

# **ALLIANCE ELEMENTARY SCHOOL STUDENT HANDBOOK**



**2023-2024**

2400 S Rockhill Ave,  
Alliance, OH 44601  
330-829-2260

# Alliance City Schools

## VISION/MISSION

All Aviators will graduate prepared for life, college and careers.

### Aviator Profile

1. **Communicators** - Ask thoughtful questions, listen well and are able to clearly and concisely express their thoughts and ideas.
2. **Collaborators** - Are able to compromise and work with people of all personality types and backgrounds to reach a common goal.
3. **Critical thinkers** - Have the ability to analyze and assess complex problems or situations and produce logical conclusions or solutions.
4. **Creative innovators** - Use imaginative and unique ideas to develop more efficient and effective methods of problem solving.
5. **Caring citizens** - Have selfless attitudes and strive to build stronger communities through civic pride, volunteerism and community involvement.
6. **Courageous risk takers** - Are not afraid to take changes in order to accomplish something greater or facilitate change, whether it involves their career, finances, personal life or society.

### Mission

Our mission is for all students to reach their fullest potential and become productive citizens through staff who establish high expectations; a safe, positive and engaging learning environment; and content that supports critical thinking, collaboration, communication and creativity.

Dear Parents,

Welcome back to Alliance City Schools.-Alliance Elementary School is excited to begin a new year. We are committed to providing a quality education for all students and look forward to working with you and the community to provide the best possible learning atmosphere. We know you will be pleased with the quality of teachers and other school personnel who will be working with your child. Please take the time to read and review the rules and policies of Alliance City Schools with your child. As a staff, we will also make your child aware of his/her responsibilities as part of our school team. Thank you for your continued support of our schools as we strive to cultivate the potential in each student.

Your Partner in Education,  
Ms. Lesli Waller Principal

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## **VISITORS**

Visitors are always welcome at school. To monitor the safety of our students and staff, each visitor must report to the School Office to sign in and obtain a Visitor Pass when entering the school. Alliance City Schools recently installed a video monitoring system that requires visitors to buzz in and gain access into each building. Secretaries are able to communicate visually and verbally with visitors and unlock main access doors. Any visitor found in the building without a pass will be reported to the Principal. This year we will be utilizing the Raptor System to track visitors in the building. You will need to have your driver's license with you at all times. Parents and visitors wishing to meet with a staff member are to call the school office for an appointment prior to visiting the school.

We realize that it may take a few days at the beginning of each new year for some children to feel confident enough to walk themselves to their new classroom. If you feel your child needs the extra support during the first week of the school year, you may walk with your child. However, if there continues to be a need for support beyond the first week, school staff will help accommodate your child's needs.

## **ADDRESS AND OTHER CHANGES**

The school should be notified of any change in address, home telephone numbers, work numbers, cell phone numbers, or emergency numbers.

Emergency and other situations often arise when this information is vital to the school personnel. The school should be given any unlisted numbers. These numbers will be kept in confidence, if it is so requested.

In some situations where custody is involved or where there has been a change in the marital status, a copy of the divorce or separation decree in which it denotes the custodial parent and the residential parent for school purposes, including the presiding Judge's signature, must be provided to the school.

## **DISTRICT ENROLLMENT**

Students that are new to Alliance City Schools are required to enroll with their parents or legal guardian at the designated school of attendance or with the Office of Student Services at the Administration Building. When enrolling, the parents will need to bring:

- A legal birth certificate (not the hospital certificate)
- Custody or court papers allocating parental rights and responsibilities (if appropriate)
- Proof of residency
- Proof of immunizations
- Most current report card or transcript from previous school (if applicable) - Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

## **WITHDRAWALS**

If a student must withdraw from school because of moving to another district or outside of the state, the parents are to notify the school in advance of the withdrawal to have the necessary papers be completed. On the students next to the last day of attendance, the student must return textbooks to the teacher and library books to

the library. All school fees and lunch accounts must be paid in full. Failure to follow policy may cause delay in transferring records to the student's new school of attendance.

### **WALKERS/CAR RIDERS**

Students who walk or ride (car riders) to school are not to arrive at the building until 8:25 a.m. The school does NOT offer before or after school supervision. Adult monitoring will not begin until 8:25 a.m. Please utilize local community resources if you need before/after school care for your child/children.

If your child is being dropped off before 8:25 a.m. and is not being picked up by 3:20 p.m., you will receive a phone call from the principal.

### **BICYCLES**

Only students who walk and who are in grade three (3) are permitted to ride bicycles to school. The school is not responsible for damaged or stolen bikes. Before riding your bike to school, a permission slip must be on file in the school office.

### **BOOKS - LOST OR DAMAGED**

When a student loses a library or classroom textbook, the student is responsible to reimburse the school for the cost of the book before a new one is issued. Students will be charged the full price for replacing the book. Students will also be charged for any library book or classroom textbook that is returned damaged.

### **CUBBIES/LOCKERS**

Lockers are the property of the Alliance Board of Education. The locker and the contents are subject to random searches by school personnel at any time without regard to any reasonable suspicion. Students may be disciplined for any item that is found in their locker that is prohibited by the student Code of Conduct.

### **HOMEWORK**

The purpose of homework is to reinforce and extend concepts and learning experiences presented in the classroom. Homework also provides an opportunity to teach each child individual responsibility toward his own learning and develops self-discipline in the organization and management of materials and time.

The time required to complete homework assignments will vary between teachers, grade levels, and even from day to day. **Your support and interest in your child's homework conveys an important message to him/her about the value of education.** If your child is/will be absent from school for two days or more and homework is needed, you must request this when reporting your child absent. Homework is ready each day by 3:20 p.m. in the office area if requested for absences of two or more days.

### **REPORT CARDS**

The school year is divided into four grading periods. Report cards are issued one week following the end of the grading period. Grades are earned in every subject area. It is the responsibility of the student to deliver the report card to their parent/guardian. Parents/guardians may provide the school office a self-addressed, stamped envelope if they wish to have a copy of their student's report card mailed to them.

Grading periods and report card distribution dates are listed below:

Grading Period	Grading Period Ends	Report Card Distribution
First Nine Weeks	10/20/23	10/27/23
Second Nine Weeks	1/11/24	1/19/24
Third Nine Weeks	3/15/24	3/22/24
Fourth Nine Weeks	5/24/24	5/24/24

## GRADING SCALE

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents properly judge how well the student is achieving the goals of the District's program. The Board believes that the District's grading system should be a reliable system and one that ensures each student's mark accurately signifies his/her degree of accomplishment of those expected learning outcomes. A Standards-Based grade reporting system is designed to inform you about your child's progress towards achieving specific learning standards. The purpose of the **Standards-Based Report Card** is to provide feedback that is more detailed regarding the progress of your child towards specific content indicators at each grade level. This report card allows you and your child to understand more clearly what is expected at each grade level. **E= Exceeding grade level standards, M= Meeting grade level standards, P=Progressing,**

**N= Needs Improvement.** Also, as a reminder, you may review your child's progress daily on the Home Access Center through eSchool.

## PARENT-TEACHER CONFERENCES

Regular parent-teacher conferences will be held twice this year, once in the fall and once in the spring. Additional conferences may be arranged by contacting the school office or the teacher directly. The teacher will schedule the conference and contact the parents. Parents who come to the school for an unscheduled conference may find the teacher is unable to meet with them due to a previous commitment or is not fully prepared for a conference. **The teacher is the first step with any concern, complaint, or question.** If the parent is not satisfied after the parent-teacher conference, the principal will meet with the parent and/or the teacher in an effort to resolve the problem.

## BUILDING DISCIPLINE PLAN

### Positive Behavior Intervention Support (PBIS)

Positive Behavior Intervention Support (PBIS) is practiced at Alliance Early Learning School (AELS), Alliance Elementary School at Rockhill, Alliance Intermediate School and Alliance Middle School. PBIS is a general education initiative, supporting all children and youth. PBIS is an effective way to address disruptive behavior before it occurs. By teachers being proactive and using a consistent approach to school-wide discipline provided by the Ohio PBIS model and using the PBIS framework, schools see a reduction in disciplinary actions and increases in academic achievement and social behavior outcomes. PBIS allows educators to have more time to teach and students have more time to learn. PBIS is in accordance with Ohio Administrative Code-OAC 3301-35-15 and the Ohio Department of Education.

AES will both be utilizing our new PBIS 'Above the Line' Program, established for the 2021/2022 school year. This program focuses on the following:

- Making sure that students know and understand our three expectations of what we value and the behavior that coincides with this value.
  - Value: **High Performance** / Behavior: **Give your best effort**
  - Value: **Leadership** / Behavior: **Be a role model**
  - Value: **Caring Citizens** / Behavior: **Be Kind**
- These behaviors from our students and staff members will guarantee that others have a better experience during the school day.
- Students will have a chance to retire their 'Above the Line Cards' when they earn 15 positive behaviors in any combination of Being Kind, Being a Role Model, or Giving Best Effort. Students will be rewarded for positive behaviors and acknowledged by classmates, as each individual student will be able to contribute to the class reward for his/her positive behavior. We will focus more on the individual student and strive to help them understand that when they give their best effort, are kind, and are a role model, they help contribute to the 'greater good'. We value our students being ready for life, college, and careers, and know that by behaving in this way, they will forever help those around them through their individual positive behavior!

### DETENTION

A detention program is available. It is an alternative after other forms of improving student behavior and responsibility have been used. **Detention will be held after school from 3:00-4:00pm.** Students must bring textbooks, paper, and pencils. Students should plan to do school work during the detention period. **Parents will be notified if their child has a detention and they are responsible for transportation home. Refusal to accept after school detention may lead to a one-day suspension.**



## SCHOOL CLOSINGS

If schools are closed because of bad weather or another emergency, the Alert Now System will be activated and you will be notified. School closings will also be announced on Carnation Channel 11 and radio stations WDPN 1310, WZKL 92.5 FM, WHBC 1480, and WHBC 94.1 FM. You may also call the automated attendant line at 330-829-1234 to get information on school closings. Follow the recorded directions for accessing the phone line for emergency school closings. Please do not call the school, the radio stations, or the television station as these actions could result in unnecessary delays in getting the decision announced to the general public.

## RECESS-OUTDOORS

Except for disciplinary reasons, students are not permitted to stay inside of the school during outdoor recess. Students who must stay indoors from recess will need a doctor's excuse. During the winter months, the recess duty teachers and principal will determine if conditions are acceptable for outdoor recess. Your child should come to school dressed appropriately for the weather expecting to go outdoors for recess.

## DELAYED START DAYS

The following is the start schedule if school is delayed. The buses will pick up students two hours later than they would normally be picked up. Students and families will be notified by Alert Now, ACS Facebook and Twitter. The following TV stations : Channel, 5,3,9,19, and 11. Radio Stations: WDPN 1310, WHBC 1480, WHBC 94.1

- **10:10 am** Students may enter the building
- **10:30 am** Tardy bell/classes start

## EARLY DISMISSAL DAYS

The following dates are scheduled Early Dismissal Days, during which time staff are assigned to complete professional development activities. On Early Dismissal Days, all students will be dismissed at **1:00 pm**. Children will be served lunch prior to dismissal.

- 10/20/23
- 1/11/24
- 3/15/24

## WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered **completely off** (i.e., not just placed into vibrate or silent mode) **and are stored out of sight in a book bag.** (Not on self)

The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, 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. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Alliance City Schools is not liable for any loss or damage to personal valuables. **We also ask that no toys be brought to school.**

## ILLNESS

Parents will be contacted when a child is ill or injured. Students with lice (or nits), suspected pinkeye, or other contagious diseases are not permitted to attend school. After treatment for lice, the school nurse or designee *must* check the student before returning to the classroom. Students who have had fevers should be fever free for 24 hours before returning to school.

First aid is administered in the office and a written accident report will be sent home for more serious injuries. The emergency card on file for each student helps us locate the parent or someone else listed on the card in the case of an emergency. **Please keep the emergency medical card current at all times.**

## **ADMINISTERING MEDICATIONS AT SCHOOL**

Whenever possible, medication should be given by the parents at home. However, if the student must take prescription or non-prescription medication during school hours, the Board Policy 5330 permits use of medications at school providing the following guidelines are met:

1. The applicable "Authorization for Medication or Treatment" form must be completed by the student's physician, parent, and approved by the school principal or his/ her designee prior to medication being taken at school.
2. Medication must be brought to school by the parent in the original container bearing the name of the student, name of the drug, the dosage, and the time to be taken.
3. The school nurse shall supervise the storage and dispensing of students' medication, which shall be kept in the school office.
4. The school nurse will keep a daily medication log. The log will include the student's name, name of medication, dosage, and time and date the medication was given.
5. The school nurse shall also obtain and retain all parental requests and physician statements.
6. It is the responsibility of the parent/guardian to notify the school of any special instructions regarding emergency circumstances where immediate attention is required (e.g., acute reactions) or of any change in the use of the medication.
7. Medication must be brought to school directly by the parent. A two to four week supply of medication is recommended. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for acute allergies and/or reactions or asthma inhalers.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel at the end of the school year or within one week after the parent is notified of the remaining unused medication.

## **IMMUNIZATIONS:**

If a student does not have the required immunizations upon entry or at the beginning of the school year he/she will be permitted to remain in school for no more than 14 school days. Unless the student can provide written documentation that an appointment has been made with a physician or local health department and is "in the process of being immunized."

Any student previously admitted with an appointment card from their physician or health department who has not received the required immunizations will be excluded from school on the 15th day for the school year. The student can re- enter school once the updated immunizations have been provided to the principal or school health aide who monitors student health records. As per ACS Administrative Guideline

## STUDENT INSURANCE

School accident insurance is available to students. The school by law is not responsible for medical expenses arising from accidents. Students will have an opportunity to be insured under several different plans, which will cover medical expenses. Student accident insurance forms are sent home with students at the beginning of the school year.

## ATTENDANCE PROCEDURES

**Regular attendance is essential to good schoolwork. It is the parent's responsibility, under the law, to see that children are regular in attendance at school.**

### Compulsory Attendance

The compulsory attendance laws of the State of Ohio (Revised Code, Section 3321.13) require that all children of the age six to eighteen attend school. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. Exceptions are made to this law in the case of a documented physical ailment.

### Absenteeism

When your child is absent, parents are required to contact the school office before 8:30 a.m. When a parent does not report the absence, the school will attempt to contact the home. **However, it is the parent's responsibility to notify the school on the morning of the child's absence. If contact with the school is not made, the absence will be marked as "Unexcused".**

### Tardiness to School- arrival after 8:30 a.m.

Your child is tardy if he/she arrives after the scheduled beginning time for school. If your child is going to eat a school lunch, you must contact the school before 8:30 a.m. to order a lunch. **A note of explanation from the parent is required for all tardiness.** Students will be disciplined for excessive tardiness as follows:

- \* Your child is tardy if he/she arrives at school after 8:30 a.m.
- \* The excessive tardiness may result in disciplinary action and referral to Court Liaison.
- \* The school understands that there are family emergencies that may prevent a student from arriving on time. If you should experience such an emergency, please send a written note with your child and the tardy may be excused at the principal's discretion.

### Excused Absence

In accordance with statute, the school shall require from the parent of each student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each absence.

A principal may excuse the student if the parent has notified the school by telephone or if the student presents a written note from the parent or physician upon return to school indicating one of the following reasons:

Absence from school is legal for the following reasons under Section 3301-69-02 of the Ohio Administrative Code:

- a. **Personal illness** - If there is a pattern of frequent absence for personal illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and treatment that is being provided to rectify the condition. The principal may require a physician's written confirmation within twenty-four (24) hours of the absence if she/he deems it advisable.
- b. **Illness in the family** - If she/he deems it advisable, the principal may require a physician's written confirmation of the family illness within twenty-four (24) hours of the student's absence.
- c. **Quarantine of the home** - This is limited to the length of the quarantine as fixed by the proper health officials.
- d. **Death of a relative** - The absence arising from this condition is limited to a period of three days unless reasonable causes may be shown for a longer period of absence.
- e. **Medical or dental appointment** - The principal may require the written statement of a physician or dentist if it's deemed appropriate.
- f. **Observance of religious holidays** - Any student shall be excused for observing a religious holiday consistent with his/her creed or belief.
- g. **Family emergency or set of circumstances** which, in the judgment of the superintendent, constitutes a good and sufficient cause for absence from school.

Students who intend to be absent from school for any reason other than illness must confer with the school office before being absent from school to determine whether the absence will be excused. Absence for any reason other than those cited above presumably is illegal and constitutes truancy.

#### **UNEXCUSED ABSENCE AND TRUANCY**

All absences, other than those listed under "Excused Absence", are considered truanies. For example, a student's absence from school will not be excused if it is for oversleeping, missing the bus, etc. A student shall be considered "truant" each day they are absent from their assigned location without the knowledge of a parent and/or school official. This includes unexcused absences from class, study hall, or any other properly assigned area or activity.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. A student is deemed a "habitual truant" when they are absent without a legitimate excuse for thirty (30) consecutive school hours or forty two (42) hours in one month or seventy-two (72) hours in one school year. (ORC 2151.022(C))

Excessive absence is defined as a student that misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse. Chronic absenteeism is defined as any student missing 10% or more of the school year for any reason.

The following procedures will be followed for students are habitually truant:

### **ATTENDANCE INTERVENTION TEAM**

The purpose of an attendance intervention is to design and implement a plan to address the student's truancy concerns. A variety of factors will be considered when designing a specific plan to meet the needs of the student. A copy of all notifications, letters, and the plan will be kept in the student's file.

- **Step 1:** Parents of students that have accumulated 38 (or more) hours in one month or 65 (or more) hours in one school year of excused and/or unexcused absences will be considered excessively absent and will be required to participate in an attendance conference with a building representative at the student's home building.. This attendance conference will be used to discuss the issue(s) surrounding the student's attendance. An informal plan may be developed.
- **Step 2:** Parents of students that have accumulated 30 (or more) consecutive hours at any time, 42 non consecutive in one month, or 72 (or more) hours in one school year of unexcused absences will be considered habitually truant and will be required to participate in an attendance intervention team planning meeting with a building representative at the student's home building. Students who have been identified with an attendance intervention plan will then be monitored over the next 60 school days by building administration and the Office of Student Services. Those students who have not shown a significant amount of progress on an attendance intervention plan will then be considered to be habitually truant and referred to juvenile court.
- **Step 3:** Once a student has been placed on an attendance intervention 60 day plan they will automatically be referred to the **Attendance Community Response Team**. This team will continue to support the attendance intervention plan by offering support to families to reduce attendance barriers.
- **Step 4:** If at any time, an attendance intervention plan is deemed to be unsuccessful, a formal complaint may be filed with the Stark County Family Court against the student and/or parent(s) for habitual truancy.
- **Step 5:** A truancy hearing will then be scheduled with the Stark County Court to serve as an opportunity for parents and school representatives to present prior documentation of records and attempted interventions by the school district.
- **Step 6:** If a student is found to be "true" of the previous charges filed and violated the agreement then a violation of a prior court order complaint may be filed with the court authorities against the student and/or parent(s).
- **Step 7:** A violation of a prior court order hearing will be scheduled with the court authorities. The hearing will provide the parents, students, and school district to present relevant information regarding the student's attendance.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. The Superintendent shall develop administrative guidelines that:

- A. Ensure proper procedures are established so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 2151.022C
- B. Ensure a school session which is in conformity with the requirements of the rules of the State Board.
- C. Govern the keeping of attendance records in accordance with the rules of the State
- D. Identify the habitual truant, investigate the cause(s) of his/her educational program to meet particular needs and interests
- E. Ensure that students who are absent have an opportunity to make up work they missed and receive credit for the work, if completed
- F. Ensure that any student who, due to medically documented physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act. (IDEA) or Section 504 of the Rehabilitation Act of 197 or other appropriate accommodation.

### **Co-curricular Activities**

Students must be in attendance at school by the lunch period on the day of an event, practice, club meeting, or any student activity after school to be eligible to participate. Students must stay in school the remainder of that day in order to remain eligible for that day's activity/event. (Extenuating circumstances will be considered and ruled upon by the building principal. (e.g., funerals.)

### **Make-up Work (Non-Vacation)**

When a student will be absent for more than three (3) days, the parent/guardian may call the office and request assignments. Upon returning to school for any excused absence, the student will be given the same number of days that he/she was absent to make up any work including tests or quizzes. A maximum number of ten (10) school days will be applied to this make-up policy. Students placed on home instruction will come under separate guidelines.

## **VACATIONS OR OTHER PRE-ARRANGED ABSENCES**

Parents are encouraged not to take their child out of the school for family vacations as this is an interruption in their academic instruction. Whenever a proposed absence-for-vacation for five (5) or more days is requested, parents must submit the request to the Director of Student Services. For less than five (5) days, the request is submitted to the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. Parents will be notified by a letter from the principal or the Director of Student Services either approving or denying the parent request.

**Approval or denial is defined as follows:**

**Unexcused Absence-No Grade Penalty:** Permission is granted for the student to be absent during the stated time.

1. The student will be responsible for notifying all teachers of the absence.
2. The student is responsible for all assignments that will be missed.
3. Arrangements were made prior to leaving.
4. The absence will be counted as an unexcused absence, but will not be a factor in determining the course grade unless the make-up work is incomplete.

**Unexcused Absence- No Penalty with a Condition:** The same conditions as stated above except the approval letter will contain that the parent accepts the responsibility for the effect that the student's absence could have on the student's grades.

**Unexcused Absence:** Permission was not granted by the principal or Director of Student Services for the student to be absent. The student will not be permitted to make up missed assignments.

## **DRESS CODE**

Students and staff are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Cleanliness and appropriateness are the two most important aspects of personal appearance. Appropriateness is relative to what the activity is and the activity's purpose. In Alliance City Schools, our activity is education and our purpose is learning.

To assist parents, students, staff, and administrators general guidelines for appropriate dress and appearance include the following:

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as career/tech classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the staff, has the responsibility of uniformly administering the dress code. **The decision of the principal is final.**
5. As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.
6. To ensure student safety and welfare students will not be permitted to wear shorts to school or participate in outdoor recess when the temperature reaches 32 degrees or below.

In order to minimize misunderstanding in terms of what is appropriate for Alliance City Schools, the following regulations will define appropriate standards for dress while at school or school sponsored activities:

1. No shorts or miniskirts that end above finger-tip length.
2. No shirts and blouses that expose the midriff (they must be able to be tucked in).
3. Hats, coats, bandannas, and sunglasses are not to be carried to or worn in class.
4. No dress that promotes hate, violence, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco, and drugs or anything sexually explicit.



5. No transparent garments, open mesh garments, or garments with large open sides may be worn without an under liner.
6. Shoes must be worn and must not present a safety hazard.
7. **Sandals and flip-flops are permitted in the school building, but tennis shoes must be provided for recess and gym class.**
8. No biking pants, spandex, or tights worn as pants.
9. Hair must be clean, worn out of the eyes, and groomed at all times; free of grooming tools such as picks, rollers, combs, and other such articles.
10. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed or worn as outerwear.
11. No gang or cult-related items of any kind.
12. No inappropriately tattered clothing or clothing with inappropriate holes.

Student violations of the dress code can result in removal from class (until the violation can be resolved) and disciplinary action. Parents will be contacted to bring appropriate clothing for their student to change attire.

## **ALLIANCE CITY SCHOOLS STUDENT DISCIPLINE CODE OF CONDUCT**

The Alliance Board of Education recognizes the rights of students as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular climate as well as a suitable co-curricular climate.

Students in Alliance City Schools have the responsibility to act in such a way as not to interfere with the right of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves accordingly to the rules, regulations, and provisions governing the operation of these programs.

**Enforcement of the Code of Conduct:** All school personnel are charged with the responsibility to enforce proper discipline. A variety of techniques and methods are employed to enforce the Student Code of Conduct. It is easy to punish, but more difficult to change behavior. Efforts are designed to change the negative behaviors and to enable students to learn respect, responsibility, self-discipline, and a positive attitude for learning.

The building Administrator has the discretionary authority to use or authorize other school personnel to use the following disciplinary measures. The order of this listing does not indicate a procedural order or degree of severity.

Some disciplinary measures which may be used are: student conferences, parent conferences, detentions, reduced schedule (shortened school day), behavior contracts, before or after school detentions, restricted lunch, exclusion from school programs or events, or special programs (before, during, and after school).

Some behaviors require removal from the classroom, such as in-school suspension, as a means of limiting the disruption of school for other students. In other cases, behavior may be so severe and intolerable that out-of-school suspension; emergency removal, expulsion, and/or police referral may be necessary.

The Student Code of Conduct describes the misconduct that will lead to disciplinary action and procedures to be employed in the removal, suspension, and expulsion of students. The code shall be made available to all

students and posted in a central location within the school. Types of misconduct for which a student may be suspended, expelled, and/or removed from school or from school sponsored supervised activities are as follows:

1. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. At no time should a student lie, mislead, or withhold information regarding any problems or other actions that are in violation of school rules.
2. **Alcoholic Beverages, Drugs, or Other Look-Alike Substances** – Possessing, using, selling, buying, transmitting, or secreting an alcoholic beverage, intoxicant, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, related drugs or look-alike substances, or related paraphernalia or intoxicant on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activities is not permitted. (Students will be referred for assessment and the police authorities may be notified.) Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
3. **Cheating** – Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action. Cheating is prohibited and may result in a zero (no credit, no points) being recorded for the article of work involved. Additional penalties may also be given.
4. **Criminal Acts** – Any criminal acts toward or related to the school will be reported to law enforcement officials and the school will discipline students. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.
5. **Disrespect** – Willful intimidation, insult, or other abuse, verbally or written, of school personnel or other students is not conducive to learning and will not be permitted.
6. **Disruption** – Engaging in any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption of any school function or activity is prohibited. This includes conduct that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of the other students. Some examples include running, throwing an object, horseplay, littering, being persistently unprepared for classes, eating food in class, note writing, failure to follow rules established in the classroom, and other disruptive actions as determined by the Principal.
7. **Electronic Devices and Communication Devices** – No student shall be permitted to use electronic devices or communication devices such as iPods, MP3 players, pagers, cameras, or cellphones during school hours. Devices that are confiscated may not be returned until the end of the school year.
8. **False Alarms and/or Inducing Panic** – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities. (Reference: Ohio Revised Code)
9. **Fighting** – Hostile contact toward a student or other person associated with the District that may or may not cause injury is inappropriate. The act of hostile bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of

Education sponsored activity, which is likely to result in physical harm, and/or a substantial disruption will not be tolerated for any reason. Any fight may result in police charges being filed. Most fights can be stopped if the students involved will simply inform a staff member of the pending problem. Rarely is a fight spontaneous. Usually, several students are aware of a situation that may lead to a fight before it occurs. These students are responsible for making the problem known to the school staff. Additionally, any students who instigate a fight will be disciplined accordingly.

10. **Fire** – The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property or vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.
11. **Forgery** – Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. Using another student's planner is a violation of this rule. Forgery of hall/bus passes and excuses or false identification are not acceptable.
12. **Gambling** – The act of illegal gambling for money or valuables on school premises or at school events is prohibited. Gambling includes casual betting, betting pools, organized sports betting, any other form of wagering, or activities/items that promote gambling. Students who bet on an activity in which they are involved will be disciplined and may be banned from that activity.
13. **Grooming and Attire/Violation of Dress Code** – Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited. (See District Dress Code for further explanation.)
14. **Harassment** – Every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. Harassment is any speech or action that creates a hostile, intimidating, or offensive learning environment. Physical, verbal, or sexual harassment on the basis of religion, race, ethnicity, gender, age, and/or disability will not be tolerated. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law.
15. **Hazing** – No student, including, but not limited to, leaders of student organizations, shall plan, encourage, or engage in the hazing of any person. As used in this policy, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.
16. **Inciting Others to Violence or Disruption** – Students will be disciplined if they, by words, acts, or deeds directly incite others to commit violence or a disruption to the atmosphere of order and discipline necessary for effective learning.
17. **Insubordination** – Insubordination is the non compliance of directions or reasonable requests made by any school authority, including intentional interference with a teacher's conducting of the class or failure to identify oneself to school personnel when requested.

18. **Loitering and Trespassing** – Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal. Willful presence in a school building or a restricted area of a school building at unauthorized times is also considered trespassing and subject to discipline.
19. **Misuse of the Internet** – Students are expected to comply with Board Policy regarding use of technology and Internet services. Using technology to access, view, possess, or transmit offensive or slanderous materials is not acceptable.
20. **Offensive, Violent, or Sexual Materials/Actions** – Possessing, using, selling, buying, transmitting, doing, and secreting any of the following is not permitted: Materials or actions, which appeal predominantly to base or other prurient sexual interests, which are potentially offensive to prevailing standards in the community, and which are without redeeming social value. OR Materials or actions, which contain language potentially offensive to prevailing community standards. OR Materials which are lies or slanderous to any person or institute, or which are intended to hold any student, teacher, or other employee, race, ethnic group, or religion, as such, up to scorn, ridicule, or contempt.
21. **Persistent and/or Expanded Misbehavior** – Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will result in the acceleration of the typical system of disciplinary consequences. The student could be suspended or expelled for repeated violations of regulations governing student conduct.
22. **Physical Attack and/or Threat Thereof** – The act of physically assaulting or threatening to assault any person on school property, including Board of Education owned vehicles or while in attendance at any Board of Education sponsored activity is prohibited. A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.
23. **Possession of Fireworks or Explosives** – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are dangerous and forbidden. The act of unauthorized possession, use, or threatened use of any fireworks, explosives, or other such instruments capable of inflicting bodily injury will not be tolerated.
24. **Possession or Use of Weapons** – The act of transporting, possessing, using, or threatening to use a weapon will not be tolerated. A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Students who violate this rule will be suspended and may be recommended for expulsion. Criminal charges will be filed for this violation.
25. **Profanity** – The use of profane or obscene language or gestures is not acceptable.
26. **Public Display of Affection (PDA)** – Public display of affection is not permitted. Demonstration of affection is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

27. **Refusing to Accept Discipline** – The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in sterner action. This includes refusing to take a detention slip from a staff member, throwing the detention slip away or refusing to serve a detention.
28. **Sale of Articles** – Students may not sell or offer for sale within the school or on school grounds any articles or services to fellow students or employees, or solicit contribution of such persons. This is not to be interpreted as a restriction of approved school fundraising activities.
29. **Shakedown and/or Strong Arm** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, upon Board of Education owned vehicles, or while in attendance at a Board of Education sponsored activity, unless both parties enter into the agreement freely and without the presence of either implied or expressed threat, will be disciplined and authorities may be contacted.
30. **Theft** – Theft is the act of taking or acquiring the property of others without their consent including personal or school belongings, testing/evaluation materials and school forms (building passes, etc.). When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.
31. **Tobacco** – The use or possession of tobacco or tobacco products on school premises or at school-sponsored functions, including Board of Education owned vehicles is prohibited.
32. **Truancy and/or Persistent Tardiness** – Ohio attendance laws require students to be in school all day or have a legitimate excuse for absence. Excessive tardiness to school, excessive tardiness to class, truancy from school, truancy from class, and truancy from detention are considered violations of this rule and subject to discipline.
33. **Use of an Object as a Weapon** – Any object that is used to threaten or harm another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on or an object converted from its original use to an object used to threaten or injure another. Students who violate this rule will be suspended and may be recommended for expulsion. Police charges may be filed for this violation.
34. **Vandalism and/or Destruction of Property** – The act or attempted act or willful destruction or defacement of school or private property either on school grounds, or during a school activity, function, or off-site school event will be cause for discipline by the school and possible contact of police authorities.
35. **Violation of Bus Rules** – Students are expected to comply with bus rules. Rules for the bus include the following: no throwing any object inside or outside of the bus; no body parts hanging outside a window or door; no consumption of food or beverages; riders must remain seated until the driver gives

permission to leave; using the emergency exit door without permission; and leaving or boarding a bus at locations other than the assigned stop unless parental and administrative authorization has been given. Students may be denied bus privileges for not following the bus rules.

**NOTE: If a student is told to report to or go to the office by any staff person or school personnel, including teachers, secretaries, custodians, cafeteria workers, or administrators, they should do so immediately without discussion or argument.** Explanations can be given after the student reaches the office at the appropriate time. It is the student's responsibility to deliver all communications concerning discipline and other school business to their parents.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

### **ANTI-HARASSMENT**

#### **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 reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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 well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a 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/cyber-bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

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

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

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

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building 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 Principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.



## **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

The Board of Education of the Alliance City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

### **Coverage**

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education’s implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District’s education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

The Board of the Alliance City School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and

employment. The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Shawn Jackson  
Director of Secondary Education  
330-821-2100. Ext 1243  
200 Glamorgan St. Alliance, Ohio 44601  
jacksonsh@alliancecityschools.org

Michelle Balderson  
Director of Elementary Education  
330-821-2100. Ext. 1254  
200 Glamorgan St. Alliance, Ohio 44601  
baldersonmi@alliancecityschools.org

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

Use the link [Alliance City Schools Board of Education Policies](#) to see the full board policy code po2266

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

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

Michelle Balderson  
Director of Primary Education  
330-821-2100  
200 Glamorgan St.,  
Alliance, OH 44601  
baldersonmi@alliancecityschools.org

Shawn Jackson  
Director of Secondary Education  
330-821-2100  
200 Glamorgan St.,  
Alliance, OH 44601  
jacksonsh@alliancecityschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's website. Use the link [Alliance City Schools Board of Education Policies](#) to see the full board policy code po5517

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the 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 the 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.

## **2023-2024- Tiered Discipline Policy**

### **Level III Infractions - Severe/Chronic**

**Includes but not limited to:** Fighting; Severe profanity/profanity directed at the teacher, Weapons, Dangerous Act/Violent Disorderly Conduct, Drugs/Alcohol or look-alike substances, Criminal Acts, Vandalism, Tampering with a Fire Alarm, Fire or explosives, Physical Assault, Theft, Tobacco/Smoking, Gambling, Refusal to relinquish electronic device, Stealing, Gang Activity, Destruction of Property, Sexual Misconduct, Bullying, Possession of Stolen Property, Gross misuse of the Internet

**Action:** Call the office immediately and have the student escorted from the classroom.

**Person Responsible:** Teacher reports to Administrator immediately

Possible Consequences: Administrative discretion of previous actions, Suspension, Expulsion

### **Level II Infractions - Moderate/Chronic**

**Includes but not limited to:** Profanity/Obscenity directed at a person, Documented Chronic Disruption, Fraud/False Identification, Trespassing/Leaving classroom, Harassment/Intimidation, Refusal to Work

**Possible Course(s) of Action:** (Depending on previous actions/severity...)

Team meeting, Parent Conference, Loss of recess/walking the perimeter or by the fence, Loss of lunch table with the group, Think it Through, Possible referral to Climate Specialist, Counseling, Detention

**Person Responsible:** Teacher/Team, Climate Specialist, Administrator

### **Level I Infractions - Minor**

**Includes but not limited to:** Insubordination/Disrespect, Inappropriate Communication, Disruptions, Disobedience, Cheating, Forgotten Materials, Excessive Talking, Out of seat without permission, Refusal to Work, Misuse of the Internet, Sleeping in class, No homework

**Possible Course(s) of Action:**

Verbal Warning(s), Reteach, Cool-Down Area, Behavioral Contract, Make amends, Reflection (Think it Through), Move seat, Contact parent, Detention, Buddy Teacher, Lunch/Recess Detention, referral to Climate Specialist

**Person Responsible:** Teacher, Climate Specialist

\*Tracking occurrences and outcomes is critical to the C.A.R.E. Team referral process

## **STUDENT DISCIPLINE REFERRALS**

Students exhibiting misconduct during school hours and/or at school-sponsored activities will be referred to the administration by staff or school officials, as per our tiered discipline policy. Students receiving a referral to the Principal's Office will be dealt with according to the policies/procedures outlined in the Student Code of Conduct.

In all cases of normal disciplinary procedures where a student is removed from a curricular or co-curricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion at that time, due process requirements, outlined in this policy, do not apply.

### **SHORT TERM REMOVAL BY STAFF FROM CLASS OR CO-CURRICULAR ACTIVITY**

If a student's presence and behavior poses a continuing disruption or danger to persons or property, the student may be removed from curricular or co-curricular activities under staff supervision with the following conditions:

1. Students are not to be removed from the school premises. They are to be sent to the office of the principal or to the primary advisor in the case of co-curricular activities on non-school time. (If the student refuses to comply, a School Administrator should be summoned immediately.)
2. A student's removal from the class or activity shall be limited to no more than one school day for any single incident.
3. The specific reasons for removal by the teacher must be submitted to the administrator in writing immediately or when practicable.
4. The administrator will give notification of the disposition to the teacher.
5. Following any short-term removal, a conference between the principal, teacher, parent/guardian, and student may be required before reinstatement to the curricular or co-curricular activity is approved.

### **EMERGENCY REMOVAL BY ADMINISTRATOR**

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises the Superintendent, Principal, or Assistant Principal may without notice or hearing, remove the student from the school premises, curricular, or co-curricular activity.

If it is intended that the student be removed for more than twenty-four (24) hours, within three school days after the initial removal, the student shall be given written notice and provided with a due process hearing as defined in the section on Procedures for Suspension. If it is probable that the student is going to be recommended for expulsion, the due process hearing shall be conducted in accordance with the section on Procedures for Expulsion.

## STUDENT CONDUCT ON SCHOOL BUSES

### Transportation Guidelines

1. Students will ride their assigned bus both to and from school unless a written request asking permission to be let off at some other stop is presented to the bus driver and signed by the parent/guardian. Parents will assume the responsibility of the child when such a request is made and granted. Students will not be permitted to ride a bus other than their regular bus unless the Principal approves a request from the parent/guardian for the change. **Please sign up for the free “Here Comes the Bus” app.**
2. **Parents/guardians are responsible for the safety of students while going to and from pick up points ( bus stops) and for meeting the bus on schedule.**
3. Buses operate on a time schedule as outlined by the Transportation Supervisor.
4. Parents/guardians will be responsible for any vandalism or damage to a bus by their children.
5. Smoking, drinking, drugs, eating, gum chewing, and littering are not permitted on the buses by students, adults, chaperones, etc.
6. Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
7. Absolute quiet must be maintained at railroad crossings or other danger areas.
8. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
9. All parts of the student's bodies shall be kept inside the school bus at all times.
10. Students shall be waiting at the curbside of the street to board the bus when it stops in the morning.
11. Students shall sit three to a seat and no standing will be allowed as long as seats are available. Seats may be assigned by the driver to maintain order and for evacuation purposes.
12. While students are riding on the bus, animals, firearms, ammunition, explosives, and other dangerous materials or objects that may interfere with the safe operation of the vehicle shall not be transported.
13. Students shall display appropriate, safe actions toward the driver and other riders.
14. No unauthorized passengers shall be transported on a school bus.

The driver has the authority to enforce the above regulations. The students shall conduct themselves on the school bus as they would in a classroom except that reasonable conversation is permissible. Continued disorderly conduct or refusal to follow the authority of the driver shall be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse transportation due to misconduct, the school administration shall provide due process to the student and notify the parents in writing of the disciplinary action.

## **Types of Bus Conduct for Which a Student May Be Disciplined**

1. Use of chewing tobacco or snuff
2. Expectoration (spitting)
3. Consumption of food or beverages
4. Use of obscene language or visual forms of vulgarity
5. Refusing to remain seated until the driver gives permission to leave
6. Refusing to obey the instructions of the driver
7. Any misconduct, visually acknowledged and in the judgment of the bus driver, which may threaten the safety and well being of persons or property on the bus or at a bus stop
8. Leaving or boarding a bus at locations other than the assigned stop unless parental and administrative authorization has been given
9. Body parts hanging outside window or door
10. Throwing objects inside or outside of the bus
11. Verbal harassment of another student
- 12.

## **Types of Bus Conduct for Which a Student Will Be Suspended and/or Expelled from Riding the Bus**

Note: A violation of a behavior in this category will result in a (3-10) day suspension from riding the school bus and/or a recommendation for expulsion from riding the school bus.

1. Unauthorized use of the emergency exit door
2. Fighting or physical abuse of another student
3. Physical or verbal abuse of the driver
4. Possession and/or use of weapons or explosives, including fireworks
5. Possession, use, or being under the influence of drugs or alcohol
6. Intentional destruction of the bus, bus equipment, or possessions of the driver or another student
7. Repeated non-compliance

**Beginning immediately, any student who violates safety rules during transportation will be suspended and not be permitted to ride any bus until that suspension is complete. Building Principals will suspend students based on the type of violation, severity, and number of repeat violations.**

Attached are the most frequent types of behavior that have become so distracting that a safe transport becomes a major concern.

- Children must sit on the bus. Standing while moving is a serious violation. Standing will result in a **suspension**.
- Food and beverages are not permitted to be consumed on the bus. A violation of this will result in a **suspension**.
- Profanity will result in a **suspension**.
- Fighting will result in a **suspension**.
- Destruction of property: seat damage, writing on walls, etc. will result in a **suspension** with full restitution.
- Failure to follow a reasonable directive by the driver for repeated offenses will result in a **suspension**.
- If a student is assigned a seat, he or she must remain in that seat for the duration of the transport. Jumping from seat to seat will result in a **suspension**.

**Please reinforce these rules with your children. We will do the same in school. If your child is suspended from a bus, he or she may not have any bus privileges at any time while suspended. This applies to the Navigator program as well. Our goal is to make sure we transport your children to and from school in a safe, incident free process.**

### **PROCEDURES FOR SUSPENSION**

In the case of a student's intended removal from school for purposes of suspension, accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

1. The student shall be informed, in writing, of the intended suspension and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his/her actions.
3. A written notice shall be sent to the parent/guardian within twenty-four (24) hours. The written notice will outline the specific reasons for the suspension and include notice of their right to appeal the suspension to the Superintendent or his designee, to be represented in appeal proceedings, and to request such hearing to be held in closed session. The student will remain suspended from school during the appeal procedures. If the suspension is overturned through the appeal process, the suspension will be expunged from the student's file and all class work can be made up and credited.
4. Written notice of the suspension shall also be sent to:
  - a. Office of the Superintendent
  - b. Treasurer of the Board of Education
  - c. Student's record

Suspensions may not be longer than ten (10) school days beginning with the first day of the removal from school. Only school administrators including the Principal, Assistant Principal, and/or the Superintendent may initiate suspension proceedings. If there are fewer than ten (10) days remaining in the school year, the Superintendent may apply part or all to the following school year.

When a student has an out-of-school suspension, the student is permitted to have access to class assignments and completed work may be accepted for credit upon the discretion of the teacher.

### **PROCEDURES FOR EXPULSION**

A student may be expelled by the Superintendent of schools in accordance with procedures outlined by the Ohio Statutes.

In most instances, an expulsion recommendation shall be warranted only after efforts have been made to involve the parents and student in an attempt to change the behavior pattern. An expulsion shall not extend beyond 80 school days unless the violation includes a weapon, then the expulsion may be up to one year.

If a student brings a weapon on school property, in a school vehicle, or to any school sponsored activity, she/he shall be expelled for one year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. In compliance with Federal Law, the Superintendent shall also refer any student expelled for possession of weapon to the criminal justice or juvenile delinquency system serving the District.



A weapon is defined as any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device. A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

If, at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Before a student may be expelled, the student and his/her parent or guardian must be given written notice of the intention to expel and the reasons for the intended expulsion. This notice shall include information on the right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion, the time and place of the hearing, and the right to have a representative at the hearing. The time to appear shall not be earlier than three or later than five school days after the notice is sent. If applicable, the notice must state that the offense is one for which permanent exclusion may be sought.

Following a student's expulsion from school, the Superintendent shall, within one school day:

1. Notify the student and his/her parent/guardian in writing, of the expulsion, the reason for the expulsion, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in executive session; and (if applicable), that the offense is one for which permanent exclusion may be sought.
2. If a student is expelled for more than twenty (20) days or if any period of the expulsion extends into the following semester or school year, the Superintendent is required to provide the student and his parent/guardian with information about services offered by public or private agencies that work toward improving the student's attitudes and behavior that contributed to the incident that gave rise to the expulsion. This information must include the names, addresses, and phone numbers of the appropriate public and private agencies.
3. Written notice of the expulsion shall also be sent to:
  - a. Office of the Superintendent
  - b. Treasurer of the Board of Education
  - c. Student's record

During the period of absence due to suspension, expulsion, removal, or permanent exclusion the parent/guardian or the student (if she/he is 18 years of age or older) is responsible for the conduct of the student. While suspended, expelled, removed, or permanently excluded from school, students are not permitted to attend curricular or extracurricular activities, or be on the school property. If the student is suspended or removed only from one particular class or activity, she/he may not attend the class or participate in the activity for the duration of that suspension or removal.

## **Title 1**

Alliance City School parents may request policies regarding student participation in state mandated assessments as well as information on each assessment. Please see your building principal for this information and/or BOE Policy #po2623. Information on mandated State Assessments can also be found at the following website web address: <http://education.ohio.gov/Topics/Testing>.

## **Title IX**

The Alliance City School District has developed policies that focus on the right of pupils and the right to participate in academic, athletic, and any other extra curricular activities without regard to sex, race, color, national origin or disability.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL 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 gender identity), 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.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators").

Michelle Balderson  
Director of Primary Education  
330-821-2100  
200 Glamorgan St.,  
Alliance, OH 44601  
[baldersonmi@alliancecityschools.org](mailto:baldersonmi@alliancecityschools.org)

Shawn Jackson  
Director of Secondary Education  
330-821-2100

200 Glamorgan St.,  
Alliance, OH 44601  
jacksonsh@alliancecityschools.org

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

Use the link [Alliance City Schools Board of Education Policies](#) to see the full board policy code po2260

### **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

### **Compliance Officer(s)**

The Board designates the following individual to serve as the District's 504 Compliance Officer/ADA Coordinator (hereinafter referred to as the "District Compliance Officer(s)").

Dr. Amy Cramer  
Director of Special Education  
330-821-2100  
200 Glamorgan St.  
Alliance, OH 44601  
[crameram@alliancecityschools.org](mailto:crameram@alliancecityschools.org)

The name(s), title(s), and contact information of this/these individual(s) will be published annually on each individual school's web site.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

## Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13).

Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate.

Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Use the link [Alliance City Schools Board of Education Policies](#) to see the full board policy code po2260.01

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

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

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will

provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent or designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **CARE TEAM**

The School Care Team is a system of learning support that ensures all students and families have an equal opportunity for success by providing community and school resources, strategies and practices. The team consists of our principal, our Care Team leader, our mental health therapist from Child and Adolescent Services and Behavioral Health, our Family Support Specialist and our Climate Specialist. Other staff members may be asked to be involved as well. We know that the support we provide will have a wonderful and positive impact on the academic, emotional and social growth of our children.

You will be contacted if the CARE Team feels a need to discuss concerns regarding your son/daughter.

### **RTI**

Response to Intervention (RTI) is an educational process to support academic and behavioral progress. If your child's team of teachers feel he/she would benefit from RTI they will design a plan that specifically meets his/her individual needs. Your child's teaching team will contact you to review the plans, learning goals and interventions.

### **SCHOOL-BASED MENTAL HEALTH SERVICES**

Mental Health Services are provided for individual and family counseling, case management, and consultation to students and families. The goal is for positive changes in a student's academic performance and decreases in disciplinary issues.

### **PTO**

#### **Purpose:**

- Enhance & support the educational experience of Alliance 2nd-3rd Graders.



- Build relationships among parents and students that will continue through intermediate, middle school and high school years.

The PTO meets monthly. The dates of the meetings are communicated through fliers, our automated phone messaging system and on the school's website. Attendance does not obligate parents to commit to roles or duties. However, it does allow for sharing of ideas and collaboration. Please consider joining our PTO!

### **NAVIGATORS AFTER SCHOOL PROGRAM**

Navigators is an after school program that offers a variety of academic assistance with enrichment activities. Students are offered a snack, receive homework help, and develop reading and math skills through hands-on activities. For more information please contact Rockhill Elementary at: 330-829-2260.

### **NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM**

Alliance City Schools participates in the National School Lunch and Breakfast program. Beginning in the school year 2016, Alliance schools were approved for the Community Eligibility Program (CEP). The CEP is a Federal program that allows us to offer meals at No Cost to all of our students and provides funding to help support the cost of the Food Service Program. Alliance City Schools follows the Offer versus Serve policy sponsored by the USDA. Offer vs. Serve is intended to decrease waste and costs by allowing students to refuse up to two components in a lunch and one component in a breakfast. The lunch components consist of a meat/meat alternative (cheese, beans or yogurt), grain (bread, rice, or noodles), vegetable, fruit, and milk. The breakfast components consist of an entrée, fruit/juice and milk. All students are required to take a fruit or vegetable when buying lunch.

### **PAY-FOR-IT**

Our Point of Sale system is set up to take credit/debit cards and electronic checks via the Pay-For-It system found at [www.payforit.net](http://www.payforit.net). An account needs to be set-up for your child(ren) using their PIN (student ID) number. This system will allow you to view the purchases your child(ren) have made for the past 14 days as well as allow you to add money to their account. The system can also send email reminders of your child's account balance when you set up the information. You do not have to pay online to view your child's account.

### **POINT OF SALE SOFTWARE**

Food services operates under a Point of Sale (POS) system, which means EVERY student must type in their student ID number (PIN) in order to purchase any items. Under POS, each student has an account and the correct amount is removed (debited) from the account when the child purchases an item. Parents are encouraged to send money in the form of checks to be placed on student accounts or on our on-line payment

system (see pay-for- it above). Please place the child's name or PIN number in the memo portion of the check. All money left on the account at the end of the school year, stays with the student and will transfer to the next grade. Refunds are only granted if a student withdraws from the school district. Please contact the Food Services Dept for any questions.

## **CAFETERIA**

Meals consist of a balanced diet. Each student has a meal account established. A pin number is issued to purchase breakfast, lunch, and milk. Menus are sent home in advance so parents and students can plan ahead for either buying or carrying a lunch from home. Only school meals or packed lunches are permitted. Do not send pop or glass bottles to school in packed lunches.

During the meal period, students will be under supervision of a proctor. The proctor will maintain reasonable order and quiet in the cafeteria and has authority to deal with students who create a disturbance. **Behavior standards are set for the meal periods and such behaviors as loud talking, throwing food, and being out of one's seat at unnecessary times are prohibited in order to stress good manners and to have an orderly time for eating.** Such behaviors may result in disciplinary action.

*If your child is going to be late for school, please notify the office by 9:00 am to order him/her a lunch. A school lunch will not be ordered after that time.*

## **PRICING**

### Breakfast

Breakfast- No Cost/Adult- \$2.00

### Lunch

Elementary Lunch – No Cost

Middle and High School Lunches- No Cost

Extra Entrée \$1.50

Extra Milk- \$0.50

Adult Lunch- \$3.00

## **CAFETERIA CHARGE POLICY**

Should our No Cost Meals change, Alliance City Schools will allow a child to charge a meal in the event that the child forgets his/her lunch money. At this time, we do not allow charging for a la carte items. Please set-up an account in the Pay-For- It system to view your child's balance and purchases in order limit your child from having to charge. Grades Pre-K-5 are permitted to charge a total of three meals with a letter accompanying the child home, explaining that a charge took place. Grades 6-8 only three charges permitted per year with a letter accompanying the child home. There will be no charging at the High School. All charges must be paid in full prior to the Memorial Day holiday. There is no charging permitted after the Memorial Day holiday.

## **SPECIAL DIETARY NEEDS AND ALLERGIES**

The Food Service is happy to accommodate students with special dietary needs and food allergies within our abilities. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. This documentation must include, but is not limited to, a statement of the allergy, what dietary changes from the traditional school meal are necessary, what specific foods must be omitted or substituted and what dietary items can be used to replace the items. This documentation should be given to the school nurse. We are unable to substitute any item for milk except in the case of an allergy or disability according to the USDA and the Ohio Department of Education [USDA Final Rule Fluid Milk Substitutions in the School Nutrition Program (73 FR 52903)]. We will provide a cup and water to any student that asks, as well as sell bottled water and juice cups a la carte. This Institution is an equal opportunity provider.

## **BREAKFAST AND LUNCH MENU**

The menu is published weekly in the newspaper, appears on Channel 11, is posted in the cafeteria, and is on the school's morning announcements, school website, etc. We also send home monthly menus in the student's take-home folder. Please call the office if you would like to request another copy.

## **PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS**

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team under Policy 8420.01.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers, and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the Districts educational or operational processes.

In addition, the Board may require that students shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board and/or may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student or others.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation.

#### Use of Mask/Face Covering

Cloth face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face so there are no gaps;
- C. not create difficulty breathing while worn; and
- D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include surgical masks or respirators unless medically indicated (as those should be reserved for healthcare workers) or masks designed to be worn for costume purposes.

All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 Dress and Grooming.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

- A. facial masks/coverings in the school setting are prohibited by law or regulation;
- B. facial masks/coverings are in violation of documented industry standards;
- C. facial masks/coverings are not advisable for health reasons;
- D. facial masks/coverings are in violation of the school's documented safety policies;
- E. settings where cloth masks might present a safety hazard (i.e. science labs)



## **Alliance Board of Education**

Mr. Tyler Kinser- President

Mrs. Suzanne Dennis- Vice President

Dr. Beth Canfield-Simbro

Ms. Elayne Dunlap

Mr. William Koch

## **District Administration**

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Kirk Heath- Treasurer

Michelle Balderson- Director of Elementary Education

Shawn Jackson- Director of Secondary Education

Dr. Amy Cramer- Special Education Coordinator

Nick Cowles- Director of Operations

Chad Morris- Director of Technology

# ALLIANCE HIGH SCHOOL

## ALMA MATER

*On the rolling verdant terrace,*

*With the trees close by,*

*Stands our noble Alma Mater,*

*Dear Alliance High.*

*Lift your voices, laud and praise her,*

*For there are but few*

*That are like our Alma Mater,*

*Hail the Red and Blue.*

*Far above all other schools,*

*Stands Alliance High,*

*She will never be forgotten,*

*As the years go by.*

*Lift your voices, laud and praise her,*

*For there are but few*

*That are like our Alma Mater, Hail the Red and Blue.*

## School Colors

Columbia Blue and Red

## School Mascot

Aviators



Dear Parents,

Once again, thank you for your continued support of our schools as we strive to cultivate the fullest potential in each student. **After reading the handbook, please sign below, detach, and return this sheet of paper to school with your child.** If you have any questions regarding the handbook, please call the school office @ 330-829-2260.

**I have received a copy of the Alliance Elementary School Student Handbook. I understand that the handbook contains information that I may need during the school year. By signing this, I am attesting that I read and understand all expectations for AES students.**

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( parent signature)

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(student's name)

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## **STUDENT HANDBOOK ADDENDUM**

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The Alliance Board of Education, based on the best available scientific evidence and recommendations, believes that, due to the Covid-19 pandemic, the wearing of masks by students is a critical part of the layering of protection which also includes the washing of hands and physical distancing. Since physical distancing may not always be possible in a school setting, the wearing of masks becomes even more important.

Acknowledging the importance of following protocols to attempt to reduce the likelihood of infection of students and staff, the Board requires students to wear a mask on the bus, in the building, classroom(s) and at other times deemed necessary by the administration, unless students are unable to do so for a health or developmental reason. Breaks will be determined by the administration or designee.

If no exception is applicable, the student may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student and/or others. If the student /parent(s) refuse to participate in the online/virtual learning option, truancy and or disciplinary policies will apply.