 - Hazardous road conditions as determined by home school closings.
 - Illness
 - Family business/Emergencies

Students should report directly to their instructor. Students who have habitual tardiness may be considered for removal from the program. Written validation of an excusable reason from a parent/guardian is required for a tardy to be excused.

SPORTS/EXTRACURRICULAR PASS

Students enrolled in active extracurricular activities at their home schools can receive a sports pass with the appropriate documentation which includes written permission from the parent and written permission from the appropriate coach or advisor. The earliest student may be released for sports/extracurricular activities is 2:15 pm.

SECTION C: GENERAL SCHOOL OPERATIONS STUDENT INFORMATION

ABSENCE OF PARENTS

When parents/guardians are going to be out of town and unavailable, a written note signed by the parent should be sent to the school office. The note should include the dates of the absence of the parents, the name of the person who will be responsible for their children in their absence (giving the office permission to contact that person in regard to anything concerning their children), and the signature of the parent/guardian.

ANNOUNCEMENTS

A bulletin board is provided for each participating school. Home school announcements will be posted when received only after having been cleared through the Director's Office. Any Career & Technology Center announcements that are to be made over the public address system must be submitted before 8:15 a.m. Announcements will only be made in the morning and for schools that have an early dismissal.

BULLYING

PRCTC takes a strong stance against bullying/harassment of all forms. Our policies and procedures follow the guidelines that are outlined in the Ohio Revised Code 3313.666 and

subsequent amendments. To further comply with House Bill 116 (also known as the Jessica Logan Act), an anonymous reporting system has been developed and a link is available on the district and building websites. Reports will be investigated and, if found valid, proper steps will be taken in accordance with the student code of conduct. False reports may also result in disciplinary action. A link is also available on the district website that defines bullying.

- Complaint Coordinator- Director of Secondary Education
- You can file an anonymous report by calling or texting the statewide hotline 844-SaferOH (844-723-3764)

CAFETERIA/LUNCH PROCEDURES – MAIN CAMPUS

Students may purchase lunch in the cafeteria or bring their lunch, but all food and drink may be consumed in the cafeteria. Breakfast is provided each day free to all students. The cost for the standard lunch is \$3.25. Additional items may be purchased a la carte. Students may make deposits into their accounts by providing cash or a check payable to Pickaway-Ross JVSD to the cafeteria cashier or by making a credit/debit card payment at www.payschools.com (see below for details on setting up a PaySchools account)

- **Lunch periods are closed, and students enrolled in full-day programs cannot leave the campus.**
- **Food delivery services (DoorDash or GrubHub, etc.) are not permitted to be used for student lunch deliveries. Such deliveries will be declined at the front desk even if they are paid for in advance.**

Directions for setting up your PaySchools Account:

- Go to www.payschools.com in a web browser or download the PaySchools App
- Account Setup:
 - Once registered you will receive an email to finish the account details: set up a password, link students, staff, choose notifications and set up a payment method.
- Manage Accounts:
 - From the dashboard, you can review the Meal and Fee balance, add account restrictions, and more.
- Payments
 - From the dashboard, you can opt to pay all or partial balances, set up auto replenishment, and follow the steps for processing in cart.
- For more information, please call us at 740-642-1200 or PaySchools Central Customer Service at 1877-393-6628.

Free and Reduced Lunch Applications: Students can apply online to receive free or reduced-price school meals. LunchApplication.com has been designed to guide you through the process. Once your application has been received, the district office will determine your eligibility and send you a letter or email with the results.

Students returning to Pickaway-Ross Career & Technology Center who were approved for free or reduced lunch at the end of the previous school year will be temporarily qualified for

the same status for the first thirty (30) days of the new school year. Returning students must submit a new free or reduced lunch application within the first thirty (30) days of school to avoid changing to paid status.

New students must immediately complete a free or reduced lunch application for PRCTC as their previous year's status at their home school WILL NOT qualify them at PRCTC. Applications are to be completed online at LunchApplication.com. New students, regardless of previous year's status at their home school, will be permitted to charge up to the maximum limit (\$30) until an application is processed. **Approval of free or reduced status MAY NOT forgive any charges incurred before or during the approval process.**

Lunch Charge Limitations: Students qualifying for free lunch will not be permitted to charge additional items unless permission is given from a parent/guardian or if the student is 18 **and** an independent student. Reduced and paid status students' charge limit will be set at \$30 maximum. Once the maximum is reached, the student will receive a standard "Type A" lunch, whose contents will be determined by the dining services team, and theme meals will not be made available. Students assigned to In-school Restriction (ISR) may choose from the daily cafeteria menu.

Year End Lunch Procedures: Students are required to have all lunch charges paid before the last day of school or grade cards and career passports may be held. Seniors are required to have all fees, including lunch charges, paid before the completion ceremony to receive their career passport.

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and support in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the district will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care.

CHROMEBOOK INITIATIVE

The faculty and staff at PRCTC are excited to offer each student on main campus a Google Chromebook ("Chromebook") for use during the school year to assist with, and further your child's education. It is essential that all of the guidelines in the online Chromebook agreement found in final forms are followed to ensure the safe, efficient, and ethical operation of these electronic devices at home, at school, and in all other settings. Each student will be given a Chromebook agreement in which they must share with their parents and both student and parent must sign in order to be issued their device. Students will receive a Chromebook and charger the first week of school and they must be returned at the end of the year or upon withdrawal from school to avoid being billed for the device. For a copy of the agreement or for more information please visit the website at www.pickawayross.com.

CONCUSSIONS

Concussions are a serious issue for a student if they are to suffer from one. There are many things to be taken into consideration for a student's return to school, class, and physical activity. If a student experiences a concussion at any time during the school year, either in school or out of school, parents should notify the school nurse so that protocol can be followed for the student to return to class and any physical activity in a safe and successful manner.

DRIVING AND PARKING PERMITS

Parents/guardians who grant permission to students to drive to school and students who drive to school must be aware that violation of rules and regulations governing parking and driving on school property may result in revocation of the right to park on school property.

Students are required to register their vehicle and display the parking permit on the rear-view mirror of their vehicle. To obtain and keep a student-parking permit, students must show a valid Ohio driver's license and meet all other legal requirements as established by the State of Ohio. Students/parents must complete the application on-line using Final Forms and students will sign the driving form acknowledgement.

Students are to enter the student parking lot upon arrival to school and enter the building immediately. The student parking lot is a restricted area and students are not to enter it during the school day.

At the end of the day, students are required to exit the parking lot safely and through the direction of the on-duty staff members. Driving on school property is a privilege and can be revoked at the discretion of Administration for violating any rules or policies in the Student Code of Conduct. Students must obey all traffic laws on school property by following the posted **5 MPH** speed limit, carefully crossing the speed bumps and remembering that pedestrians always have the right of way. No loitering, students must leave immediately.

Vehicles parked on school property are subject to search by school administration, canine units of local and/or state law enforcement agencies.

DUE PROCESS

The Board of Education recognizes that students have limited constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with student discipline:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its

designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the district may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:
 - a. Superintendent
 - b. student's school record (not for inclusion in the permanent record).
 - c. student's home school principal

For more information about Due Process afforded to students, please refer to the Board of Education policy.

ELECTRONIC SURVEILLANCE

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Security cameras have been installed on school buses and in and around the school building and grounds. Anyone riding the buses or on the premises is hereby advised that they may be included in an audio/visual recording subject to review by the administration. In accordance with FERPA guidelines, such surveillance records are available only to the administration and are not made available to the public.

EMERGENCY MEDICAL AUTHORIZATION

An Emergency Medical Authorization Form is required for every Pickaway-Ross student. These forms are provided on-line using Final Forms. Parents and Students can access Final Forms by using the following link: <https://pickawayross-oh.finalforms.com/> Students not fulfilling this responsibility will not be permitted to participate in laboratory activities.

EMERGENCY PROCEDURES

LOCKDOWN

When notification is made, go to the nearest room supervised by a staff member. Procedures for practice are established as part of the school safety plan.

FIRE/TORNADO

Fire and tornado drills will be held at irregular intervals throughout the school year. Students should follow the directions of their instructor or other school employee during a drill or an actual emergency. Procedures are posted in every classroom and lab.

EXTRA-CURRICULAR ACTIVITIES

Individual students are encouraged to participate in extracurricular activities whenever their schedule permits. At the request of the home school principal, students may be released as a group to attend events at the home school. Please see the Early Dismissals section of this handbook for the appropriate procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Pickaway-Ross JVSD ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an

institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

GUIDANCE COUNSELING OFFICE

The Guidance Office offers a variety of student services including maintaining student records, assisting in meeting academic requirements, testing, counseling services, and arranging military testing, and physical exams. Student credit checks are handled in the fall and again at the end of the year and are scheduled by the counselor. Any student wishing to make an appointment with their PRCTC counselor must complete a Guidance Services request form available on-line. Emergencies will be handled as quickly as possible.

HALLS AND AFTER SCHOOL HOURS

All students are to leave the building and school grounds immediately when school is dismissed. Students may remain in the building after hours if involved in a supervised activity with a teacher, coach or advisor. Students who have early dismissal for any reason are not permitted to return to school during the academic day unless they sign back into school in the front office.

HOMELESS STUDENT NOTICE

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the district. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

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

The school district's Liaison for Homeless Children is:

Ms. Kristi Tway
McKinney-Vento Homeless Liaison
740-642-1233

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. 42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

ILLNESS AT SCHOOL

In cases of illness during the school day, the student should request permission from the teacher to go to the office. If it is determined that the student should go home, the parent/guardian or emergency contact person will be contacted. Students are permitted to enter the nurse's station at the discretion of the administration. A maximum of one period can be spent in the clinic and students must sign-in on the provided sign-in sheet.

INSURANCE

It is mandatory that each student furnish evidence of enrollment in accident insurance through PRCTC's insurance program or evidence by parental signature that the student's parents already have accident coverage and will be responsible for all costs for any accident or injury incurred at any school function. Proof of insurance enrollment will be required at a mandatory orientation prior to the beginning of school. Put something about the insurance we offer.

JOB PLACEMENT REQUIREMENTS

Students who have met all the following requirements may be released for work during the school year:

1 –the student has met or is on track with a plan to meet homeschool graduation requirements, including state testing, correspondence total credits, and state department standards.

2 – have completed and have an approved training or learning plan into either an apprenticeship position or work-based learning for a minimum of 15 hours per week in the field of current program placement.

3 – have received a recommendation from the following:

- parent
- program instructor
- employer
- PRCTC counselor
- PRCTC school administrator

LOCKERS

Student lockers may be provided for student convenience. Pickaway-Ross is not responsible for any lost or stolen articles. Protect your combination and do not leave valuables in the lockers. Lockers are the property of Pickaway-Ross and may be inspected or searched at the discretion of the administration.

LOST AND FOUND

Students who have lost any personal property should check the lost and found located in the main office. Students who find lost items are to turn them in to the main office.

MEDICATION

A student under a doctor's care and required to take prescribed medication during school must notify the Director or his/her designee and provide written documentation from the parent/guardian. Over the counter oral and topical medications may be administered if authorized by the parent/guardian on the Emergency Medical form. Students not following this procedure may be considered in violation of the drug/alcohol policy. Medicine must be submitted and will be stored in a secure location to be administered by a person designated by the Director of Secondary Education.

PASS PROCEDURES/HALL CONDUCT

Students outside of their assigned areas **must** have a hall pass and have been signed out of class. Students are expected to complete their business and return to class in a timely fashion. **No passes will be issued during lunch times.** Students will not be issued passes to the parking lot. **No passes will be issued after 2:00 p.m.**

PERMISSION TO ATTEND SCHOOL SPONSORED SOCIAL EVENTS

PRCTC social events are intended for PRCTC students. The administration understands that, in some cases, students want to bring guests who may not be students of Pickaway-Ross CTC. "Permission to Attend School Sponsored Social Events Form" must be completed, including a photo of the guest. The form must be turned in one week prior to the scheduled event. These forms are available in the main office. Guests are reminded that they must follow all rules in the Pickaway-Ross Student Code of Conduct.

PICTURES

School pictures will be taken in early fall. All pictures must be in compliance with the school dress code to be used in the yearbook. Every student is required to have their picture taken, even if they aren't purchasing a packet. This picture is needed for the student's cumulative file and student I.D. badge. Any student who willingly has their picture taken in place of another student will face discipline according to the code of conduct and may be suspended from school.

POLICE INTERROGATION

Law enforcement officers may not interrogate students unless the student is given the opportunity for an adult to be present. Police may not interrogate a student at school about non-school-related criminal matters without parental (guardian) authorization. Students may not be taken from school for questioning unless the officer has a warrant for the student's arrest or has parental (guardian) permission.

REMOTE LEARNING

In the event Pickaway-Ross closes for a full calamity day, students will be instructed to access remote learning assignments to cover the missed day. Up to three remote learning assignments are allowed per school year. Remote learning assignments are online lessons that take the place of missed school days. Students will be given further information to access their assignments for each class at that time.

SCHEDULE CHANGES

Students may drop or add subjects only when a valid and sufficient reason exists. All schedule changes must be completed through the guidance office using the "Schedule Change Request Form." All changes must be approved by the students' parents or guardians. Students must remain in their current schedule until notified by the guidance office. Students may drop a semester or full-year subject up to five (5) school days after the mailing of the first interim report. Subjects dropped after that time may be recorded as failing with no credit received. The final decision is made by the principal. A subject may be added during the first three weeks of the semester in which it begins. Please remember students must maintain 5, full credit or half credit courses to be eligible to participate in extracurricular activities.

SCHOOL CLOSINGS

PICKAWAY-ROSS SCHOOL CLOSINGS

PRCTC will close when, in the judgment of the Superintendent, weather conditions in the area pose a clear danger to the welfare and safety of both staff and students of Pickaway-Ross. Announcements of the closing will be made on local radio stations and social media sites.

All PRCTC magnet programs will close according to the program closing matrix distributed to students at the beginning of the year.

In the event Pickaway-Ross closes for a full calamity day, students will be instructed to access remote day assignments to cover the missed day. Up to three remote day assignments

are allowed per school year. Remote day assignments are online lessons that take the place of missed school days. Students will be given further information to access their assignments for each class at that time.

HOME SCHOOL CLOSINGS

When the home school closes because of weather conditions, the students from that district including job placement and magnet students who drive to Pickaway-Ross, will not be required to attend Pickaway-Ross. Students should be in school all other days when we are open. **Home school closings, except for bad weather, do not excuse the student from school attendance at PRCTC if the student drives. Pickaway-Ross students MUST follow their PRJVSD calendar for attendance. If you have any questions about this policy, please contact the attendance office.**

SCHOOL MESSENGER

Parents are reminded that school officials will use a telephone school messenger system to communicate important information to parents and guardians of our students. It is important that any change in telephone numbers be updated in Final Forms, so all announcements from the school can be communicated effectively.

SCHOOL PUBLICATIONS

Publications such as the student newspaper, yearbook, school programs, and video productions that are connected to the overall school program are subject to editorial control by the school administration.

SCHOOL SUPPLIES/STUDENT DUES

Tools will be furnished for all students to use at no cost to the student. Upon completion of a student's career and technical program, the student will have the option to purchase the tool kit as long as all outstanding balances are paid-in-full. Students will receive an invoice for the cost to be paid to the Pickaway-Ross Treasurer before taking possession of the tool kit.

Student organization membership dues must be paid by all students. These dues are \$50 per year. Payments may be made by cash or check directly to our cashier. Payments made by credit/debit cards may be made through the links on the high school website. Grades/credits and passports will be withheld until all outstanding balances are paid. **Students who have not paid their student dues may not be permitted to participate in CTSO activities.** Parents and students may make payments in person with the cashier between the hours of 8:00 and 3:00 p.m. We encourage the use of the on-line payment system. This can be accessed through the PRCTC website.

SEARCHES

General searches of students and personal items such as briefcases, purses, book bags, pockets, and lockers:

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions (including technology databases) if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is

asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for insubordination.

- **Canine Units:** In cooperation with local law enforcement agencies, school officials may use canines to conduct searches on school property. These searches may include but are not limited to personal belongings, lockers, book bags, and vehicles.
- **Student Vehicles:** Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.

SELECTIVE SERVICE NOTICE

Under federal law, all young men must register with the selective service within 30 days of their 18th birthday. The fastest way to register is on-line at www.sss.gov. For those men who do not register, there are several consequences. For example, your driver's license may be revoked upon renewal, you will not be eligible for college loans, you may not be eligible for federal grants either, and you will no longer be eligible to apply for any state or federal jobs.

STUDENT ENROLLMENT/TRANSFERS

Once a student is enrolled at Pickaway-Ross, the student commits to attend during a ten (10) day trial/probationary period. Transfers between programs may take place during the second week of school, though all program transfers will be final by August 29, 2023.

Students will be permitted to return to their home high schools during the second week of school. Students wishing to return to their home schools must have a personal conference with one of the Career & Technology Center counselors and/or administrators and must complete an official withdrawal form that must be signed by their parents.

STATEMENT OF COOPERATION

All students and their parent(s) are required to digitally sign the handbook acknowledgement stating they have read/reviewed the student handbook and understand the school rules.

SUSPENSIONS

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

TELEPHONE USE

Students will be permitted to use office telephones with permission of office staff.

In-coming calls to students will be forwarded only in emergency situations. Parents are requested to cooperate in the control of telephone calls directly to students during school hours.

Students are permitted to make outside calls from laboratory office phones only when authorized by the instructor. ***All telephone calls pertaining to student illness and other related matters must be placed from the School Nurse or Attendance Office.***

TRANSPORTATION

Each home school provides bus transportation for students attending PRCTC Main Campus. PRCTC has no authority over transportation that involves bussing. Please contact the students home school bus supervisor for details.

Magnet Program students will provide their own transportation to their program site unless other transportation has been arranged through the home school.

UNIFORM POLICY

Pickaway-Ross Career and Technology Center delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals. The Pickaway-Ross CTC administration will make the final determination of what constitutes acceptable attire and may make changes to the requirements at any time.

Uniforms will conform to safety standards dictated by the educational setting, as enforced by the person in charge of the activity, in accordance with board policies, industry standards, and common sense. In order to establish and maintain a school environment that is conducive to and appropriate for learning, as well as promote a development of pride, Pickaway-Ross CTC has established the following uniform policies:

- As part of job training uniforms and student I.D.'s are required to be worn every day.
- School issued program shirts/sweatshirts are to be visible at all times.
- Hoodies and/or jackets of any kind are not permitted to be worn over program shirts but may be worn underneath program shirts.
- ID cards are to be with the student at all times and should be provided when asked to do so by a staff member.
- ID cards must be used to sign in/sign out and for to access your lunch account.
- Uniforms may not be altered or defaced or personally marked in any fashion.
- Jewelry may not be worn in labs, except with permission from the instructor when it does not pose a safety hazard.
- Attire must comply with the lab safety rules established by the instructor.
- Hats, caps and headbands are permitted to be worn in common areas. Teachers may prohibit hats, caps and headbands within their classroom.
- Hoods are not permitted to be worn at any time in the building.
- Unacceptable attire includes any item of clothing that distracts and interrupts the education process, calls for undue attention to oneself, ill-fitting clothing, no attire may be worn more than 3 ½" above the knee, items of clothing with symbols or words or pictures that are sexually suggestive, any items that are drug or alcohol or tobacco

related, clothing that contains profane, obscene, racist, sexist, threatening, harassing or intimidating content, and fish hooks.

Staff will manage student compliance with uniform policies. Students in violation of the uniform code will be asked to comply by staff members. If a student refuses to comply, this may result in a minor or major discipline by the staff member. The administration will make the final decision on violations pertaining to uniform code violations.

If a student changes programs or chooses to withdraw from Pickaway-Ross, the school uniforms/shirts must be returned to the front office to avoid being billed replacement costs.

VISITORS

All visitors must have an appointment prior to arrival in order to limit class interruptions. Visitors must first check in at the guard station with the on-duty staff member. Upon approval to enter campus the visitor must check-in with the receptionist before seeing any one in the building. All visitors will be issued a visitor's sticker that must be visible at all times during their visit.

Due to safety concerns, **young children and babies are not permitted** in some areas of the school building without special permission of the appropriate supervisor or school administrator.

INDIVIDUAL STUDENT VISITORS FROM OTHER SCHOOLS WILL NOT BE PERMITTED unless prior permission has been granted by both the home school administration and the Director of the Career & Technology Center or his/her designee. All student visitors must go through the counseling office to arrange program visits on an individual basis.

WITHDRAWAL BACK TO HOME SCHOOLS

Students who are withdrawing from school are to report to the guidance office for a withdrawal form, which must be signed by all teachers and the custodial parent and returned to the guidance office. All textbooks, uniforms, and the student's Chromebook and charger must be turned in at that time. Parental contact is required for a student to be withdrawn. All fees/obligations must be taken care of before records will be forwarded to schools/employers. A student cannot be officially withdrawn until a records request from the student's new educational institution has been received by the guidance department.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and

schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Otherwise, the student will be reported as a missing child to the local law enforcement and/or expulsion proceedings may be initiated against the student.

WORK BASED LEARNING

The Job Placement Office will assist instructors, students, and administrators to help students make a smooth transition from school to work. Job training and job interview early dismissals must be initiated in the Job Placement Office. **Students on full-day job placement will surrender their student vehicle parking pass. Full-time job placement students are not permitted on campus grounds without a pre-scheduled appointment.**

WORK PERMITS

Work permits may be obtained at the guidance office. Anyone between the ages of 14 and 18 are eligible. After a student turns 18, a work permit is no longer required by law.

STUDENT CODE OF CONDUCT

The matter of student conduct and discipline is one that directly affects the total mission and achievement of the school. A well-ordered atmosphere in the school is essential if students are to learn to the maximum of their capacity.

To protect each student's rights to an education, the Ohio Legislature has given each Board of Education the authority to "make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school grounds or premises."

The Pickaway-Ross Board of Education has established the following regulations in the interest of maintaining order at the Career & Technology Center:
Students shall not:

1. possess, handle, transmit, or control any object that can be reasonably or legally considered a weapon. *
 - a. **weapons may include guns, knives, fireworks, spray irritants, explosives, detonating devices, look-a-likes, counterfeits, or tools used to cause or threaten physical harm.**
 - b. **weapons may include lab tools possessed outside of the laboratory setting. Above mentioned weapons will be confiscated. Knives will be confiscated.**
2. physical assault or threaten to cause personal harm to or damage the property of any Pickaway-Ross employee or visitor at the Pickaway-Ross Career & Technology Center or school authorized function. *
3. repeated bullying, harassment, intimidation and other forms of aggressive behavior toward another student or staff member. *
4. be in a fight, confrontation, assault, threaten, coerce, intimidate, haze, or harass another student or staff member. *
5. steal, attempt to steal, or be in possession of stolen property, in possession of school tools without permission, or damage personal or school property. *
6. sexually harass or impose upon another student or staff member. *
7. incite a riot in school or any school authorized function. *
8. create a school disruption or act in such a manner that disrupts the lawful mission of the school. This could include, but is not limited to:
 - a. blocking entrances
 - b. throwing food and/or other objects
 - c. giving false information
 - d. being insubordinate or disrespectful
 - e. displays of public affection
 - f. violating safety and dress code
 - g. being in an unauthorized area/out of assigned area
 - h. failing to comply with the reasonable requests of school personnel.
 - i. horseplay
 - j. vandalism

9. truancy, tardies or leaving school without permission
10. violate the Pickaway-Ross drug or alcohol policy. *
11. violate driving rules and regulations.
12. cheat on tests, homework, or other school assignments.
13. violate the "acceptable use" policy for computer/technology.
14. repeatedly or habitually violate the rules in the student code of conduct. *
15. possess or use tobacco, in any form, including non-nicotine tobacco and e cigarettes, vapes and accessories/paraphernalia on school property or at a school authorized function.
16. communicate abusive, profane, unwarranted language, or gestures (verbally, written, text, or some other electronic type of correspondence) on and off campus. To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
17. submit, cause to be submitted, a false fire alarm or bomb threat and or tampering with safety systems such as alarms, cameras, defibrillator or eye wash stations. *
18. unauthorized possession or use of radios, mobile phones, laser pointers, or other electronic devices. (Said devices will be confiscated. Repeated violations may result in disciplinary action.) We are not responsible for lost, stolen or damaged items. Administration will NOT investigate said loss.
19. use of any recording device to video to take pictures of students or employees (with or without their permission).
20. fail to comply with all applicable Ohio Revised Codes and local ordinances.
21. withhold information from authorities concerning a violation or potential violation of the code of conduct.

*Students violating this rule may be recommended for expulsion. Possible criminal charges may occur depending on the severity of the offense. Penalties for violation of the student code of conduct include, but are not limited to, the following:

1. verbal or written warning
2. removal of privileges
3. parent/student conferences
4. counseling with guidance personnel
5. before, after, during schoolwork assignments
6. in-school restriction
7. out-of-school suspension, withholding of credit if days exceed limits at end of semester and at year end.
8. loss of driving privileges
9. emergency removal
10. expulsion
11. law enforcement/court referral
12. permanent exclusion

Students who violate the rules, policies, and/or regulations may be assigned any of the above listed consequences. Specific action depends upon the severity of the offense and

number of times the student has been involved in school disciplinary problems (progressive discipline). All suspensions or expulsions will be in accordance with the procedures outlined in the Ohio Revised Code 3313.66. Students suspended or expelled by the home school or the Pickaway-Ross Career & Technology Center are not permitted to attend classes or activities at either school during the suspension or expulsion period.

APPENDIX

ANTI HARASSMENT POLICY

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR – Board Policy 5517.01

DRUG AND ALCOHOL POLICY

TOBACCO/ECIGARETTE/VAPOR PEN USE BY STUDENTS

ANTI-HARASSMENT – Board Policy 5517

General Policy Statement

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender 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 recurrence, 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

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

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

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

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

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

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

Bullying

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

- 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

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

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

- 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 individuals.
- 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 any gender against a person of the same or another gender.

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

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

- 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, activities, 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, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or talking about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. 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.
- L. 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.
- M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Director of Secondary Education
895 Crouse Chapel Road
Chillicothe, Ohio 45601
740-642-1200

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

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

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

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

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director shall report the act of bullying, aggressive behavior and/or harassment to the

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

Investigation and Complaint Procedure

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

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

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

Informal Complaint Procedure

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

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

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

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

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one (1) or more of the following:

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

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint.

And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

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

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

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

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

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

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

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant.
- B. interviews with the Respondent.
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations.
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

The decision of the Superintendent shall be final.

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

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

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

Privacy/Confidentiality

The district will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

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

Sanctions and Monitoring

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to

investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy.
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy.
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the district's response to the alleged violation of this policy.
- D. written witness statements.
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements.
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident).

- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents.
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy.
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy.
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders.
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- L. copies of the Board policy and/or procedures/guidelines used by the district to conduct the investigation, and any documents used by the district at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

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

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

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BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR – Board Policy 5517.01

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, 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:

- A. 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
- B. 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 wellbeing. 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 assistant (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 director or assistant director, 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 director 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 director 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 Director 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 Director 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 director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a 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 director 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 director 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 and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

Education and Training

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

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 to the extent that State or Federal funds are appropriated for this purpose.

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 director 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, to the extent that State or Federal funds are appropriated for these purposes. 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.

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

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DRUG/ALCOHOL POLICY

A student shall not possess, buy, sell, use, transmit, apply any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana tranquilizer, prescription drug, alcoholic beverage, intoxicant, counterfeit controlled substance, mood or behavior altering chemical of any kind, be in possession of any drug paraphernalia or drug related device, or be under the influence of any of the above-mentioned substances on school property. This rule is in effect during school, at any school authorized activity, event, or program on school property, at any time when the school is being used by any school groups on or off school grounds at any school authorized activity, function, or event. **Over the counter oral and topical medications may be administered if authorized by the parent/guardian on the Emergency Medical form. Students not following this procedure may be considered in violation of the drug/alcohol policy.** Violation of this drug/alcohol policy will result in suspension, recommendation for expulsion and/or appropriate law enforcement agencies will be notified.

TOBACCO/e Cigarette/VAPOR PEN USE BY STUDENTS-Board Policy 5512

Scientific evidence indicates that the use of tobacco products is detrimental to one's health. For the health and safety of the student, together with the protection of the facilities, students are not permitted to possess or use tobacco in any form anywhere on school property or at any school-related activity. The Director or his/her designee is authorized to deal with violations as deemed appropriate for the offense. Administrative staff shall develop appropriate procedures to promote good student health and welfare.

Effective in March 2001, it is now prohibited by Ohio law for a minor to "use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes." It is also now prohibited for a minor to assist, pay for or share in the cost of such products.

Consequences (in addition to school discipline) that could follow from a violation of this law may include:

- a. mandatory attendance at a smoking education program (if available) and/or
- b. a fine of up to \$100.

Upon any subsequent violations the court may:

- a. increase the fine
- b. impose up to 20 hours of community service.
- c. suspend driving privileges for up to 30 days.

Vape items will be confiscated and not returned.

WIRELESS COMMUNICATION DEVICES

1. Definition: a "wireless communication device" (WCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or

video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

2. Students may use personal communication devices (PCDs) before and after school, during their lunch break, and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed on vibrate or silent mode) and stored out of sight.
3. Students may not use wireless communication devices on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.
4. Any student in violation of the Wireless Communication Devices policy may be sent to the office. **The device may be confiscated until redeemed by a parent or guardian.**

EARLY RELEASE

LATE ARRIVAL

JOB PLACEMENT

COLLEGE VISITS

End of Course Exams